



Request for Tender



Parts A & B -

**Provision of Forest Inventory Services
(Standing Offer Arrangement)**

REQUEST NUMBER:

RFT1/2024FG

CLOSING TIME:

3:00 pm, Wednesday, 6 November 2024, Perth, Western Australia

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Part A – Information for Respondents

Please note: all defined terms are capitalised. A definition list can be found in the Request Conditions provided in Section 7.

1. Structure of this Request

The following documents and appendices form part of this Request.

The Respondent will be deemed to have obtained and examined all the documents listed below as part of submitting an Offer.

Part/Appendix	Description
Part A	Information for Respondents This Part provides, amongst other things, detail on how to submit an Offer and the name of the Forest Product Commission's contact person. The Respondent must read and keep this Part.
Part B	How the Commission evaluates Offers This Part explains how the Commission will evaluate Offers. The Respondent must read and keep this Part.
Part C	Submitting an Offer The Commission recommends the Respondent engage a professional advisor or consultant if they require assistance on completing this Part. The Commission, for ethical and probity reasons, will not provide the names of any consultants and will not provide assistance in completing this Part. The Respondent must complete this Part and return Part C (with supporting documentation) to the Commission as part of its Offer.
Appendix A	Price Schedule The Respondent must complete and return the Price Schedule as part of their Offer.
Appendix B	Draft Services Contract The draft Services Contract provides the basis of negotiating the terms and conditions of any contract awarded through this Request. The Respondent must read and keep this Appendix.
Appendix C	FPC622 Occupational Safety and Health Tender Checklist The Respondent must complete and return this Appendix as part of their Offer.
Appendix D	Commission Plantation Estate Map This document outlines the Commission's plantation estate in which the Services may be undertaken. The Respondent must read and keep this Appendix.

Part/Appendix	Description
Appendix E	<p>Contractor Procedures and Work Instructions</p> <ul style="list-style-type: none"> • Contractor Procedure E1 - Contractor Incident Reporting • Contractor Procedure E3 - Contractor Environmental Compliance • Contractor Procedure F1 – Fire Requirements • Contractor Procedure E5 - Integrated Forest Management System (IFMS) E-Learning awareness modules for contractors • Contractor Procedure O1 - Contractor Safety Requirements • Contractor Procedure O3 - Alcohol and other drugs • Work Instruction 129 - Protocol for Plantation Post-thin, Early Rotation Inventory and Pre harvest Inventory • Work Instruction 220 - Protocol for PSP • Work Instruction 251 – Quality Assessment <p>The above Work Instructions provide the basis by which Inventory assessments are currently undertaken.</p> <p>The Respondent must read and keep this Appendix.</p>

2. The Forest Products Commission Background

The Forest Products Commission (the **Commission**) was established by the Western Australian Government in November 2000 as a statutory authority and is governed by the *Forest Products Act 2000* (WA) (**the FP Act**).

The scope of the Commission's activities includes industry development, such as the facilitation of private sector investment to support the longer-term interests of the timber industry and the future timber needs for Western Australia. The Commission also has a responsibility to generate a profit from the forest products it harvests, ensure the long-term viability of the forest products industry, and apply ecologically sustainable forest management principles in the native forest sector.

The Commission is within the portfolio of the Minister for Forestry.

The Commission operates with an Integrated Forest Management System designed to meet the requirements of the:

- Australian/New Zealand standard for Sustainable Forest Management (AS/NZS 4708:2021); and
- Australian/New Zealand standard for Occupational Safety and Health Management Systems (AS/NZS ISO 45001:2018).

The Commission's Organisational Mission

To contribute to Western Australia's economic and regional development through:

- Sustainable harvesting and regeneration of the State's forest resources;
- Promoting innovation in forest management and local value adding for timber resources; and
- Generating positive returns to the State.

Objectives of this Request:

The following summarises the objectives of this Request process:

- (i) To establish a panel of contractors to undertake the services detailed in this Request;
- (ii) For Contractors to have in place and implement an effective safety management system and to be actively seeking improved safety outcomes;
- (iii) For Contractors to operate in accordance with environmental and other operational requirements;
- (iv) Where value for money opportunities arise, foster new and small businesses;
- (v) For the Commission and Contractors to establish clear and effective operational and contractual monitoring and reporting tools to facilitate delivery of objectives (i), (ii), and (iii).

3. Scope of Request

Services Required

Under this Request for Tender (the **Request**), the Commission invites Offers from suitably equipped, qualified and experienced businesses to enter into a Standing Offer Arrangement (SOA) to provide Forest Inventory Services (the **Services**).

Successful Respondents will be appointed to a Panel to which Orders for Services may arise throughout the proposed Term of this SOA, based on, amongst other things, the Commission's work schedules, Panel Member's capacity and Offered Prices.

The initial Term of the SOA will be three years, with commencement expected in January 2025. There are two, one-year extension options available, exercisable at the complete

discretion of the Commission. Respondents should refer to Clause 3 of the Contract (Appendix B refers) for eligibility requirements for contract extension options.

Despite appointment to the panel, Services will only commence upon the allocation of Services to the Contractor by the Commission's Authorised Officer.

Under the SOA Panel, Contractors will be responsible for conducting inventory plot measurements for pine, eucalypts and sandalwood plantations, including:

- Early Rotation Inventory (ERI) on unthinned plantations;
- ERI Stem Quality Assessments;
- Post-Thinning Inventory (PTI) following first, second and third thinnings plantations;
- PTI Stem Quality Assessments;
- Permanent Sample Plots (PSP);
- PSP Stem Quality Assessments;
- Pre-Harvest Inventory;
- Pre-Harvest Inventory Stem Quality Assessments;
- Carbon Assessment;
- Carbon Assessment Quality Control;
- Carbon Assessment Destructive Inventory; and
- Ad hoc Inventory Services.

These services may be completed in plantation, native forest or wild sandalwood areas and will be assigned by negotiation.

Plantation carbon assessments and quality control validation will be required for the Synergy Project reporting. Protocols will meet *Carbon Credits (Carbon Farming Initiative) (Reforestation and Afforestation – 1.2) Methodology Determination 2013*. It is recognised that above-ground biomass destructive inventory could be required to validate regional allometric functions. Respondents who elect a SOA to include Synergy Destructive Inventory will require a detailed Safety Management Plan for the activity.

All Services will be conducted in accordance with the Contractor Procedures and Work Instructions (Appendix E).

Please note that subcontracting is not permitted under this Request.

Service Delivery Area

Forest Inventory work is predominantly located in the southwest of WA. The Commission's State plantation estate ranges from Perth Hills in the north, south-east to Boddington Boyup Brook area, west to the steeper plantations of the Blackwood Valley to the Capes (Busselton/Margaret River region) and south down to Rocky Gully and Lake Muir, east of Manjimup.

The inventory work also extends into regional share farms located in the Collie-east, Katanning, North Albany, Esperance and Midwest. A map outlining the area for provision of services is provided as Appendix D.

Indicative Quantum of Services

The table below provides **indicative figures only** for the estimated number of plots that will be required under the Contract over the next five years.

The below table does not represent any commitment by the Commission to offer any Panel Member a minimum quantity of work.

Estimated of number of plots required under the contract:

Inventory Plot Type	Financial Year				
	2025	2026	2027	2028	2029
Softwood post-thinning inventory, T1, T2, T3 (quality assessments)	150	150	150	150	150
Softwood early rotation inventory (quality assessments)	100	100	100	100	100
Softwood pre-harvest inventory (conventional and quality assessment)	100	100	100	100	100
Softwood existing permanent sample plots (conventional)	100	150	150	150	150
Softwood new permanent sample plots (conventional)	100	50	50	50	50
Carbon assessments (specific methodology)	300	0	0	0	100
Carbon assessment – quality control (specific methodology)	15	15	0	0	0
Carbon assessment - destructive inventory	10	10	0	0	0
Ad hoc inventory services (e.g. wood density inventory, sandalwood)	40	40	40	40	40

Factors Influencing Work Availability to the Panel

Respondents are advised that demand for Services may vary throughout the year. Factors influencing work availability to the Panel include (but are not limited to):

- (i) fire events and fire restrictions;
- (ii) weather; and
- (iii) the Commission's annual harvesting program.

Number of Contracts

As an SOA, the Commission intends to award a contract to up to four successful Respondents who will all be appointed to a panel. Each successful Respondent will become a Panel Member.

The Commission may:

- (i) appoint a single Panel Member;
- (ii) appoint multiple Panel Members; or
- (iii) not appoint any Panel Members at all.

The number of contracts awarded through this Request will be dependent on the number of submissions that represent value for money within the constraints of the work available.

Allocating Services to Panel Members

Selection of Panel Members from the SOA for required Services will be at the discretion of the Commission's Authorised Officer on a job-by-job basis and will be dependent upon factors including, but not necessarily limited to:

- (i) the extent of Services and the cost-effectiveness of engaging a Panel Member;
- (ii) each Panel Member's previous performance under the SOA; and / or
- (iii) the Panel Member's availability.

Clause 17 of the Contract (Appendix B) provides the framework in which Contractors will be allocated work. No contract resulting from this Request will provide for any minimum guaranteed volume of work.

Price Basis

The Commission is requesting Offered Prices for the various types of measurement plots as set out in Appendix A (Price Schedule).

For the Services set out in Appendix A (Price Schedule) Offered Prices are all-inclusive. Separate charges for meals, travel and accommodation, or other consumables are not reimbursable by the Commission.

Compliance and Quality Requirements

The following compliance and quality requirements apply to this Request:

- Successful Respondents will be required to comply with all relevant Contractor Procedures and Work Instructions (provided as Appendix E).
- Successful Respondents will be required to comply with the draft [Forest Industries Federation \(WA\) Safety and Health Code for Native Forest \(Hardwood\) and Softwood Logging](#) and the final version of this code once ratified.
- The Respondent's Offer must address the Compliance, Disclosure and Qualitative Requirements contained within Part C of this Request.

4. Accuracy of Request Document

While all due care has been taken in connection with the preparation of this Request (which includes the appendices), the Commission does not warrant the accuracy of the content and the Commission will not be liable for any error in, or omission in, the Request. The Respondent must undertake appropriate due diligence with regard to the information provided in this Request.

Note: Offers must be based on the information contained in this Request document and not on any prior information that may be held by any Respondent. Any such prior information may have been corrected or superseded or both and therefore, the Respondent should not rely on it (or do so at their own risk).

5. Request Conditions

The Request Conditions are located at (<https://www.wa.gov.au/system/files/2023-11/fpc460-request-conditions.pdf>) and contain important provisions regarding the nature of this Request and the consequences of the Respondent submitting an Offer. The Respondent is deemed to have read and considered the Request Conditions before submitting an Offer.

6. Submission of Offers

The Respondent must **only** submit their Offer **electronically** by uploading it to Tenders WA at: www.tenders.wa.gov.au.

Note:

- (a) The Respondent must be registered with Tenders WA in order to lodge their Offer electronically.
- (b) Guidelines to assist Respondents with registering on Tenders WA and lodging an Offer electronically can be downloaded at www.tenders.wa.gov.au by following the links 'Help' > 'Help Guides' > 'Suppliers Help Guides'.
- (c) Tenders WA can facilitate the uploading of files to a maximum 100 megabytes limit per upload request. This does however not preclude the Respondent from uploading multiple files.
- (d) The Commission is unable to provide assistance on using Tenders WA. For advice or assistance on using Tenders WA, contact Tenders WA Procurement

Systems Support on +61 8 6551 2020 or send an email to: tenderswa@finance.wa.gov.au.

- (e) Further conditions regarding the submission of Offers (including the time required to upload) are contained in the Request Conditions Link provided in Section 5).

The Commission will not accept posted, hand delivered, oral, faxed, or emailed Offers.

7. Request Closing Time

You must submit your Offer electronically in line with section 6 before the following Closing Time:

3:00 pm, Wednesday, 6 November 2024, Perth, Western Australia

8. Late Offers

A late Offer (i.e. **not lodged before 3:00 pm, Wednesday, 6 November 2024, Perth Western Australia**) will not be accepted unless it conforms to the mishandling criteria as stated in the Request Conditions.

9. Offer Validity Period

The Offer Validity Period is for a period of six (6) months from the Closing Time.

10. Price Variation Mechanism

The Contractor's prices will remain fixed until 30 June 2025. Thereafter, a price variation will occur 1 July each year for the balance of the term based on the movement of the Perth Consumer Price Index (CPI) published by the Australian Bureau of Statistics (ABS) (Catalogue Number 6401.0:1 All Groups) for Perth for the previous twelve months based on the movement between March quarters.

11. Briefing

There will not be a briefing for this Request.

12. Requests for clarification or further information

- (a) Any questions or request for further information or clarification of the Request document (or any other document issued in connection with the Request) must be submitted in writing by email to the contact person nominated in section 13 of this Part A.
- (b) Any communication by the Respondent to the Commission or its agent will be effective upon receipt by the contact person. The Commission recommends that senders arrange a read receipt facility for such email communications.
- (c) The Commission may restrict the period during which it will accept questions or requests for further information or for clarification.
- (d) Except where the Commission is of the opinion that issues raised only apply to a particular Respondent, questions submitted and answers provided will be made available to all prospective Respondents without identifying the person or organisation raising the question.

- (e) The Commission will not accept liability whatsoever for any information provided by sources other than the nominated contact person.

13. Contact Person

There is only one contact person for this Request.

The contact person will manage all enquiries and direct each enquiry to the most appropriate person. The contact details are shown below.

All enquiries:

Name:	Lucy Griffiths
Position:	Senior Procurement Coordinator
Telephone:	(08) 9636 4626
E-mail:	lucy.griffiths@fpc.wa.gov.au

Advice on Using Tenders WA

Name: Procurement Systems Support

Telephone: (08) 6551 2020

Unauthorised Contact

The Respondent must not:

- (a) rely on or seek any other information provided by any other person within the Commission, its agents or consultants in relation to this Request. Such unauthorised communication may, at the absolute discretion of the Commission, lead to disqualification of the Respondent;
- (b) engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Request process in any way. Such action may, at the absolute discretion of the Commission, lead to disqualification of the Respondent; or
- (c) seek or obtain the assistance of employees of the Commission in preparing their Offers. In addition to any other remedies available to it under Law or contract, the Commission at its absolute discretion, may disqualify the Respondent if it reasonably believes to have sought or obtained such assistance.

Further Respondent responsibilities are outlined in the Request Conditions mentioned in section 5.

Part B – How the Commission evaluates Offers

1. Value for Money

Achieving Value for Money is a key Western Australian Procurement Rule. It ensures that when purchasing Goods and/or Services, State Agencies achieve the best possible outcome, for every dollar spent, by assessing the costs and benefits of, and the risks inherent in, an Offer, rather than simply selecting the highest Offered Price.

In determining Value for Money, the Commission will:

- (a) apply relevant Western Australian Procurement Rules and Government policies and priorities, including those referenced in the Western Australian Social Procurement Framework, to the assessment of Offers;
- (b) assess Offers against the Compliance and Disclosure Requirements in section 5 in Part C;
- (c) assess Offers against the Qualitative Requirements in section 6 of Part C;
- (d) assess the Offered Prices, which includes assessing the Offered Price and Pricing Requirements referred to in Section 7.2 in Part C (and Appendix A – Price Schedule), and
- (e) if applicable, undertake a risk assessment or financial capacity assessment of the preferred Respondent/s.

The determination of Value for Money will require a consideration of all the above factors and any other matters that the Commission considers relevant.

2. Due Diligence

Concurrent to the Value for Money assessment or as subsequent and final stage of this Request, the Commission will conduct due diligence of any preferred Respondents. In conducting this due diligence, the Commission may seek verification of any aspect of the Offer or information about the Preferred Respondent generally from available information, including the Commission's internal referees, contractor performance reports and audit findings under other contracts with the Commission, as well as third parties and credit agencies.

3. Western Australian Procurement Rules and Government Policies

The following apply to this Request:

- (a) The Western Australian Procurement Rules, as applicable

The [Western Australian Procurement Rules](#) can be viewed and downloaded at [wa.gov.au](#).

- (b) WA Buy Local Policy 2022

The [WA Buy Local Policy 2022](#) can be viewed and downloaded at [wa.gov.au](#).

- (c) Western Australian Industry Participation Strategy (WAIPS)

The [WAIPS](#) can be viewed at and downloaded from [wa.gov.au](#).

4. Supplier Debarment Regime

In January 2022 the Western Australian supplier debarment regime commenced operation. The debarment regime establishes grounds and processes through which a supplier can be excluded (by suspension or debarment) from supplying goods, services

and works to State Agencies. The regulatory scheme is established under Part 7 of the *Procurement Act 2020* and the *Procurement (Debarment of Suppliers) Regulations 2021*. Further information about the regulatory scheme is available from wa.gov.au and [Tenders WA](#).

Unless operation of the *Procurement (Debarment of Suppliers) Regulations 2021* has been excluded, the Contract Authority or Customer must exclude from consideration any Offer received from a Respondent who is suspended or debarred, and any Offer which includes a subcontracting arrangement with a suspended or debarred subcontractor.