



Hancock  
Forest  
Management®

A Manulife Investment Management Company

## Expressions of Interest

### Request for Proposals for Silvicultural Services Hancock Forest Management (NZ) Ltd, Central Region

Hancock Forest Management (NZ) Ltd (HFM NZ) is the forest manager for Taumata Plantations Ltd (TPL). HFM NZ is seeking expressions of interest from suitable suppliers to submit proposals for TPL Central Region's Silvicultural Services.

The TPL Central Region is based in Tokoroa with the forest estate stretching north to Mamaku, west to Putaruru, east to Rotorua and south to Taumarunui

Primary activities will be planting, thinning to waste and spot release. Other activities include regen removal, manual releasing, fire response and fire standby as required.

Interested parties should obtain the full document relating to the work proposals, prior to Friday July 30 through the contact below. Current suppliers will be sent the document directly.

#### **Aaron Calvert**

Forestry Manager - Central

Hancock Forest Management (NZ) Ltd.

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# REQUEST FOR PROPOSALS (RFP): 2021

## Silvicultural Services– HFM (NZ) Ltd. Central Region

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### Introduction

Hancock Forest Management (NZ) Ltd (HFM) is the forest manager for Taumata Plantations Ltd (TPL). HFM is seeking proposals from suitable suppliers for TPL Central Region's Silvicultural Services.

The TPL Central Region is based in Tokoroa with the forest estate stretching north to Mamaku, west to Putaruru, east to Rotorua and south to Taumarunui (with some outliers west of Hamilton).

Kinleith Forest has the largest proportion of work.

The annual silviculture programme is currently anticipated to be approximately 2,800 hectares of planting, 1750 hectares of thinning to waste (TTW), 700 hectares of spot release. Other activities include regen removal, manual releasing, fire response and fire standby as required.

The volume of work is expected to be equivalent to two standard crews all year-round, with extra work available at certain times.

Responses can therefore be for full time employment of a single crew or for any excess work that may become available.

Preference for full time crews will be given to those based in Tokoroa.

The purpose of this RFP is to

- Invite interested parties to submit a proposal for the supply of Silvicultural Services.
- Provide more detailed information on the nature of the intended work programme.
- Outline HFM's expectations in relation to the provision of Silvicultural Services.
- Provide potential suppliers with a guide to the primary evaluation criteria that will be applied in the assessment of a proposal.

### Proposal Terms

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Suppliers must be available to discuss their proposal during the evaluation process.

HFM may require a supplier to provide additional information to allow further analysis of their proposal.

Respondents must submit a proposal that conforms to the requirements of this Request for Proposal. In addition to a conforming proposal, respondents may also submit alternative proposals which meet the same objectives as the RFP, but which may allow the services to be provided in a more economic, cost effective or efficient manner. All claims of increased efficiency must be supported with specific details of how this will be achieved.

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HFM reserves the right, and may in its absolute and sole discretion:

- (a) Reject any or all proposals, including the best-priced proposal;
- (b) Accept or reject any proposal at any time prior to 30th November 2021;
- (c) Waive any irregularities or informalities in the RFP procedure;
- (d) Accept or reject non-conforming proposals and accept or reject alternative proposals which meet the same basic objectives as the RFP but which allow the services to be provided in a more economic, cost effective or efficient manner;
- (e) Suspend or cancel the RFP process by notice;
- (f) Not give any reason for any rejection or acceptance of a proposal, or any suspension or cancellation of the RFP process;
- (g) Short list proposals and reject unsuccessful proposals prior to the final date for acceptance of proposals;
- (h) By notice to you to amend the RFP and any terms and conditions of the RFP;
- (i) Where HFM requests a query or question of a general nature from any respondent it shall provide a written response to their question to all respondents and any such document will be called a "Notice to Respondents";
- (j) Liaise, deal, negotiate, and/or conclude a formal agreement with any one or more person whether or not a proponent in this RFP process."

HFM does not warrant or guarantee the accuracy of any of the information contained in this RFP and under no circumstances shall HFM be liable to you, whether in contract, tort or otherwise in respect of any direct, indirect or consequential losses arising out of the information contained in this RFP and the RFP process itself.

All information made available to you by HFM during the course of this RFP ("the Confidential Information") shall be kept strictly confidential and you will not disclose, distribute or permit to be communicated orally or in writing, directly or indirectly, the Confidential Information to any third party at any time, except another proponent to this RFP, and except to the extent that disclosure is permitted in writing by HFM. You will use the Confidential Information solely for the purpose of preparing a response to this RFP and not for any other purpose.

All costs relating to this RFP and incurred by you are to your account and payable by you.

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<b>Timing of operations:</b>	<table border="0"> <tr> <td>Planting</td> <td>May-Mid September</td> </tr> <tr> <td>Spot Releasing</td> <td>October-November</td> </tr> <tr> <td>Thin to waste</td> <td>Mid-September-May</td> </tr> </table>	Planting	May-Mid September	Spot Releasing	October-November	Thin to waste	Mid-September-May
Planting	May-Mid September						
Spot Releasing	October-November						
Thin to waste	Mid-September-May						
<b>General:</b>	<p>Manual releasing, fire duties and other minor work as required throughout the year.</p> <hr/> <p>Planting is 95%+ Radiata pine typically planted at 800 stems per hectares at 5m x 2.5m with bare root cuttings. All trees are supplied to the individual planting sites. Planting frames are required for standard boxes.</p> <p>Any planned spot releasing occurs in Year 0 and Year 1 by knapsack. Metered dose guns are required. Chemical is supplied for pick up in Tokoroa.</p> <p>Thinning to waste is targeted for trees of 12 metres in height. The residual stocking is 450 stems per hectare for Radiata pine and 650 stems per hectares for Douglas fir. Tree stump diameter often exceeds 200 mm. Rear leg protection chaps/trousers (arborist style) and worker RT communication systems are required.</p> <p>Manual regen removal is undertaken by either slasher, pruner, handsaw or hand.</p> <p>Payment will be by buyer created invoice on or about the 20<sup>th</sup> day of the month following completion.</p>						
<b>Term</b>	<p>A one-year initial contract with an option to renew for a further two years if agreeable to both parties.</p>						
<b>Special Considerations</b>	<p>The preference is to allocate the work programme to at least two suppliers. <b>Costings should be based on employment for a single crew only.</b></p> <p>Costings are to be provided based on rate per worker per day, allowing for minimum payment to employees <b>at the specified Living Wage (\$22.75 as of 1 September).</b></p> <p>Costings are to include payment for travel. The average lead distance from Tokoroa can be taken as 35 kilometres.</p> <p>Costings should include all equipment, vehicles, training, quality management, overheads, income, and supervision of work.</p> <p>Costings should also be on the basis that all work is to be fully supervised in the field by a crew manager whose job is to ensure HSE management, quality management and training to allow efficient production as well as meeting or exceeding HFM and legislative minimum requirements.</p> <ul style="list-style-type: none"> <li>• For <b>High-risk tasks</b> (eg. TTW) this is to be at a ratio of <b>one crew manager to five productive workers.</b></li> <li>• For <b>Low-risk tasks</b> (eg. Planting) this is to be at a ratio of <b>one crew manager to six productive workers.</b></li> </ul>						

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Payments will be made based on the supplied costing and block targets to derive a rate per hectare. Costings should not be adjusted to include any expectation of over target production.

HFM require all contractors to have a comprehensive H&S system that includes drug and alcohol testing. This will be audited before engagement and then periodically for the term of engagement. Assistance with compliance will be provided if required.

All requirements of NZ employment law are to be met.

HFM is progressing a paperless system and all prescriptions and maps will be provided electronically to allow use of a tablet and pdf maps. Assistance will be provided if required.

**Information  
required in  
Proposal**

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Respondents are required to submit the following information in order to provide a conforming Proposal:

- All prices submitted are to exclude GST and be in NZ dollars (see Appendix 1 for basic outline).
- Name of bidder, including details of affiliated and parent companies.
- New Zealand company name.
- Trading or business name.
- Registered business office and business address.
- Contact person, phone numbers and email address.
- Brief history of the Bidder.
- Experience and qualifications of management personnel
- Location/Base of workforce
- References including previous or existing customers.
- Details of safety systems and a copy of Company Health and Safety Management Plan.
- Details of quality management system
- Suppliers must submit prices independent of any other supplier.
- The supplier's proposal must stipulate the period of validity from the required date of submission.

The following criteria will be used by Taumata Plantations in assessing each tender:

- Health and Safety systems, procedure and performance.
  - Environmental safety systems, procedure and performance
  - Quality systems and performance
  - Availability/capacity to complete programs to the timeframes
  - Pricing and overall cost to TPL
  - Demonstrated performance by the supplier.
  - Reputation, integrity, experience, technical ability, capability.
  - Financial security and stability.
  - Record of innovation and adoption of new technology.
  - Location of resources
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**Request  
return**

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Please have the Request returned to TPL before 5-00pm on **Friday 3 September 2021**, either by:

- email to [acalvert@hnrng.com](mailto:acalvert@hnrng.com)
- post to Aaron Calvert, HFM, PO Box 648 Tokoroa
- hand delivered/couriered to HFM offices at Braeside Avenue, Tokoroa.

Written proposals are required to be submitted in a sealed envelope with the words '**HFM – Forestry Team Silvicultural Services Proposal**' and the **Respondent's name and address** clearly marked on the outside of the envelope.

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## *Appendix 1 - Pricing Schedule*

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### **Schedule of rates requested.**

**Planting/Non saw releasing** - \$/Person/day or \$/crew/day (1:6 ratio)

**Hand/Spot spraying** - \$/Person/day or \$/crew/day (1:6 ratio)

**Thin To Waste/General saw-** \$/Person/day or \$/crew/day (1:5 ratio)

### **Non Tool (fire call outs, safety meetings, general training)**

- \$/person/hour (worker)
  
- \$/person/hour (crew manager)