



Department of Conservation  
*Te Papa Atawhai*

# **Tender Proposal Document**

**Grazing licence opportunity**

**Within part of Blackstone Hill  
Conservation Area**

October 2024

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## Attachments

- Appendix A Tender Application Form
- Appendix B Draft concession
- Appendix C Statutory Planning documents

## 1. Background

### 1.1. Introduction

DOC is inviting competitive tenders for the opportunity to graze sheep over approximately 350 hectares of the Blackstone Hill Conservation Area, administered by the Department of Conservation (DOC) over a two (2) year period. *The opportunity also includes the ongoing maintenance of supporting infrastructure.*

Blackstone Hill Conservation Area is legally described as Part Section 1, Section 2, 3 and part Section 4 SO 422980, Blackstone Survey District, and located at 5022 Wedderburn Becks Road (State Highway 85), in St Bathans, approximately 34 kilometres from Ranfurly.

This opportunity has been successfully tendered in the past 10 years.

The request for tender applications is being run under s17ZG(2)(a) of the Conservation Act 1987 (the Act), which enables DOC to tender the right to make an application, invite applications or carry out other actions to encourage specific applications for this activity.

At the appointment of a successful Applicant, they will then be invited to make a formal application under Part 3B of the Act and may be granted a concession to graze sheep over approximately 350 hectares of the Blackstone Hill Conservation Area.

### 1.2. Description of the property

#### a) Fencing

The property is currently divided into approximately 15 paddocks of varying sizes (see Figure 2).

The fences are in average condition. Predominately 7-wire with barbed wire top. Some internal fencing is 7-wire netting. The eastern most boundary fence is rabbit proofed on the lower terraces.

#### b) Pasture

The successful applicant is required to restore the pasture at the end of the concession. The pasture is a grass/pasture mixture of coltsfoot/lucerne and ryegrass. No cropping is permitted.

Making hay or silage is allowed.

#### c) Farm access

Approximately 6km of farm tracks being a mixture of 4WD and 2WD access. The tracks are in average condition.

#### d) Water supply

A new water system was installed in recent years at the property. The source is a spring across the lower terrace and above the Homestead. Water collects in a

30,000L tank on the lower terrace below the spring and is gravity feed to the woolshed, and two troughs near the woolshed.

Every paddock within the licence area has a spring and/or pond, making this suitable for the requirements of sheep.

Note: A pump shed is located on the other side of the main road, but this is currently turned off and not required for the gravity feed system.

e) Grazing Restrictions

No cattle or deer are to be grazed.

f) Fertilizer

The successful applicant will apply fertiliser in accordance with the Code of Practice for Fertiliser Nutrient Management ([Code of Practice \(digital\).pdf](#)), and the Otago Regional Council policies and rules.

g) Public Access

Public access must be maintained at all times via the route (indicative path) shown in Figure 1 to those areas of Blackstone Hill Conservation Area that are not part of this tender opportunity.

h) Rates

Actual 2023 - 24 rating year – Central Otago District Council \$3,329.66 plus GST; Otago Regional Council \$721.67 plus GST.

i) Improvements and Chattels *included* in the opportunity

(See Figure 3 for location of improvements and chattels)

5 Bay Hay barn (Bottom Haybarn)

- 2 bays have a concrete floor
- West of Wedderburn Becks Road.

Woolshed and chattels

- Four stand and associated pens
- Shearer's facilities adjacent to the shearing board, toilets, shower, kitchen/sitting area

Sheep Yards

- Sound condition

Foot rot trough

- Good condition
- Fencing, races, pens and concrete platform and bath

3 Bay Hay barn (Top Haybarn)

- Good condition

j) Improvements and Chattels on the property which are *excluded* from the opportunity

(See Figure 3 for location of improvements and chattels)

- Homestead and garage

- Cattle yards
- Single men's quarters
- Silos (x5)
- Derelict silo
- Grain elevator (electric)
- Fuel tanks

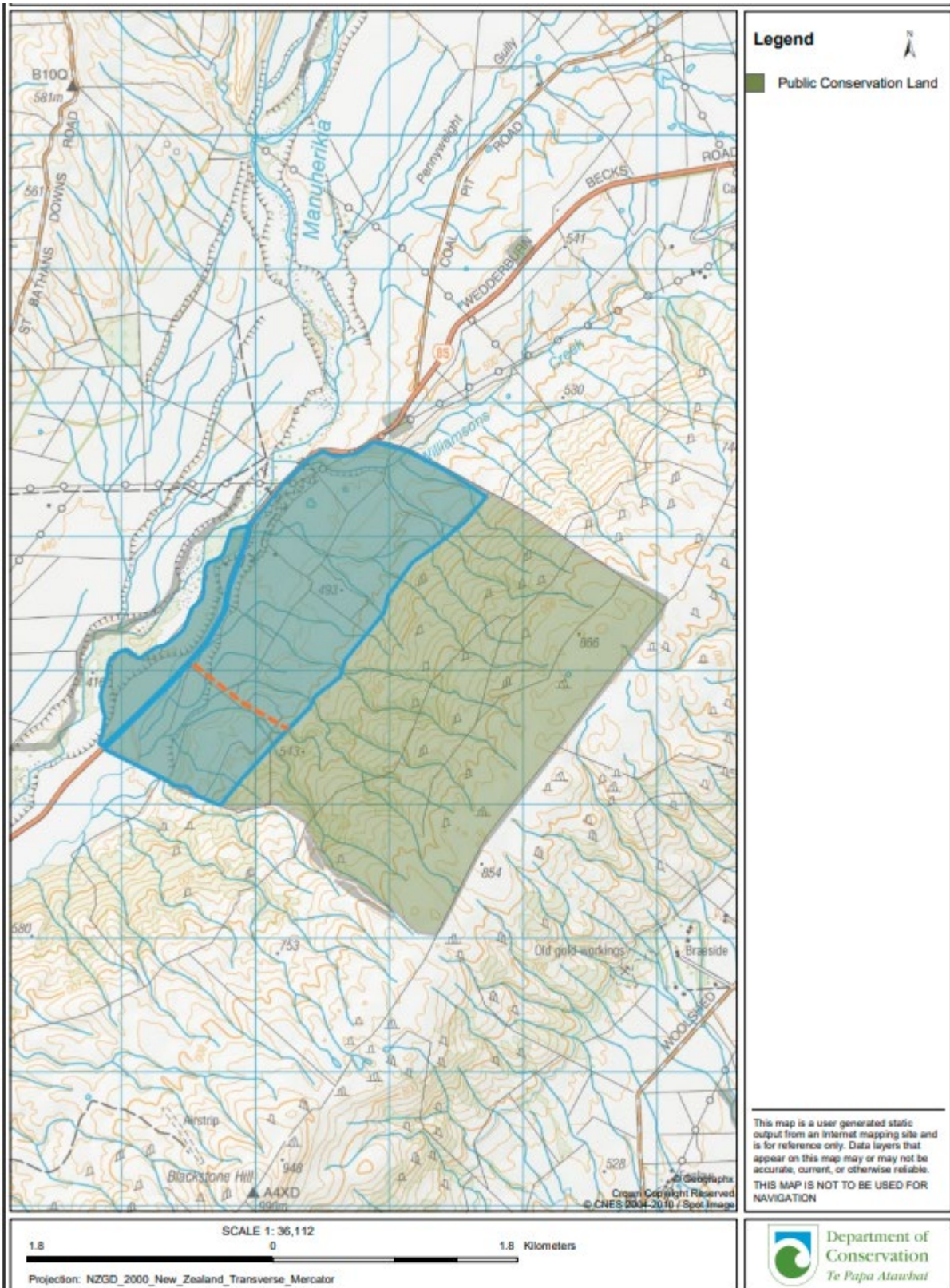


Figure 1 Licence area shown in blue outline within the Blackstone Hill Conservation Area shown in the green overlay. Public access indicated by orange line.



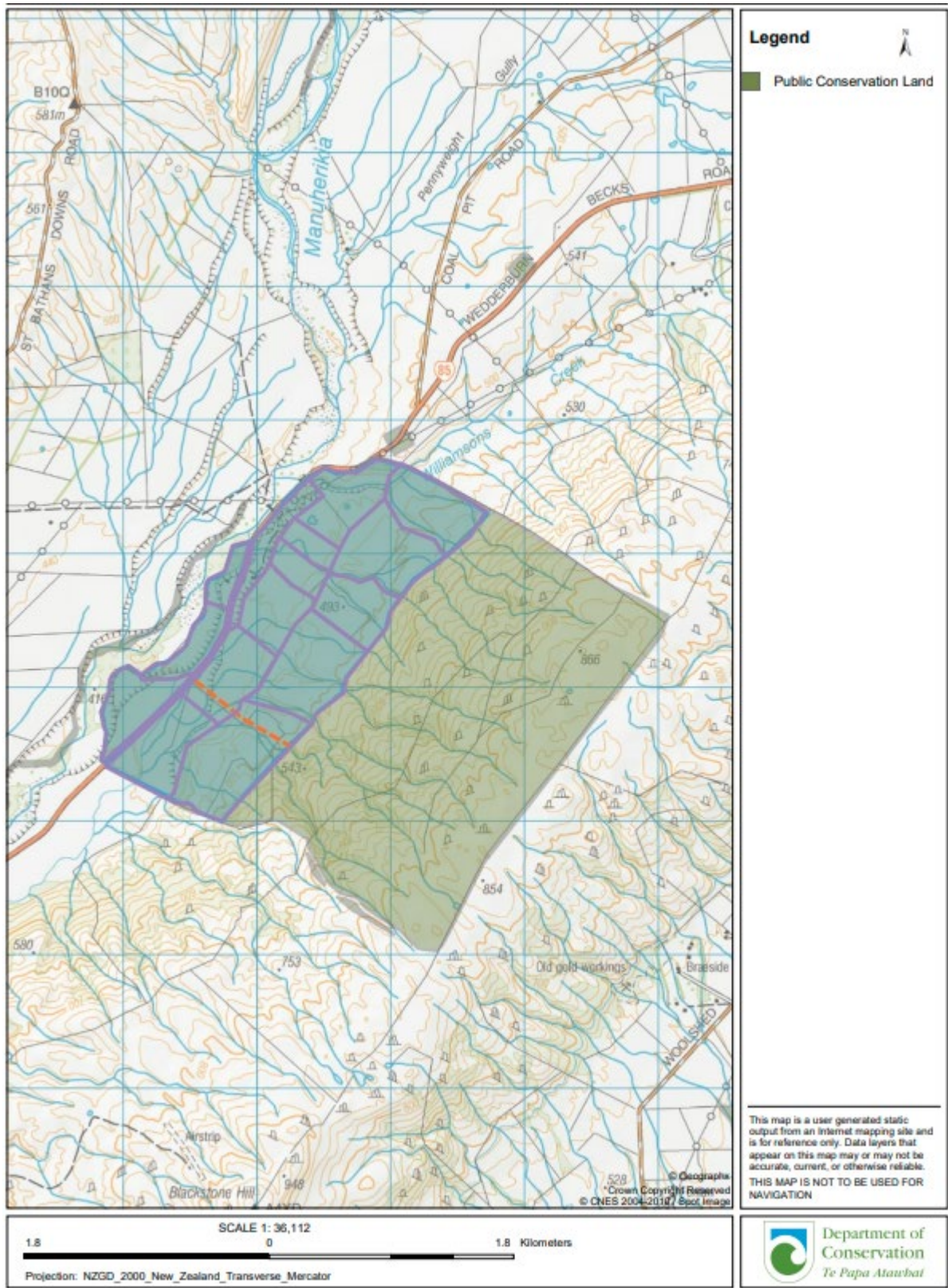


Figure 2 Boundary and dividing fence lines shown by the purple lines





Figure 3 Improvements and Chattels locations



### 1.3. Location

The Site is located at 5022 Wedderburn Becks Road (State Highway 85), in St Bathans, approximately 34 kilometres from Ranfurly.

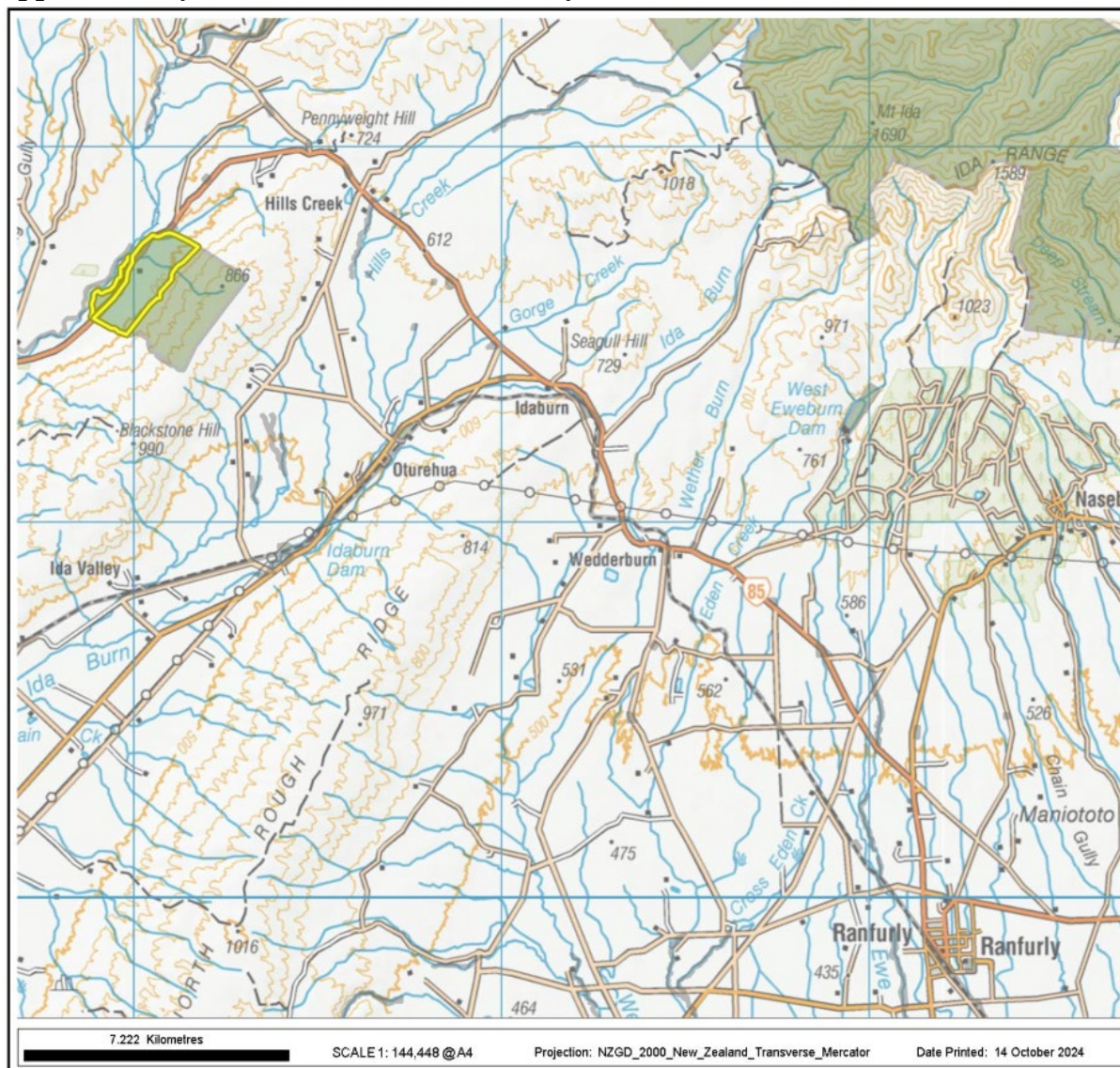


Figure 4 Site (yellow polygon) in proximity to the Ranfurly township.

### 1.4. Commencement

Any new concession approved subsequent to this tender opportunity is anticipated to commence April 2025.

### 1.5. DOC Objectives

DOC's key focus is to preserve and protect the natural and historic resources for the purpose of maintaining their intrinsic values, providing for their appreciation and recreational enjoyment by the public, and safeguarding the options of future generations.

## 2. Activity

Any concession granted will authorize the successful applicant to have sole rights at the Site to carry out farming operations which may include some or all of the following activities

dependent on the Tender Application; grazing of sheep, no more than 3 horses, hay/silage making, and the use and maintenance of the improvements and chattels listed in 1.2 (i) above.

### 3. Process

#### 3.1. Request for Proposal

This is an invitation to Applicants to provide a proposal for the carrying out of the management of the land by way of grazing.

Applicants need to be aware that this Tender process is to identify a winning applicant who will then be invited to apply for a concession. The winning applicant must then make a formal application under Part 3B of the Conservation Act and may be granted the concession by DOC. The decision to grant or not to grant a concession under Part 3B is managed as a separate process and decision from this Tender process.

In broad terms there are three separate decisions to be made.

- Whether to accept a tender application as part of the tender process, and
- Identify the successful applicant who may then apply for a concession, and
- Whether to subsequently grant a concession to the successful Applicant.

#### 3.2. Process

The following high-level steps are anticipated:

- DOC completes an open and transparent assessment process to select a preferred Applicant.
- Negotiation and due diligence stages will be undertaken with the preferred Applicant.
- The Applicant will be invited to apply for a concession in the form of a Licence.
- On receipt of the application, it will be assessed in accordance with Part 3B of the Conservation Act.
- A recommendation is made to the decision maker whether to grant or not the concession to the Applicant at the completion of this process.

#### 3.3. Indicative timeline

DOC reserves the right to modify the steps and/or dates at any time, at its sole discretion.

Tender Proposal issued	30 October 2024
Open Day	TBC. Please contact <a href="mailto:wanakavc@doc.govt.nz">wanakavc@doc.govt.nz</a> for details.
Last date for questions and requests for explanatory notices from Applicant	15 November 2024 – 4:00pm
DOC to respond to questions by	22 November 2024

Tender Process closing date and time	<b>Tuesday 26th November 2024 – 4:00pm</b>
Evaluation period commences	Week commencing 2 December 2024
Evaluation period ends	9 December 2024
Negotiations with preferred Tender Applicant(s) (if required)	Week commencing 9 December 2024
Tender Applicants are advised of the outcome of the tender process	Week commencing 16 December 2024
Concession process commences	February 2025
Concession process concludes	April 2025

### 3.4. How to contact DOC

All enquires in relation to the tender documents must be directed to  
Department of Conservation  
Tender Process – Blackstone Hill Conservation Area  
Attention: Ange Paget  
Private Bag 701  
Hokitika 7842

OR

Email: [permissionsupdates@doc.govt.nz](mailto:permissionsupdates@doc.govt.nz)

Subject Line: Tender Process – Blackstone Hill Conservation Area

Written enquiries must clearly and concisely set out what matters require clarification and what further information is sought. Questions must be received, in writing, by 4.00pm, 15 November 2024.

### 3.5. Registration for Open Day

It is highly recommended that the Open Day is attended. The Open Day is likely to be around the 12<sup>th</sup> of November 2024. You must register for the Open Day. All enquires and registrations in relation to the Open Day must be directed to

Email: [wanakavc@doc.govt.nz](mailto:wanakavc@doc.govt.nz)

Subject Line: Open Day – Blackstone Hill Tender

### 3.6. Developing your Proposal

When you are developing your proposal, please note the following.

- This is an open, competitive tender process.

- Take time to read and understand the tender document. It is important that you develop a strong understanding of the Requirements detailed below in Section 4.
- In structuring your proposal consider how it will be evaluated. Section 5 describes our evaluation approach.
- If anything is unclear or you have a question, ask us to explain. Please do so before the 22 November 2024.
- Attending the Open Day will support a greater understanding of the site and DOC's objectives.

### 3.7. Submitting your Proposal

Proposals must be submitted either by post, email or hand delivered. Regardless of delivery method all proposals must be received by 4pm, Tuesday 26<sup>th</sup> November 2024.

#### **Post**

Tender Applications may be posted to:

Department of Conservation,

Attn: Ange Paget

Private Bag 701

Hokitika 7842

\* Envelopes should be marked on the top outside left-hand corner "Tender Application – Blackstone Hill Conservation Area."

#### **Email**

Applications may be emailed to: [apaget@doc.govt.nz](mailto:apaget@doc.govt.nz)

The subject line of the email should be entitled: "Tender Application – Blackstone Hill Conservation Area."

#### **Delivered**

Applications may be hand delivered to:

Wānaka Office of the Department of Conservation

1 Ballantyne Road

Wānaka

### 3.8. Amending the Tender Proposal

Where any amendment to the Tender Proposal is considered necessary by DOC, a Notice of Amendment will be sent to all Applicants and will, upon issue, become part of the Tender Proposal.

Where DOC issues a Notice of Amendment, Applicants have the right to withdraw or modify their Tender Application, considering the Notice of Amendment, and resubmit their Tender within the time specified in the Notice of Amendment.

## 4. Requirements

### 4.1. What do you need to include in your proposal?



Each Tender must address all the requirements as set out in Section 5 below and the Tender Application Form in Appendix A.

Each Tender must be submitted on the Tender Application Form contained in Appendix A.

Tender applications must pass the mandatory criteria as noted in Section 5 below, and Tender applications must be accompanied by the Tender Lodgement Fee of \$750 +GST. Any Tender application received without the Tender Lodgement Fee, and which does not pass the mandatory criteria test will not be accepted.

The Tender Lodgement Fee can be paid by cheque or internet bank transfer. Please ensure the reference words "117509-GRA" and "Tender" are included. Proof of the internet bank transfer is required to accompany the Tender application.

The original copy of the Tender application must be signed by a duly authorised person appointed by the Applicant.

Tender applications from a partnership or joint venture must include the full names and addresses of all partners and members of the joint venture. If a tender application is signed by one person, that person may be asked to provide evidence of authority to act on behalf of the other partners or members.

Subject to this Tender Proposal, once submitted, tender applications will remain open for acceptance by DOC for a period of 20 working days from the closing date ("the Validity Period") and shall not be capable of being withdrawn or modified except with the written consent of DOC. DOC reserves the right to extend the Validity Period upon request from the successful Applicant at its discretion.

Conditional tender applications will not be accepted. For the sake of clarity, the request for Tenders is made strictly on the terms presented in this document. No negotiation on the terms will be entered into.

The cost of preparing and submitting a Tender response will be borne by the Applicant.

The Tender Proposal, the Tender Application, and any responses from the Minister remain the property of the Minister. Applicants may ask for their documents to be returned in a reasonable condition within a period of up to two months after the closing date of the Tender Process. The documents are confidential and may not be used other than for assessing tender applications. However, the obligations on DOC to consult with whānau, hapū and iwi may result in aspects of the tender applications being shared with our treaty partners. Also, all material held by the DOC is subject to the obligations under the Official Information Act 1982.

Subject to any other lawful requirement, DOC will not disclose any Tender application submitted, or any correspondence with any Applicant or prospective Applicant, without the prior written consent of that Applicant or prospective Applicant.

#### 4.2. How are Tender Applications considered?

All Tender applications received will be evaluated following the process set out below, which has two stages.

##### **Stage One**

All tender applications will be checked for the following;

- That they contain all the mandatory information requested. This evaluation is to determine the presence of the information not the quality.
- That the required Tender Lodgement Fee has been paid.

If the Applicant can demonstrate that they have provided the information and fee that has been requested in Stage One, their tender application will be considered in Stage Two.

##### **Stage Two**

DOC will assemble a panel to review the tender applications that have passed Stage One.

Tender applications will then be evaluated using a weighted criterion (set out below), and to the extent to which they give effect to the relevant statutory planning requirements for the Blackstone Hill Conservation Area. Appendix C identifies the relevant statutory planning documents.

If a successful Applicant (if any) is chosen it will be the Tender application which scores the highest rating as set out in the Tender Evaluative Attributes.

In addition to the above, DOC will undertake the following due diligence in relation to Stage Two. The findings will be considered in the evaluation process.

- Reference checks
- Other checks e.g. Companies Office
- Interview(s) with the Applicants – (you may be asked to attend an interview either in person or via video conference e.g. skype)

The successful Applicant may be offered the first opportunity to apply for a concession.

#### 4.3. Accepting Tender Applications

Tender applications received after 4:00pm on Tuesday 26<sup>th</sup> November 2024 will not be accepted unless the Applicant can show the Tender application was delivered late due to unanticipated factors beyond the Applicant's control.

DOC is not bound to:

- accept the highest or any application.
- give any reason to any person for the rejection or otherwise of any application.
- complete the tender process.

DOC reserves the right:

- to reject any application.
- to inspect at reasonable times any premises, facilities and equipment of any Applicant as part of the process of assessing the Applicant's ability to meet DOC's criteria.
- at any time to withdraw the Land or any part of the Land from the Process notwithstanding that tender applications may have been called for and / or received;
- at any time to withdraw the tender application or again call for tender applications or consider further applications received in accordance with Part 3B of the Conservation Act 1987.

DOC has no obligation whatsoever to compensate or indemnify any Applicant for any expenses or loss that the Applicant may incur in the preparation of their tender application. There is no guarantee that any tender application will be accepted and/or any concession granted.

DOC will give written notice to all Applicants who have submitted bona fide tender applications complying with the Tender Proposal of the success or otherwise of their tender application. Unsuccessful Applicants may be notified of the name of the successful Applicant.

#### 4.4. Successful Applicant

The successful Applicant must submit a concession application form within 20 working days of the notification of the outcome of this Tender Process. Further processing under the provisions of Part 3B of the Conservation Act will occur to determine whether a concession should be granted to the Applicant.

Should the successful Applicant not apply for a concession by the expiry of the 20-working day period, then its status as successful Applicant and the right to apply for the concession will lapse. If the opportunity to apply for a concession does lapse, then DOC may invite the next successful Applicant (i.e., the Applicant who scored second highest) to apply for the concession opportunity.

## 5. Evaluating your responses

### 5.1. Evaluation Criteria

Tender applications will be evaluated using the weighted attributes evaluation methodology. The weightings will be as follows.

Tender Evaluation Attributes:

- A failure to provide mandatory information will result in an application not being considered.
- Any non-compliance with previous concessions held or currently held may result in a tender application not being considered.

- Applicants must provide sufficient information for each non-price attribute described below to allow for a full evaluation of the Tender application.
- The information provided for each attribute must clearly distinguish the attributes of the Applicant. Even if the Applicant has completed similar work for DOC or believes that DOC will be familiar with their work.
- Applicants must provide sufficient detail and examples to demonstrate each non-price attribute.

<b>Criteria</b>	<b>Description</b>	<b>Importance Weighting</b>
<b>A. Lodgement Fee</b>	\$750.00 +GST lodgment fee submitted with tender application.	Mandatory
<b>B. Details of Applicant</b>  <i>The Department prefers the concessionaire is a registered New Zealand company.</i>	All Tenders must include the following information: <ul style="list-style-type: none"> <li>• the Applicant’s company/partnership/individual name</li> <li>• trading name (if applicable)</li> <li>• names of all contact persons</li> <li>• contact addresses – postal and residential</li> <li>• contact phone / mobile numbers</li> <li>• email address</li> <li>• website address</li> <li>• names of persons required to sign documents</li> </ul> Applicants who are current concession holders must also include the following details: <ul style="list-style-type: none"> <li>• concession number/s</li> <li>• whether all concession fees are up to date.</li> </ul>	Mandatory



<b>Criteria</b>	<b>Description</b>	<b>Importance Weighting</b>
<b>C. Relevant Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Please describe in full previous experience and ability to undertake their proposed activity on the Blackstone Hill Conservation Area</li> <li>• any previous concessions held (if any)</li> <li>• any past convictions and/or proceedings and/or investigations under the Conservation Act 1987 or the Reserves Act 1977.</li> <li>• Provide at least two (2) references from either a farm advisor, neighbour(s) or landowners from land previously leased by the Applicant.</li> </ul>	30
<b>D. Methodology and Resources</b>	<ul style="list-style-type: none"> <li>• Description of the stocking rates.</li> <li>• Description of pasture management including fertiliser types and sowing rates.</li> <li>• Description of how the Applicant will manage the Department's land, improvements and buildings to at least their current condition. Including the solutions, systems and programmes that will be implemented to manage the Site, including environmental effects.</li> <li>• Demonstration by the Applicant that they have the necessary resources (including staff, equipment, plant etc) at their disposal to effectively carry out their proposed activity.</li> <li>• Demonstration by the Applicant of how public access will be maintained within the Site as part of the farming operation.</li> </ul>	30
<b>E. Health and Safety</b>	<ul style="list-style-type: none"> <li>• The Applicant must describe procedures for hazard identification, recording and dealing with accidents, review and monitoring of site safety practice.</li> <li>• A summary of health and safety credentials, including any certifications, permits, prosecutions, complaints, fatalities, and accidents for the last 5 years.</li> </ul>	20

Criteria	Description	Importance Weighting
<b>F. Tender Price</b>	<ul style="list-style-type: none"> <li>The Applicant must provide a tender price of \$ per annum (exclusive of GST if any) for the licence to graze the Site and supporting justification.</li> </ul>	20

## 6. About the Licence

### 6.1. Draft Licence (concession) document

A draft Licence has been provided in Appendix B. This draft is intended as a guide only. Amendments and additions to the draft are likely to be required.

### 6.2. Licence Term

The term of the Licence is 2 years.

### 6.3. Concession Fees

The successful applicant will be required to complete a concession application form and pay the applicable processing fees. Currently the standard estimated processing fee is \$2,565 plus GST.

In addition, the ongoing concession fees to be paid by the successful applicant would be:

- Concession Activity Fee: the accepted tender price (as submitted under this tender and as further negotiated with the Minister), and
- Annual Management Fee: Set at \$350 per annum plus GST, and
- Annual Environmental Monitoring Fee: Standard Departmental charge-out rates for staff time and mileage required to monitor the effects of the concession activity and compliance with concession conditions.

Further information is available on the following webpage [Grazing: Running your business or activity \(doc.govt.nz\)](#).

## 7. General Terms and Conditions

The general terms and conditions applicable to this tender application are as follows:

### Definitions

In this document, unless the context requires otherwise, the following words and expressions (where they appear in this document and any attachments) have the meanings described below.

Applicant	means any person(s) or legal entity submitting a Tender for consideration by the Department as per the terms of the Document and Process.
Conditions of Process	means the conditions as set out in this Document relating to the conduct of the Tender Process.
Department	means the Department of Conservation.
Document	means this invitation to submit a tender application, the Conditions of Process, the Tender Application Form and Information Sheet and any responses from DOC.
Land	means the land described in section 1 of this Document.
Notice of Amendment	means any notice or communication issued by the Minister or the Department making any amendment to the Documents.
Offer	has the same meaning as “Application”.
Tender	means the invitation to apply and the process of selection of a successful Applicant as described in these Documents.
Tender Form	means the application form at Appendix A to this document, along with any other information submitted by the Applicant in support of their application through this process.
Tender Lodgement Fee	means the fee set out at in section 4 of this Document which must be submitted with any Application under this Tender Process.
Tender Process	has the same meaning as “Tender”.
Validity Period	means a period of 20 working days within which the successful Applicant may be invited to apply for a concession.
Language and Price	Tenders must be in English. Prices are to be quoted in New Zealand dollars exclusive of GST.
Validity of applications	If no complete concession application has been received within the Validity Period, each Applicant will be notified in writing whether the Tender is still under consideration.

Applicants whose Tender Applications remain under consideration shall then provide written confirmation their Tender Application is still open for consideration or may withdraw their Tender Application.

Official Information Act The Applicant acknowledges and accepts that the Minister and DOC may be required to release information in accordance with the Official Information Act 1982.

Privacy Act The Minister requires the consent and authority of the Applicant in order to discuss and verify the Applicant's (and individuals') stated relevant experience with all parties associated with that relevant experience. By forwarding the Tender Application the Applicant waives any claim to confidentiality in relation to the projects listed as relevant experience.

No contract This Tender Process and Conditions of Process contained in the Documents do not constitute a contract between the Minister and any unsuccessful Applicant and do not give an unsuccessful Applicant any rights or cause of action against the Minister.

No payment shall be made by the Minister to any person for non-acceptance of a Tender Application or non-completion of the Tender Process.



# **Appendix A Tender Application**

## **Appendix B Draft Concession**

## **Appendix C Statutory Planning documents**

### **Conservation General Policy 2005**

This General Policy provides guidance for the administration and management of all lands and waters and all natural and historic resources managed for the purposes of the relevant Acts. Section 11.2 discusses grazing and farming policies. Other policies may have relevance.

[Conservation General Policy \(doc.govt.nz\)](#)

### **Otago Conservation Management Strategy 2016**

The Otago Conservation Management Strategy describes the conservation values present in Otago and provides guidance for the Department's work in the form of a vision, objectives, outcomes for Places, policies and milestones translating the Department's strategic outcomes to Otago.

- Blackstone Hill Conservation Area is located within the Central Otago Drylands/Manuherikia Place, outcomes for this Place are discussed in Part 2, Section 2.6 (page 88).
- Specific policy requirements for grazing and farming activities are discussed in Part 3, Section 3.15 (page 148). Other policies may have relevance.

[Otago Conservation Management Strategy 2016 volume 1 \(doc.govt.nz\)](#)