



Specification

SHARP Procurement of Helmets – Phase 4

for Safety Helmets Assessment and Rating Programme (SHARP)
Department for Transport

Contract Reference: TETI0033

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1. Purpose

- 1.1 The Department for Transport (DfT) invites proposals for the supply of motorcycle helmets from the UK market place for evaluation by the DfT Safety Helmet Assessment and Rating Programme (SHARP).
- 1.2 This contract will be subject to the DfT General Conditions of Contract for Services below £5m 28 January 2019 as found via the following link:
<https://www.gov.uk/government/publications/general-conditions-of-contract-for-services>.
- 1.3 Please see the document titled *03 Instructions for Tenderers by electronic means* for details on how to bid for this requirement. Tenders can only be submitted by electronic means via the AWARD e-tendering system. Please email [Ken Dale](mailto:Ken.Dale@dtf.gov.uk) for access to this system.

2. Background to the Requirement

- 2.1 Motorcyclists represent one of the most vulnerable road user groups in the UK with around 400 riders losing their lives each year on our roads. Of these, 80% receive strikes to the head and in 70% of these the head injury is the most serious injury.
- 2.2 Following a review of standards and laboratory tests that revealed real differences in the safety performance of motorcycle helmets available in the market, the Department for Transport launched the SHARP scheme in 2007. The aim of the scheme is to provide consumers with an independent and objective assessment of the safety performance of helmets sold in the UK.
- 2.3 The Department wishes to contract a maximum of four retailers to supply motorcycle helmets from the UK market place for evaluation by SHARP.

3. Indicative Procurement Timeline

Description	Date
Publication of the ITT	01/05/2020
Clarification Period starts	01/05/2020
Clarification Period closes Tender Clarifications Deadline	20/05/2020 (17:00)
Deadline for the publication of responses to Tender Clarification questions	22/05/2020 (17:00)
Deadline for submission of Tenders Tender Submission Deadline	24/05/2020 (23:59)
Commencement of Evaluation Process	25/05/2020
Conclusion of Evaluation Process	28/05/2020
Potential Conclusion of Standstill Period	07/06/2020
Potential Contract Award	08/06/2020
Potential Contract Signature	08/06/2020
Potential Contract Commencement	15/06/2020

4. Scope of Requirement

- 4.1 The requirement of this project is the supply of helmets that are approved to United Nations Economic Commission for Europe (UN-ECE) Regulation 22.05 or British Standard BS 6658:1985 to the department. Helmets shall be representative of:
- a) those available to consumers through the UK retail outlet(s),
 - b) current retail stock and,
 - c) the manufacturer's current calendar year helmet range.
- 4.2 Helmet models will be required from a wide range of manufacturers, and the Department will set out the makes, models and sizes of helmets required. Any helmets supplied must be identical in terms of the model and features, but not necessarily colour and must be supplied in batches of up to nine helmets, although on occasion single helmets may also be required. These could be of any of the sizes available for the helmet range.
- 4.3 Helmet orders will be placed in writing and delivery will be required to a location within the UK. The delivery address will be confirmed at the time of an order being placed. Whilst our preference will be to place orders in writing, the Department (or appointed agents) may also wish to have the option of arriving 'unannounced' (within normal business hours) and, subject to availability, select helmets from local stock for immediate purchase and removal.
- 4.4 All helmets shall be supplied new, safely securely and without damage. Where several helmets are ordered in one batch, the Department will only receive delivery of that batch once all helmets are present. The part delivery of orders will only be accepted with the prior written approval of the project manager.
- 4.5 For the supply of helmets after contract award and throughout the duration of the contract, successful contractors will be contacted directly by the project manager and invited to provide a quotation for a list of helmets that the department wishes to procure. The Department will evaluate individual quotations for helmets it receives in relation to costs and the contracted retailer's ability to supply within the required timescale. All orders for helmets will be placed in writing.
- 4.6 It is recognised that the lead time for delivery may change between a quotation being provided and an order being placed. However, the Department reserves the right to cancel an order if it considers the lead-time to be excessive.
- 4.7 Bidders should note that this competition may result in the award of Call-off Contracts to multiple suppliers. DfT does not guarantee a minimum level of work nor value of orders being placed with any supplier.

5. Commencement Date and Contract Duration

- 5.1 Subject to the Department's right of termination under the Conditions, the Contract shall be in force from the Award Date for an initial period of two (2) years with the Department having the option to extend the Contract for a further one (1) year.

6. Contract Management / Ordering Procedure

- 6.1 The Contract will be administered by the SHARP team, International Standard Division (IVS), Department of Transport, Great Minster House, London SW1P 4DR. The team's operating hours are between 09:00-17:00 hours Mon – Fri.
- 6.2 A contract inception meeting will take place within one (1) week of contract award between the SHARP project manager and any successful Supplier(s) to define ordering procedures in line with the Contract requirements and set out realistic timelines for helmet delivery.
- 6.3 Suppliers having a call-off contract with the Department will be contacted directly by the project manager and invited to provide quotations which include prices and delivery lead times for a list of helmet models that may be required.
- 6.4 All quotations received will be evaluated by the SHARP team with a view to placing orders in line with the lowest prices quoted. This shall be the case unless the Department has advised suppliers, at the point of inviting quotations, that delivery lead times are critical. In such instances the SHARP team will evaluate quotations with a view to placing orders in line with the most suitable delivery times.
- 6.5 The project manager will place orders in writing for the supply of helmets. All requests will be issued from the SHARP team. On no account will Suppliers accept orders/requests from anyone other than a member of the SHARP's team (a defined list of approved SHARP's personnel will be shared with the appointed Suppliers).
- 6.6 A unique Purchase Order / Job Reference number will be quoted for each request. This number is to be shown on all correspondence relating to each request, including the billing of the order on an invoice.
- 6.7 The Supplier will be required to arrange for the return and replacement of goods incorrectly supplied or damaged during delivery and will be responsible for the costs involved.

7. Volumes

- 7.1 The Department is unable to confirm volumes as this will vary, and will not guarantee to purchase a minimum number of helmets.

8. Price

- 8.1 See document 6 – Price Schedule. Details are requested based on the services to be provided by the Potential Supplier including costs of delivery and any other associated costs. Costs shall be submitted exclusive of VAT.
- 8.2 Price schedules are to be submitted via the Award portal. Access to this system can be obtained by emailing kenneth.dale@dft.gov.uk.

9. Costs and Payment

- 9.1 Should the Department place an order for the supply of helmets, the invoice may be settled by either bank transfer or payment card. The project manager will advise

the contractor how the Department wishes to settle the invoice when the order is placed.

- 9.2 Potential Suppliers should clearly indicate whether any additional charges apply if payment is made by payment card.
- 9.3 Invoices are to be submitted electronically to Avarto Shared Services, following discussion and agreement with the contract manager regarding overview of the work and associated costs per order.
- 9.4 Each invoice shall quote the relevant DfT purchase order number and must include a detailed breakdown of all helmets supplied and the associated costs.
- 9.5 Payment can only be made following satisfactory delivery of pre-agreed certified products and costs. Separate invoices detailing VAT and non-VAT services are to be submitted by the Potential Provider to:

Accounts Payable – DfT Shared Service Centre
5 Sandringham Park, Swansea Vale
Swansea SA7 0EA
Or via email – to SSA.invoice@sharedservicesarvato.co.uk

10. Service Levels and Performance

- 10.1 The Department will measure the quality of the successful provider’s delivery through the criteria detailed in this work specification.
- 10.2 Where poor Supplier performance exists, the Department will arrange meetings at which the successful Supplier’s presence is mandatory to discuss at risk work areas and work out key steps to improve the service.

11. Evaluation Criteria

- 11.1 Please see separate document entitled ‘**05 Appendix B Response Guidance**’ for the evaluation criteria applicable to this requirement.

12. Points of Contact

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All queries/ questions should be sent to the procurement contact.