



Home Office

# **Bid Pack**

## **Attachment 3 – Statement of Requirements**

Contract Reference: C20697

### **Telescopic Boom Conveyor**

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Attachment 3 – Statement of Requirements  
Neil Humphries  
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# **1. PURPOSE**

- 1.1 The Secretary of State for the Home Department acting through Border Force (referred to hereafter as the “Authority”) requires the supply of one telescopic boom conveyor. The purpose of this document is:
  - 1.1.1. To seek a fixed priced quote on a Supply & Delivery basis from Suppliers.
  - 1.1.2. To detail the Goods required by the Authority.
  - 1.1.3. To disclose the Evaluation process that the Authority will use to evaluate quotes.
  - 1.1.4. To detail the pricing schedule which the suppliers are required to complete in order to address the Authority’s requirement and Evaluation Process.
- 1.2 To provide Suppliers with general information to assist in the return of a valid quote for this advert.

# **2. BACKGROUND TO THE CONTRACTING AUTHORITY**

- 2.1 The Authority is the Home Office acting through Border Force. Border Force is a professional law enforcement command within the Home Office. It is responsible for securing the UK Border and controlling Immigration at Ports and Airports across the UK and Northern France.

# **3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT**

- 3.1 Examining unpalletised loads within 40-foot HGV trailers has proved both time consuming and labour intensive for the Authority Officers working at the Port of Immingham. Working within a shed without loading bays, this has involved forming Human Chains to unload and then load to search for contraband and people hidden within the load or the structure of the vehicle.
- 3.2 EU exit has increased the amount of Transit Examinations required which this will facilitate.
- 3.3 The provision of this equipment would reduce the number of Officers and time required to unload a trailer.

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## 4. DEFINITIONS

Expression or Acronym	Definition
Authority	Secretary of State for the Home Department
Unpalletised	Loads placed into a trailer
Human Chain	Officers linking together to pass boxes out of a trailer
Transit Examinations	Examination of HGV trailers
Supplier	Refers to the chosen supplier of the Goods.
Technical Specification	List of mandatory requirements from the Authority.

## 5. THE REQUIREMENT

The Authority requires the delivery and installation of one Telescopic Boom Conveyor that can aid in the search of containers, and other freight and cargo traffic. The rollers must extend within the trailer to a sufficient length to access all the way to the far end of a 40-foot-long container or trailer. The loader must be powered to both help with loading and unloading a container or trailer from ground height. The extendable part can be either concertina, gravity or powered. A powered solution is the Authority's most desirable solution.

The device must be portable and durable. It needs to be easily moved around a freight exam shed with a level concrete floor. It will need to be able to operate in a variety of environmental conditions where the device may be exposed to dust and extreme temperatures (defined as being between -10°C and 40°C).

All devices must be delivered with a written User Guide in English giving clear, concise & comprehensive instructions.

The offered solution must comply with UK electrical standards and be compatible with UK mains electricity supply.

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## 6. KEY MILESTONES AND DELIVERABLES

6.1 The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Timeframe or Delivery Date
1.	Contract award & signatures	Within 1 week of offer acceptance by Border Force.
2.	Contact Authority to arrange delivery.	Within week 4 of Contract Award.
3.	Delivery & Installation to site.	Within lead time offered by Supplier.

## 7. VOLUMES

7.1 The Supplier is expected to supply and install one (1) telescopic boom conveyor as per the technical requirements stated.

## 8. QUALITY

8.1 The quote must include a warranty on the hardware lasting no less than 12 (twelve) months.

8.2 The Authority reserves the right to reject any bid that does not meet the Requirement.

## 9. PRICE

9.1 The Authority requires a fixed price for the supply of one (1) telescopic boom conveyor that meets the requirement.

9.2 The Authority requires the price structure to include a fixed price for both Goods & Delivery to Shed 4, CRo Ports, Humber Sea Terminal, Clough Lane, North Killingholme, North Lincolnshire, DN40 3JP.

9.3 The Authority requires the Supplier to complete and submit the attached Annex A – Pricing Schedule. Prices are to be excluding VAT and included all other expenses relating to Contract delivery and installation.

## 10. STAFF AND CUSTOMER SERVICE

10.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.

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- 10.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.
- 10.3 The Supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

## **11. SECURITY AND CONFIDENTIALITY REQUIREMENTS**

- 11.1 Contact Simon Ostler, Custom House, Immingham, 01469 553711 to arrange site access.

## **12. PAYMENT AND INVOICING**

- 12.1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 12.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

HO Shared Service Centre, HO Box 5015, Newport, NP20 9BB and copied to, Simon Ostler, Border Force, Custom House, Immingham, DN40 2NA

- 12.3 Attendance at Contract Review meetings or Site Inspections shall be at the Supplier's own expense.

## **13. LOCATION**

- 13.1 The location of the Services will be carried out at: - Shed 4, CRo Ports, Humber Sea Terminal, Clough Lane, North Killingholme, North Lincolnshire, DN40 3JP.

## **14. EVALUATION PROCESS**

- 14.1 Suppliers will be required to complete the attached Pricing Schedule – Annex A, and return direct by email to:

[Neil.humphries@homeoffice.gov.uk](mailto:Neil.humphries@homeoffice.gov.uk)

**A CONFIRMATION OF RECEIPT EMAIL WILL BE SENT.**

- 14.2 Suppliers should answer all aspects of the schedule as accurately and concisely as possible.
- 14.3 The schedule asks for the Suppliers costs for the Goods required inclusive of delivery to the Humber Sea Terminal. All quotes must be fully priced in Pounds Sterling (£) and include all applicable duties and taxes but must be exclusive of Value Added Tax (VAT).

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- 14.4 The schedule also asks for confirmation that the Telescopic Boom Conveyor being offered is compliant with the Requirement detailed in Section 5. This will be a **PASS/FAIL** question.
- 14.5 Any bids that cannot provide a “YES” to the Requirement question will be rejected on the grounds that they are technically non-compliant.
- 14.6 The pricing schedule will also ask for basic identification details e.g. make, model & type. These are mandatory but will not be scored. Any bids that do not supply this information will be rejected.
- 14.7 It is the responsibility of the Supplier to ensure that their pricing schedule has been submitted in the prescribed manner and in accordance with the specified submission deadline.
- 14.8 Pricing may be subject to clarification and adjustment by the Authority during evaluation in relation to matters of inconsistency and uncertainty.

## **15. SCORING**

- 15.1 The Authority has provided a Price Schedule – Annex A attached to this document that the Suppliers are expected to complete.
- 15.2 The completed Price Schedule will be used by the Authority for two main purposes as follows:
- It will be incorporated into the Agreement; and
  - It will be used to calculate the whole life cost against which the pricing evaluation will be conducted.
- 15.3 Evaluation of the Price Schedule will be on the following basis:
- Total cost for the supply, delivery and installation of one (1) Telescopic Boom Conveyor as detailed in the Requirement to the delivery address stipulated.
- 15.4 The winning bid will be the lowest cost technically compliant offer. The award of contract will be subject to acceptance of the offer by the Authority.

## **16. TERMS AND CONDITIONS**

- 16.1 This agreement will be entered into by the Home Office Short Form Short Form Contract for the Supply of Goods and/or Services.
- 16.2 A blank version of this document is attached to the Contracts Finder Notice for information.

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## ANNEX A – PRICING SCHEDULE



Annex A.xlsx