

REQUEST FOR QUOTATION
FOR

National Highways Limited

Vehicle Decommissioning and Disposal Contract 2022

Return Date of RFQ: 21st March 2022

1. Overview of National Highways:

We are the government company charged with operating, maintaining and improving England's motorways and major A roads.

Formerly the Highways England, we became a government company in April 2015, we became National Highways on 8 September.

Our responsibilities

Our road network totals around 4,300 miles. While this represents only 2 per cent of all roads in England by length, these roads carry a third of all traffic by mileage and two thirds of all heavy goods traffic.

We will deliver £15 billion of investment on our road network as described in the government's Road Investment strategy.

This includes £11 billion of capital funding committed between 2015 and 2020 – as set out in our Strategic Business Plan.

Our aims

Our ambition is to ensure our major roads are more dependable, durable and – most importantly – are safe. We work hard to make sure our road network is:

- free flowing – where routine delays are infrequent, and journeys are reliable
- safe and serviceable – where no one should be harmed when travelling or working
- accessible and integrated – so people are free to choose their mode of transport and can move safely across and alongside our roads

We further aim to:

- support economic growth with a modern and reliable road network that reduces delays, creates jobs, helps business and opens up new areas for development
- ensure our activities result in a long-term and sustainable benefit to the environment

2. Scope of Requirements/ Specification

- 2.1** The purpose of this Contract is to deliver the Vehicle Decommission and Disposal Contract, intended to cover all National Highways vehicle assets.
- 2.2** National Highways requirements are detailed in Table 1 below. There are 5 requirements which will be combined into this single Contract of which successful tenderers will require to fulfil all requirements in table 1.
- 2.3** A Contract will be awarded to 2 suppliers. Work will be allocated at a rate of 60% for the highest scoring tenderer and 40% for the second highest scoring tenderer.

Table 1 - Scope of Requirements

Requirement	Scope of Requirement
Fleet Decommission	The decommission of Salt Spreaders, Snow Blowers or snow ploughs. This may include the removal of Livery, Airwaves, Lights, used for operational use.
Winter Fleet Decommission	The decommission of Traffic Officer, Asset Delivery, and Personal Use vehicles. This may include the removal of Livery, Airwaves, Light Bars, used for operational use.
Fleet Disposal	The disposal of Traffic Officer, Asset Delivery, and Personal Use vehicles. This may require the sale or destruction of any given vehicle.
Winter Fleet Disposal	The disposal of Salt Spreaders, Snow Blowers or snow ploughs. This may require the sale or destruction of a given vehicle.
Asset Disposal	The disposal of assets, such as Variable Message Signs, Light Bars and Trailers. (the above list is not exhaustive of assets that may require disposal).

The full specification “Specification - National Highways Vehicle Decommissioning and Disposal Contract 2022” can be found in the Bravo e-Tendering portal.

3. Request for Quotation Conditions

3.1 General

These Instructions apply to the submission of responses for Vehicle Decommissioning and Disposal Contract 2022 - Request for Quotation (RfQ).

National Highways would like to identify a potential supplier for the requirements detailed within this request for quotation. This will be a compliant, affordable bid which meets the selection criteria.

Responses must be submitted in accordance with these Instructions. Responses not complying with these Instructions may be rejected by the National Highways whose decision in the matter will be final. These Instructions will not form part of the proposed contract.

For enquiries contact National Highways via the e-Sourcing portal <https://highways.bravosolution.co.uk> for Vehicle Decommissioning and Disposal Contract 2022 - Request for Quotation. The Procurement Officer for this RfQ is Jodie Cox at National Highways.

Contact with the Procurement Officer must be made via the e-Sourcing portal only. Except where otherwise directed in these Instructions, potential suppliers must not contact any person in relation to this request for quotation other than the Procurement Officer or, if nominated, their designated deputy. The name of any designated deputy will be confirmed in writing.

The RfQ must be treated as private and confidential. Potential suppliers should not release information concerning the request for quotation documents.

National Highways is not liable to reimburse any costs or losses incurred by any potential supplier in considering or submitting a quotation in response to this request for quotation or otherwise in connection with this competition.

3.2 Documents

- List of documents relating to the request for quotation are contained in Annex A.
- Any drawings, prints, specifications, data, calculations and analyses issued as part of this request for quotation remain the property of National Highways. All such information issued to potential suppliers may only be used for the purpose of quoting. Such information should not be disclosed to persons unconnected with the request for quotation. These provisions apply equally to drawings and other information supplied for the purpose of the request for quotation.

3.3 Communication

- Any queries from potential suppliers regarding the request for quotation documents must be submitted to the Procurement Officer using the attached Tender Query submission form via the e-sourcing portal <https://highways.bravosolution.co.uk> no later than 14 March 2022.

- All queries will be answered by the Procurement Officer, query responses will be issued no later than 7 days prior to the date of return, to all potential suppliers via the e-sourcing portal.

3.4 Indicative Procurement Timetable

Activity	Date
Request for Quotation Issued	14/02/2022
Deadline for submission of queries	14/03/2022
Deadline for submission of Quotation Responses	21/03/2022
Quotation Evaluation	22/03/2022 – 15/04/2022
Identification of Preferred Supplier(s)	18/04/2022
Contract Awarded	29/04/2022

3.5 Cancellation of Request for Quotation

National Highways intends to award a contract for this request for quotation. However, it reserves the right not to proceed with any of the responses made to this request for quotation.

If National Highways decides

- to cancel the request for quotation or evaluation process at any stage,
- not to proceed with any proposal made in response to this request for quotation or
- not to accept a quotation for any reason

3.6 Submission of Quotations

- Quotations and supporting documents must be written in English.
- Quotations must be submitted in accordance with the request for quotation documents including any query responses. Quotations must not be qualified or accompanied by statements or a covering letter that might be construed as rendering the quotation equivocal. Unauthorised alterations or additions must not be made to any component of the request for quotation documents. National Highways' decision as to whether or not a quotation complies with these instructions will be final.
- Quotations not submitted via the e-Sourcing portal by the submission deadline may be excluded from further consideration. Quotations should remain open for acceptance 90 calendar days from the submission deadline.

- The potential supplier must sign and return National Highways'
 - Fair Payment Charter (refer to Annex B)
 - Anti-Bribery Code of Conduct (refer to Annex C)
 - Anti-Fraud Code of Conduct (refer to Annex D)

before the quotation can be accepted.

4. Quality Response

The elements outlined in the below tables are seen as essential for the delivery of a successful Contract. Potential suppliers should demonstrate how their proposed solution addresses these elements. Potential suppliers shall provide evidence to support their response.

Question 1	Page Limit – 2 Pages
Please describe your approach to the collection of vehicles/assets from National Highways premises?	10% Weighting
<p>Your approach should consider but is not limited to;</p> <ul style="list-style-type: none"> a) Your methodology in collecting each vehicle b) Your methods of transportation for the different vehicle & asset sizes c) Previous examples of how you've moved diverse loads and vehicle assets across the SRN. <p>Your response is to be supported by at least one SMART tender commitment.</p>	
Question 2	Page Limit – 2 Pages
Please describe how you will store the vehicles/assets you have collected and ensure its security and quality?	10% Weighting
<p>Your approach should consider but is not limited to;</p> <ul style="list-style-type: none"> a) The safety & security of our assets during transportation. b) Description of your storage facilities including security & monitoring of the vehicles whilst on site c) The ability to demonstrate that vehicle's are covered by the tenderers Insurance policy for fire, theft, damage or destruction, etc. <p>Your response is to be supported by at least one SMART tender commitment.</p>	

Question 3	Page Limit – 3 Pages
Please describe the methods by which you will decommission National Highways' vehicles/assets for maximum financial return?	15% Weighting
<p>Your approach should consider but is not limited to;</p> <ul style="list-style-type: none"> a) Your approach to decommissioning vehicles including the removal of all livery b) Quality assurance processes c) Previous examples of decommissioning vehicles <p>Your response is to be supported by at least one SMART tender commitment.</p>	
Question 4	Page Limit – 3 Pages
Please describe the commitment your organisation will make to ensure that opportunities to utilise and encourage a local social or community benefit within a culture that encourages, supports and celebrates diverse voices, especially the utilisation of sub-contractors?	10% Weighting
<p>Your approach should consider but is not limited to:</p> <ul style="list-style-type: none"> • How you will create a working environment where behaviours and cultures are wide-ranging, enabling all employees to succeed, regardless of their career level? • How will you create meaningful opportunities in partnership with sub-contractors, which will support local organisations, local people or communities; • Social Value Policy Outcome: help local communities to manage and recover from the impact of COVID-19 • Your organisations approach to equality, diversity and inclusion, and how you will apply these methods to this contract? • a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to: <ul style="list-style-type: none"> ○ timed action plan ○ use of metrics ○ tools/processes used to gather data ○ reporting ○ feedback and improvement ○ transparency • How you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcome, e.g. engagement, training and education, partnering/collaborating, volunteering. • It is suggested bidders familiarise themselves with Government Policy Procurement Notes PPN 06/20 and 05/21. <p>Your response is to be supported by at least one SMART tender commitment.</p>	

Question 5	Page Limit – 3 Pages
Please describe how you will sell or dispose of National Highways vehicles/assets and how you will engage with key Stakeholders?	15% Weighting
<p>Your approach should consider but is not limited to;</p> <ul style="list-style-type: none"> a) Potential channels of sale/disposal b) Previous examples where vehicles returns have been maximised c) Examples of how vehicles/assets are prepared for sale d) Outline of sales procedure <p>Your response is to be supported by at least one SMART tender commitment.</p>	
Question 6	Page Limit – 3 Pages
How do you ensure and embed Health, Safety and wellbeing within your organisation?	25% Weighting
<p>Your approach should consider but is not limited to;</p> <ul style="list-style-type: none"> a) Health & Safety Policy b) How your organisation practices Health, Safety & Wellbeing c) How do you ensure Health, Safety & Wellbeing incidents are minimised? d) Effective management of organisational workforce Health, Safety & Wellbeing e) What are your imperatives and how do they relate to National Highways f) Business continuity plan g) Disaster recovery plan <p>Your response is to be supported by at least one SMART tender commitment.</p>	
Question 7	Page Limit – 2 Pages
Please describe your approach to Sustainability and how you embed and encourage this throughout your organisation?	15% Weighting
<p>Your approach should consider but is not limited to;</p> <ul style="list-style-type: none"> a) How do you minimise your company's environmental impact? b) Steps taken to be more 'Green' and sustainable c) Examples of sustainability initiatives your company has introduced d) Any environmental accreditations e) Approach to Social sustainability f) Waste reduction strategies g) Strategies & Company Values <p>Your response is to be supported by at least one SMART tender commitment.</p>	

5. Pricing Schedule

Potential suppliers are required to submit pricing as part of their response to the request for quotation on the attached Pricing Schedule “National Fleet Disposal Programme 2022-2027 Commercial Workbook.xlsx”

6. Evaluation and Award

Evaluation of Quotations

Any quotations not compliant or completed fully may be rejected. Based on the information provided by potential suppliers, each compliant submission will be evaluated based on the following criteria:

The Tender assessment procedure identifies the Most Economically Advantageous Tender to National Highways by first assessing the Submissions for compliance then calculating the Quality Score and the Commercial Score and combining them in the ratio of 60% (Quality – including Social Value) and 40% (Commercial).

- Quality Score % will be calculated as follows:

$$\begin{aligned} & \text{Total sum of (question score} \times \text{weighting of question)} \\ & = \text{Potential Supplier Quality Score} \\ & (\text{Potential Provider Quality Score} \div \text{Max Quality Score Available}) \times 60 = \\ & \text{Potential Supplier Quality \%} \end{aligned}$$

Quality Score Worked Example;

Tenderer A					
Quality					
Question		Score	Weighting	Weighted Score	
Question 1	Movements methodology	10	10%	25	
Question 2	Storage Methodology	6	10%	18	
Question 3	Decommissioning Methodology	9	15%	18	
Question 4	Social Value	3	10%	4.5	
Question 5	Disposal Methodology	9	15%	0	
Question 6	Health, Safety & Wellbeing	6	25%	0	
Question 7	Sustainability	3	15%	3	
		Total Weighted Score		68.5	/100
		Quality Score (60%)		41.1	%

The Quality elements will be scored using the following scale:

Classification	Score	Description
Unsatisfactory	1	<p>An unsatisfactory score will be applied if:</p> <ul style="list-style-type: none"> • The response does not answer the question, or fails to address one or more of the requirements; or • The methodology lacks basic explanatory detail or there is little, or no supporting evidence provided; or • Tender Commitments lack defined outputs or fail to describe how they will contribute to the achievement of the ambition <p>Overall the response provides National Highways with unsatisfactory confidence that the ambition will be achieved</p>
Weak	3	<p>A weak score will be applied if:</p> <ul style="list-style-type: none"> • The response answers the question and addresses all the requirements; and • The response is supported by methodology linked to the ambition, which includes defined procedures, resources and systems, which is supported by evidence; and • The Tender Commitments contain outputs based on the methodologies <p>and</p> <ul style="list-style-type: none"> • The methodology does not directly support the delivery of the ambition, or • The methodology and evidence are lacking in relevant detail, or • The Tender Commitments are either not time based or do not describe how they will support the achievement of the ambition <p>Overall the response provides National Highways with weak confidence that the ambition will be achieved.</p>

Classification	Score	Description
Good	6	<p>A good score will be applied if:</p> <ul style="list-style-type: none"> • The response answers the question and addresses all the requirements; and • The response is supported by methodology directly supporting the delivery of the ambition, which includes defined procedures, resources and systems, and is supported by evidence. The methodology and evidence may be lacking in detail but in minor areas only; and • The Tender Commitments collectively support the delivery of the ambition, and capture the methodology, with defined time-based outputs <p>Overall, the response provides National Highways with good confidence that the ambition will be achieved.</p>
Very Good	9	<p>A very good score will be applied if:</p> <ul style="list-style-type: none"> • The response meets the standard for good; and • Both methodology and evidence are fully detailed; and • The evidence demonstrates a very good likelihood of successful implementation; and • The Tender Commitments contain outputs planned at times to optimise delivery of the ambition. <p>Overall the response provides National Highways with very good confidence that the ambition will be achieved.</p>
Excellent	10	<p>An excellent score will be applied if the response:</p> <ul style="list-style-type: none"> • meets the standard for very good; and • Demonstrates it will contribute to continuous improvement <p>Overall the response provides National Highways with excellent confidence that the ambition will be achieved.</p>

Pricing Score

- Pricing % will be calculated as follows:

$$(\text{Lowest compliant quotation price} \div \text{Potential Supplier's price}) \times 40$$

Combined Score

Weighted combination of Quality and Price. Scores will be rounded down to 2 decimal places.

$$\text{Quality at 60\%} + \text{Pricing at 40\%} = 100\%$$

Worked Example

	Total Weighted Quality Score	Total Commercial Score	Quality Percentage Score	Commercial Percentage Score	Total Weighted Score
Tenderer A	68.50	0.86	41.10%	34.40%	75.50%

Award

- If a quotation is accepted, the Procurement Officer will issue an award letter to the Preferred Supplier to undertake the requirements of this contract.
- Potential suppliers will be given written feedback on their response shortly after the assessment has been completed.
- Prior to the award of any contract the Preferred Supplier must provide evidence that any insurances required by the contract are in place.
- Details of the Contract Award will be published on Contracts Finder (<https://www.contractsfinder.service.gov.uk/Search>).

7. Potential Supplier Return

Potential suppliers should ensure before submitting their response to this RFQ that all required response information has been completed and uploaded along with any supporting information, which you consider appropriate. All supporting information should be provided separately to your main response and labelled to make it clear as to which part of your response it relates to. If you submit a policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your response.

Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your response.

Responses should be concise, unambiguous, and should directly address the requirement stated. Your response to the requirements and pricing will be incorporated into the Contract, as appropriate.

Please note that National Highways is also seeking proposals regarding how value can be added to its minimum requirements and suggestions for improvements to them should be included where this is felt appropriate.

It is the potential supplier's responsibility to contact the Bravo solutions helpdesk for support should they have any difficulties uploading or accessing the tender documents.

Potential suppliers are advised that it is compulsory to complete and return all of the response information and documents listed in Annex A.

8. Terms and Conditions Relating to Award

The awarding contract for this tender will be based on the NEC4 Tender Service Short Contract. The contract documents that will be used can be found in the Bravo e-Tendering documents.

Annex A - List of Documents:

The following documents are to be provided to National Highways in return:

- Quality Response
- Pricing Response
- National Highways Fair Payment Charter
- National Highways Anti Bribery Code of Conduct
- National Highways Anti-Fraud Code of Conduct
- Data Handling Policy
- Records Policy
- Vehicle Disposal and Decommissioning - Selection Questionnaire

Annex B - Certificate of Compliance with National Highways Policies

Please sign below and return the document in the Qualification Envelope to certify that by submitting a Tender for this procurement you agree (if your tender is successful) to comply with the following National Highways policies set out below.

- Fair Payment Charter
- Anti-bribery Code of Conduct
- Anti-fraud Code of Conduct
- The Armed Forces Covenant

.....
(signed)

.....
(tenderer name)

.....
(print name)

.....
(date)

Annex C - Fair Payment Charter

This charter aims to align with the principles outlined by the Office of Government Commerce in its "Guide to Best Fair Payment Practice". It is not intended to be a legally binding document and will not be used in construing any contractual commitment.

Suppliers who have not already signed up to their commitment to work towards delivering the requirements of this charter will be expected to do so prior to award of any National Highways contract.

It is recognised that Suppliers to National Highways may require an introductory period to modify their business systems and procedures in line with the charter commitments.

Fair and transparent payment practices are essential to achieving successful integrated working on all contracts. National Highways, working with its suppliers in good faith and in a spirit of mutual trust and respect, is committed to meeting the principles of fair payment.

As a supplier to National Highways, we agree that we will strive to meet the Fair Payment commitments set out below. We will additionally seek to embed the principles throughout our supply chain.

Companies have the right to receive correct full payment as and when due. Deliberate late payment or unjustifiable withholding of payment is ethically not acceptable.

'Fair Payment' will apply equally between the client and lead contractor and throughout the supply chain.

The process will be transparent and members of the supply chain will have certainty of how much and when they will be paid.

Companies will consider, where appropriate, operating relevant contracts on an open book basis.

The correct payment will represent the work properly carried out, or products supplied, in accordance with the contract. Any withholding of payment due to defects or non-delivery will be proportionate and demonstrably justified in line with arrangements made at the time of contract.

To ensure effective and equitable cash flow for all those involved, all contracts will provide for regular payments and have payment periods not exceeding 30 days, from receipt of invoice.

In order to avoid payment delays, the client and all supply chain members will agree payment procedures at the outset of their contracts. Payment will be through electronic BACS transfer and will apply throughout the supply chain

Monitoring compliance with the Charter principles will be built into the National Highways "Collaborative Performance Framework "for performance measurement" (or any other performance measurement tool used).

Annex D - Anti-bribery Code of Conduct

National Highways, working with its suppliers in good faith and in a spirit of mutual trust and respect, is committed to meeting the principles of anti-bribery, as enacted in the Bribery Act 2010 and Ministry of Justice guidance.

The Commitment

As a supplier to National Highways we confirm that we will meet the commitments set out below and will embed the principles throughout our supply chain.

1. We are committed to ensuring that our business operates with the utmost integrity.
2. We, and those employed by us will not:
 - Offer, promise, pay or provide bribes* to any person
 - Request, agree to accept or receive bribes
 - Offer hospitality to National Highways' staff that would breach the requirements of

Annex A

- Commit any act of bribery that would cause National Highways to be in breach of any anti bribery laws
3. We are committed to having robust procedures and controls in place within our business to minimize the risk of bribery with the aim of preventing bribery and confirm that we:
 - Have a zero-tolerance of bribery offences throughout our organisation;
 - Conduct risk assessments to identify and monitor potential bribery risks;
 - Adopt due diligence measures to vet and approve third parties performing services on our behalf;
 - Have clear, practical and accessible policies and procedures to address potential risks of bribery, and to prevent bribery;
 - Provide education and awareness to all our employees on anti-bribery
 - Have a mechanism in place to allow employees to report potential bribery issues in confidence and have a process to deal with reports protecting the reporting individual;
 - Deal effectively with any occurrences of bribery; and
 - Act at all times in good faith, impartially and in accordance with a position of trust.

4. We agree to:

- keep accurate and up to date records showing all payments made and received and all other advantages given and received and permit National Highways to inspect those records as required; and
- Immediately notify National Highways of any breach of paragraph 2 above.

A bribe for the purpose of this policy is the provision of any financial or other advantage to encourage or induce that person to perform their functions or activities improperly or to reward that person for having already done so. Bribes can include money, gifts, hospitality, entertaining, commissions, expenses, reciprocal favours, political or charitable contributions, or any direct or indirect benefit or consideration.

Anti-bribery code Annex A

Offer no -

- Gifts other than low-value items such as diaries or calendars (up to £10 in value). Calendars, diaries or other small items of office equipment may be offered and accepted but the gift must bear the company's name or insignia and can legitimately be regarded as being in the nature of advertising material
- Benefits and/or hospitality and / or entertainment such as cocktail parties, meals, receptions, presentations and conferences; and also invitations to social, cultural and sporting events
- overnight accommodation and travel to and from a venue at which an event is being held

Annex E - Anti-fraud Code of Conduct

National Highways, working with its suppliers in good faith and in a spirit of mutual trust and respect, is committed to working fairly, honestly and with integrity and transparency. National Highways does not tolerate any form of fraud.

Fraud is a dishonest act, through false representation, failure to disclose information or abuse of position, with the intent of causing a gain for self, or loss to another.

Fraud does not necessarily result in direct or immediate financial benefit for the individual(s) committing fraud but may cause a loss and/or a negative reputational impact to another.

The Commitment

As a supplier to National Highways we confirm that we will meet the commitments set out below and will embed the principles throughout our supply chain.

1. We are committed to ensuring that our business operates with the utmost integrity.
2. We, and those employed by us, will not commit any fraudulent acts or carry out any of the following acts which could amount to fraud including, but not limited to:
 - Submission of false or inflated claims or invoices for payment or reimbursement;
 - Intentional distortion of financial statements or other records;
 - False or fraudulent financial reporting or making false or fictitious entries concerning accounts, equipment or supplies;
 - Forgery or alteration of any documents such as cheque, bank draft or any other financial documents including destruction or removal of records;
 - Impropropriety in the handling or reporting of money or financial transactions;
 - Theft or misappropriation of assets or funds;
 - Disclosure of confidential information to third parties without authority for personal gain; and
 - The payment of excessive prices or fees where they are not justified.
3. We agree to:
 - Keep accurate and up to date records showing all payments made and received and all other advantages given and received and permit National Highways to inspect those records as required; and
 - Immediately notify National Highways of any breach of this Code.
 - the armed forces community should not face disadvantages when compared to other citizens in the provision of public and commercial services;
 - special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

Annex F - The Armed Forces Covenant

The Armed Forces Covenant is a public-sector pledge from Government, businesses, charities and organisations to demonstrate their support for the armed forces community. The Covenant was brought in under the Armed Forces Act 2011 to recognise that the whole nation has a moral obligation to redress the disadvantages the armed forces community face in comparison to other citizens, and recognise sacrifices made.

The Covenant's two principles are that:

- National Highways encourages all Tenderers, and their suppliers, to sign the Corporate Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein.
- Guidance on the various ways you can demonstrate your support through the Corporate Covenant is at The Corporate Covenant.

If you wish to register your support you can provide a point of contact for your company on this issue to the Armed Forces Covenant Team at the address below, so that the MOD can alert you to any events or initiatives in which you may wish to participate. The Covenant Team can also provide any information you require in addition to that included on the website.

Email address: covenant-mailbox@mod.uk
Address: Armed Forces Covenant Team
Zone D, 6th Floor, Ministry of Defence,
Main Building, Whitehall, London, SW1A 2HB

The above is not a condition of working with National Highways now or in the future, nor will this issue form any part of the tender evaluation, contract award procedure or any resulting contract. However, National Highways very much hopes you will want to provide your support.