

Request for Quotation

Title: Used 7.5 t Refuse Collection Vehicle Ref: URCV 001

Date of Issue: 07/010/15 Issue No: 1

Deadline Date: 21/10/15 Deadline Time: 17:00 hrs GMT

CIOS Contact: Sean Parsons Variants Bids Accepted: **No**

Phone: 07818515400 Email: sparsons@scilly.gov.uk

Requirement

Type: Goods

Number of providers to be appointed: 1

Short Description: The Council of the Isles of Scilly is seeking a Used 7.5t Refuse Collection Vehicle to add to its waste management operation. The specification for the vehicle is enclosed with pack that comes with this procedural document. Parties wishing to participate should only do so if their vehicle meets the requirements in the table in the specification (i.e. can answer “Yes” to all the items or can provide mitigating information in the boxes next to the items in the specification). Bidders should be aware that the vehicle that is identified as the preferred vehicle will be subject to an independent check by a mechanic or garage, appointed by the Council, to ensure the statements provided to the below quality questions are accurate. In submitting a bid, participants should provide the information in the Response section below. If bidders have any questions relating to this procurement they should email the contact named at the top of the page. An MOT and Full Service will be required where the Council elects to purchase the vehicle from the preferred supplier. Vehicles that exceed the contract value below will not be considered.

Estimated Contract Value: £25,000 -£49,000

Additional Documentation/Specification Attached: Yes

Specification

Terms and conditions

Quality Criteria Assessment Methodology

Duration of Contract (if applicable):

Not applicable

Key Performance Indicators/Measures of Success: Not Applicable

Response

In completing your quotation please provide the following:

1. A completed copy of the EoI Form (in the quotation pack) to [sparsons@scilly.gov.uk](mailto:sparsons@scilly.gov.uk)

2. Provide Yes or No answers (and appropriate commentary) to each of the items in the table in the **specification document** complete with signed declaration statement

3. A response to the following quality criteria below

Quality Criteria 60%

**QC 1:** Participants to provide a description, with accompanying photographs, detailing the quality of the body work and chassis with a view to identifying significant rust, deterioration, dents, damage or signs of wear and tear . An evaluation of the vehicle will be undertaken based on the information provided by the participants. **Value** **35%** **Limit:** 1 side of A4 text (Arial 11), no restriction on the number of photographs

**QC 2:** Identify the level of service history held for the vehicle (None, Part, Full)

**Value** **10%** **Limit**: 1 paragraph

**QC 3:** Participants to provide details (a general commentary) and evidence of the spares market for the vehicle including 1) whether spares for the vehicle are still being manufactured or discontinued, 2) are generally available (evidence of providers that supply the parts), 3) whether the spares are proprietary only (evidence on non-manufacturer made parts should be provided).

**Value** **15%** **Limit:** 1 side of A4 text (Arial 11) for general commentary, no restrictions on evidence to supporting the commentary

**Participants should refer to the document “QC Assessment Criteria Methodology” to understand how the submissions will be assessed against the above QC’s.**

4. A price for delivering the Goods Please set out your price in the following layout.

Price Criteria 40%

|  |  |
| --- | --- |
| Description | Cost (£ exc VAT) |
| Purchase Price of Vehicle (Inc Service & MOT) |  |
| Total |  |

\*Please note that only the Total Price is evaluated and that any breakdown is purely for budgetary/information purposes

4. The following information (required by the Authority to undertake due diligence checks).

* Full company name, Company Registration Number and registered/main address
* VAT number (if applicable)
* A signed declaration by a director (or equivalent) of the terms and conditions
* Copy of a recent HPI check of the vehicle

All submissions are to be submitted as a paper copy to: Sean Parsons, Council of the Isles of Scilly, Town Hall, St Mary's, TR21 0LW. Quotations should be recieved prior to the deadline date identified on page 1 of this form. Envelopes should make reference contract reference number and should be marked do not open automatically on receipt. Submissions should be written in Arial 11, be single line spaced and be submitted in English. Quotations are expected to be held for 30 days from the deadline date. The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

Award

Submissions will be assessed on the basis of the most economically advantageous quotation approach whereby both the quality and the price of the submission will be reviewed to determine the best overall offer. The evaluation team will consist of at least 3 people who will individually score the quality submission before coming to a consensus decision taking into account the perspectives of the evaluation team members. Price scores are determined by a formula.

Pass/Fail Assessment - See Specification Document

Each of the responses provided by participant shall be checked to see whether the vehicle fits the specification provided. Where participants have answered “no” to an item of the specification this will be given a “Fail”. Where commentary has been provided and it mitigates the requirement i.e. it provides an alternative provision that is equal to or better than the requirement, the Council may choose at its discretion to award a “Pass”. If any item remains with a “Fail” mark once all the specification elements and mitigating comments have been considered the proposal will not be considered further.

Quality Criteria

Each of the criteria identified on page 2 of this form will be evaluated using the scoring system contained in the document “QC assessment criteria methodology”

Price Criteria

The price scores are evaluated by assessing each of the submissions relative to the mean average of all the price submissions received. The mean average constitutes the middle point at which 50% of the total marks would be awarded. Prices that are greater than the mean receive lower price scores and prices that are lower than the mean receive higher percentage scores. These percentage scores are then multiplied by the weighting for the Price Criteria to give the overall price score.

**Sample calculation** – two submissions are received with a mean average price of £137.50. Submission A has a price of £100 whilst submission B has a price of £175. Submission A’s price score is calculated as 137.5/100 x 50 = 68.75 and submission B’s price score is calculated as 137.5/175 x 50 = 39.28. Both of these amounts are then weighted by the Price Criteria %. Assuming a 40% Price Criteria Submission A’s weighted score is 27.50% and Submission B’s is 15.71%.

Overall Score

The overall score for the submission is determined by summing the overall quality score with the overall price score. For clarity, the contract will be awarded to the submission that has the highest overall score.