

## Request for Quotations

### Provision of Tree Surgery work at Isle of Man Post Office HQ (PO/2024/RFQ46)

Isle of Man Post Office (IOMPO) employs around 310 people and has 50 years of experience in the mailing industry. As the single postal authority for the Isle of Man, we carry almost 20 million letters and parcels each year and deliver to each household and business on the Island.

IOMPO has the largest retail network on the Island with two internally operated and nineteen independently run post office locations, which offer customers the opportunity to post letters and parcels, pay bills, renew licenses and undertake a range of banking services.

IOMPO operates the majority of letter and parcel sortation at its main Postal Headquarters at Spring Valley Industrial Estate, Braddan, Douglas IM2 1AA. This site is particularly busy preparing mail for delivery with vehicles and staff in the immediate area of the trees between 07:00hrs to 09:00hrs, six days a week (Monday to Saturday). The site is also busy from 18:00hrs to 20:00hrs on a daily basis when trailers are delivering letters and parcels for processing the following day. Therefore, any work would need to avoid these periods for health and safety of both parties.

IOMPO's site occupies just over three acres of land and on the west boundary that is adjacent to the Haldane & Fisher, Hoistline and Borough of Douglas Council properties it contains a line of trees (predominantly ash with a small number of sycamores). Estimated length of 180 meters and containing approximately 65 trees, within the grounds owned by IOMPO.

As part of our property maintenance programme, IOMPO is interested in receiving quotations from companies experienced in providing tree surgery services to removal all the ash trees as they are suffering from disease/decay from ash dieback and subsequently pose a risk to our property and neighbouring properties.

IOMPO has obtained a licence from Isle of Man Government Department of Environment, Food and Agriculture (DEFA) to carry out the proposed work to removal all the ash trees, however, a small number of sycamore trees must remain.

A site inspection of the area must be undertaken prior to submission of the response, to ensure access restrictions are considered. The ash trees are behind perimeter fencing and one of our buildings, therefore access for some trees would be from the neighbouring properties car park. To arrange a suitable date/time, please refer to the below contact.

IOMPO expects companies to be qualified and licenced as necessary to undertake the work.

#### **Tree Surgery Services**

The Contractor will be required to provide the following:

- Liaise with neighbouring properties and landowners to co-ordinate work in close proximity of their buildings and/or access over their carpark
- Ash tree removal (approximately 60) in the line of trees on the west boundary
- Removal of all waste material
- Work outside our current postal operation busy time limits 07:00hrs to 09:00hrs and 18:00hrs to 20:00hrs

<b>Requirements and staff</b>
<ol style="list-style-type: none"> <li>1. All staff should be background checked, trained and comply with relevant legislation</li> <li>2. All staff must wear appropriate clothing and personal safety protection while on site</li> <li>3. All staff must be identifiable as contracted staff</li> <li>4. The Contractor will be required to attend onsite meeting during the delivery of the service.</li> </ol>

<b>IOMPO Responsibilities</b>
<ul style="list-style-type: none"> <li>• Access to the POHQ building with suitable safety measures in place for equipment arrival and safety at work, this may include removal of perimeter fencing near the trees</li> <li>• Liaise with neighbouring properties and landowners to obtain any required permission when working in close proximity of their buildings and gain access over their land</li> </ul>

Potential suppliers must include how they plan to comply with above requirements, including:

1. Provision of References \*
2. Completion of Form of Acknowledgement \*
3. Completion of Schedule of Confidential Information \*
4. Completion of Supplier Questionnaire \*
5. Completion of Supplier Assurance – Policy Declarations \*
6. Confirmation of acceptance of standard terms and conditions for goods/services  
[https://www.iompost.com/uploads/iompo\\_standard-terms-and-conditions-for-goods-and-or-services.pdf](https://www.iompost.com/uploads/iompo_standard-terms-and-conditions-for-goods-and-or-services.pdf)
7. Any proposed variations in the specification of requirement(s)

\* These documents can be obtained from the below contact.

### **Quotation Evaluation Criteria**

The quotation response will be evaluated by an approach that takes into account both the price and quality in order to determine the “most economically advantageous quotation”. The weighting split used to evaluate the responses will be price 50% and quality 50%.

*Weighting* - Each question is allocated a weighting that contributes to the 50% quality element of the quotation evaluation. The weighting, represents the significance and importance of the quality question to the service provision/evaluation team.

*Scoring* - In order to ensure the evaluation of quality is applied consistently, requirements are marked using a scoring system of zero (0) to five (5).

<b>Score</b>	<b>Criteria for awarding score</b>
0	Completely fails to meet required standard or does not provide a proposal
1	Proposal significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals
2	Proposal falls short of achieving expected standard in a number of identifiable respects
3	Proposal meets the required standard in most material respects, but is lacking or inconsistent in others
4	Proposal meets the required standard in all material respects
5	Proposal meets the required standard in all material respects and exceeds some or all of the major requirements

In order to ensure that your response has the best chance of success, please answer all of the questions. It is the answers to these questions that will determine the mark awarded for the quality element of your response.

Tree Surgery Requirements		
Req. No.	Mandatory, Desirable, Minimum Score	Mandatory
3.1	Mandatory	Provide details of experience and length of service in tree surgery (arboriculture) and any qualifications you or your staff hold.
	Weighting 30	
3.2	Mandatory	Companies should provide a method statement covering the removal process, identifying what will remain in the location once removed.
	Weighting 30	
3.3	Mandatory	What steps do you intend to take to protect IOMPO staff and property such as risk assessments and insurance.
	Weighting 20	
3.4	Mandatory	Provide details of how you would remove and handle any tree waste.
	Weighting 20	
3.5	Mandatory	Companies should provide an indicative date and high-level plan of activities for when they could commence the proposed works.
	Weighting 10	

Tenderers must identify any proposed sub-contractor(s) below:

Works to be undertaken by sub-contractor(s)	Name of sub-contractor(s)

Environmental and Sustainability		
3.6	Mandatory	The Isle of Man Government is committed to achieving net zero greenhouse gas emissions by 2050 <a href="http://www.gov.im/climatechange">http://www.gov.im/climatechange</a> and is committed to the reduction of single use plastic <u>Isle of Man Government - Plastics</u> . In no more than 400 words, please identify how your company supports these commitments and provide details of your organisation's wider policies on environmental and sustainability issues.
	Weighting 10	

Local Economic Factors		
3.7	Mandatory	In no more than 400 words, please identify what benefits your company would bring to the Isle of Man economy as a direct result of undertaking this contract. This may include economic contribution such as personnel, income tax, travel or social contribution such as training and development to the wider community.

	Weighting 10	
--	-----------------	--

**Quotation Price**

Description	Total £ (excluding VAT)
Charge for the removal of all the ash trees and associated waste materials	
<b>Total</b>	

Failure to address any areas requested above may disadvantage the assessment of your submission. Please be aware that neither the Isle of Man Post Office nor any other part of Government or any other organisation assisting with the procurement process, will accept any charges for expenses or losses incurred by any interested party as a result of responding to this enquiry.

IOMPO does not bind itself to accept the lowest or any quotation, and reserves the right to accept a portion of any quotation, unless the supplier expressly stipulates otherwise in their quotation.

If you need to seek further information, please do not hesitate to submit your request by email (to [procurement@iompost.com](mailto:procurement@iompost.com)).

The quote will remain available for Expressions of Interest until noon on Thursday 18<sup>th</sup> July 2024.

Should you wish to respond to this opportunity, your response must be returned by **5pm on Tuesday 23<sup>rd</sup> July 2024** electronic responses are acceptable. Late responses will not be considered.