



Crown
Commercial
Service

REQUEST FOR INFORMATION

FOR

UNIFORM DISPOSAL

CCOG17A10

FOR

HOME OFFICE

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1.



**Request for Information
Uniform Disposal
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1. REQUEST FOR INFORMATION (RFI) SCOPE

- 1.1 The Home Office (the Authority) requires information on the ability to dispose of unrequired uniform, body armour and equipment for disposal. This is based on an estimation of 50 collections across the UK per annum.
- 1.2 In the details it needs to include how arrangement for collection could take place once The Authority's site has agreed that the items are ready. The collection will take place at agreed locations within the UK, the Authority has limited capacity for storage at their controlled ports.
- 1.3 Once the goods have been collected they must be moved to a secure site ready for disposal or destruction once any security identification has been removed from the equipment and uniform. The identification can include badging or branding that is linked to the Authority and its associated agencies, these must also be recycled through a rigorous process of destruction.
- 1.4 The disposal process of uniforms should be environmentally friendly and have minimal carbon footprint. The Authority will grant resale of any unused armour outside the UK but this is subject to removal of all security, branding and identification that is associated with the Authority. Any net proceeds of these sales are to be returned to the Authority.
- 1.5 Organisations are asked to advise if they would be interested in bidding for this opportunity as part of their response to the Request for Information. If Organisations are not interested, it is requested that a reason be submitted as this is valuable feedback for the Authority to consider.
- 1.6 The Authority would also like a cost indication based on an annual Contract and to include the potential for gain share/ return of the items.
- 1.7 The Authority would like to see the options available on disposing / recycling collected items.

2. BACKGROUND TO THE AUTHORITY

- 2.1 The Authority has an overarching responsibility for the safety and security of the United Kingdom. The Authority's role covers many distinct operational responsibilities such as protection of the UK Borders, helpful lawful travel to stay within the UK, and issuing passports to those who are entitled. The Authority is made up from a number of operational groups who work together to deliver the many aims set in place.

Approximately 10,000 staff, throughout the UK, from all the different agencies wear a law enforcement uniform. Approximately 3,000 of these staff may also wear armour and carry protective equipment such as handcuffs and batons.

3. BACKGROUND TO THE REQUIREMENT

- 3.1 As staff leave the organisation, or require changes to their uniform or accessories due to natural wear and tear, the used items are to be disposed of securely.
- 3.2 The Potential Provider will be required to arrange collection, de-brand any items and remove any other forms of identification that are associated with The Authority or its agencies.
- 3.3 The Authority will grant approval for the resale of any unused armour outside the UK.

However, this is subject to the Potential Provider complying with local legislation and the removal of all security, identification or branding that is associated to the Authority prior to resale. The net proceeds of any sales are to be returned to The Authority.

- 3.4 The disposal process of uniforms should be environmentally friendly and have a minimal carbon footprint.
- 3.5 Using management information from 2016, the Authority has facilitated 44 collections across 30 locations, which totals approximately 180 cubic metres of products.

4. INFORMATION REQUIRED

- 4.1 The Authority requires Organisations to submit responses as outlined above to help improve/clarify the ask as well as form the strategy for approach to the market
- 4.2 Organisations are asked to advise if they would be interested in bidding for this opportunity as part of their response to the Request for Information. If Organisations are not interested, it is requested that a reason be submitted as this is valuable feedback for the Authority to consider.
- 4.3 The Authority would also like a cost indication based on an annual Contract and to include the potential for gain share/ return of the items.
- 4.4 The Authority would like to see the options available on disposing / recycling collected items.

5. REQUEST FOR INFORMATION TIMETABLE

- 5.1 Please see the below for the RFI's timetable:

DATE	ACTIVITY
Thursday 07 th September 2017 (12:00)	Publication of the Request for Information
Thursday 07 th September 2017 (12:00)	Clarification period starts
Monday 11 th September 2017 (12:00)	Clarification period closes
Wednesday 13 th September 2017	Deadline for the publication of responses to RFI Clarification questions
Wednesday 27 th September 2017 (12:00)	Deadline for submission of an RFI Response



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6. CLARIFICATION PERIOD

- 6.1 Organisations may raise questions or seek clarification regarding any aspect of this Request for Information at any time prior to the Clarification Deadline. Questions must be submitted via email to the Uniforms Mailbox (uniform@crowncommercial.gov.uk) before the deadline within section 4.
- 6.2 Crown Commercial Service will not enter into exclusive discussions regarding the requirements of this Request for Information with Organisations.
- 6.3 To ensure that all Organisations have equal access to information regarding this Request for Information, the Crown Commercial Service will publish all its responses to questions raised by Organisations on an anonymous basis.
- 6.4 Responses will be published in a Questions and Answers document to all Organisations who have registered their interest via the Uniforms Mailbox (see point 6.1).
- 6.5 At times, the Crown Commercial Service may issue communications via the Uniforms Mailbox where a notification will be sent to the email address provided for the Request for Information contact. Organisations must therefore ensure that this mailbox is reviewed on a regular basis.

7. COSTS

- 7.1 The Authority will not reimburse any costs incurred by an Organisation (including the costs or expenses of any members of its Group of Economic Operators (if acting as a Lead Contact), Sub-Contractors or advisors) in connection with the preparation and/or submission of the Organisation's Request for Information response, including (without limit) where:
- 7.1.1 The Request for Information is cancelled, shortened or delayed for any reason (including, without limitation, where such action is necessary due to non-compliance or potential non-compliance with the law, including the Regulations);
 - 7.1.2 All or any part of the Request for Information is at any time amended, clarified, added to or withdrawn for any reason;
 - 7.1.3 The Organisation and/or its Respondent is disqualified from participation in this Request for Information for any reason, including breach of these Terms of Participation.

8. RIGHT TO CANCEL OR VARY THIS REQUEST FOR INFORMATION

- 8.1 The Authority reserves the right, subject to the rules set out in the Regulations, to:
- 8.1.1 Change the basis of or the procedures for this Request for Information at any time;
 - 8.1.2 Amend, clarify, add to or withdraw all or any part of the Request for Information at any time, including varying any timetable or deadlines set out in the Request for Information; and:
 - 8.1.3 Cancel all or part of this Request for Information at any stage and at any time.

9. RIGHT TO CONFIRM OR REQUEST UPDATED RFI INFORMATION

- 9.1 The Authority reserves the right to require Organisations to confirm that their Request for Information response remains accurate at all stages of the Request for Information process and/or to request updated Information.
- 9.2 The Authority also reserves the right to specify additional standards or requirements according to their particular requirements.

10. CONDUCT - SPECIFIC OBLIGATIONS

- 10.1 The Organisation must not directly or indirectly canvass any Minister, officer, public sector employee, member or agent regarding this Request for Information or attempt to obtain any information from the same regarding this Request for Information (except where and as permitted by the Request for Information). Any attempt by the Organisation to do so may result in the Organisation's disqualification from this Request for information.

11. NOTICES TO ORGANISATIONS

- 11.1 This Request for Information and any related documents referred to have been prepared by the Crown Commercial Service on behalf of the Authority for the pre-market test to gather information.
- 11.2 Whilst prepared in good faith, the Request for Information documents are intended only as a preliminary background explanation of the Authority's activities and plans. Therefore it isn't intended to form the basis of any decision on whether to enter into any contractual relationship with the Authority.
- 11.3 The Request for Information documents do not purport to be all inclusive or to contain all of the information that Organisation's may require.
- 11.4 Neither the Authority or its advisors, or the directors, officers, partners, employees, other staff, agents or advisers of any such body or person:
- 11.4.1 Makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Request for Information documents;
 - 11.4.2 Accepts any responsibility for the information contained in the Request for Information documents or for its fairness, accuracy or completeness; or



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- 11.4.3 Shall be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- 11.5 Nothing in the Request for Information documents is, or should be, relied upon as a promissory or a representation as to the Authority's ultimate decisions in relation to the Request for Information
- 11.6 The publication of the Request for Information documents in no way commits the Authority to award any contract.

12. CONFIDENTIALITY

- 12.1 Subject to the exceptions referred to in paragraph 12.2, the contents of the request for information are being made available by the authority on the conditions that the organisation:
- 12.1.1 Treats the Request for Information as confidential at all times, unless the information is already in the public domain;
 - 12.1.2 Does not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen, except where, and to the extent that, the Information has been publicised in accordance with paragraph 12 (Freedom of Information);
 - 12.1.3 Only uses the Information for the purposes of preparing a Response (or deciding whether to respond); and
 - 12.1.4 Does not undertake any promotional or similar activity related to this Request for Information within any section of the media.
- 12.2 An Organisation may disclose, distribute or pass any of the Information to its members of its Group of Economic Operators (if acting as a Lead Contact), Sub-Contractors, advisers or to any other person provided that:
- 12.2.1 This is done for the sole purpose of enabling the Organisation to submit its response and the person receiving the information undertakes in writing (such written undertaking to be made available to the Authority on the Authority's request) to keep the information confidential.
 - 12.2.2 It obtains the Authority's prior written consent in relation to such disclosure, distribution or passing of Information; or
 - 12.2.3 The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to this Request for Information;
 - 12.2.4 The Organisation is legally required to make such a disclosure; or

- 12.2.5 The information has been published in accordance with paragraph 12 (Freedom of Information).
- 12.3 The Authority may disclose information submitted by Organisations during this Request for Information to its officers, employees, agents or advisers or other government departments who are stakeholders in this Request for Information.
- 12.4 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure.
- 12.5 Further, the Cabinet Office has a cross-Government role delivering overall Government Policy on public procurement – including ensuring value for money and related aspects of good procurement practice.
 - 12.5.1 For these purposes, the Authority may disclose within HM Government any of the Organisation's documentation or information (including any that the Organisation considers to be confidential and / or commercially sensitive such as specific information in its response) submitted by the Organisation to the Authority during this Request for Information. Organisations taking part in this Request for Information consent to such disclosure as part of their participation in the Request for Information process.

13. FREEDOM OF INFORMATION

- 13.1 In accordance with the obligations and duties placed upon public authorities by the FoIA (Freedom of Information Act 2000) and the EIR (Environmental Information Regulations 2004) and in accordance with any Government Code of Practice on the discharge of public authorities' functions under the FoIA all information submitted to the Authority may be disclosed under a request for information made pursuant to the FoIA and the EIR.
- 13.2 Organisations should note that the information disclosed pursuant to a FoIA or EIR request may include, but is not limited to, the disclosure of its Request for Information response (including any attachments or embedded documents).
- 13.3 If the Organisation considers any part of its Response or any other information it submits to be confident or commercially sensitive, the Organisations should:
 - 13.3.1 Clearly identify such information as confidential or commercially sensitive;
 - 13.3.2 Explain the potential implications of disclosure of such information taking into account and specifically addressing the public interest test as set out in the FoIA; and
 - 13.3.3 Provide an estimate of the period of time during which it believes that such information will remain confidential or commercially sensitive.
- 13.4 If the Organisation identifies that part of its Response or other information it submits is confidential or commercially sensitive, the Authority in its sole discretion will consider whether or not to withhold such information from publication. Organisations should note that, even where information is identified as confidential or commercially



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sensitive, the Authority may be required to disclose such information in accordance with the FoIA or the EIR.

- 13.5 The Authority is required to form an independent judgement of whether the Organisation's information referred to in paragraph 13.4 is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. The Authority cannot guarantee that any information indicated as being confidential or commercially sensitive by the Organisation will be withheld from publication.
- 13.6 If the Organisation receives a request for information under the FoIA or the EIR during and in relation to this Request for Information, it should be immediately referred to the Authority.

14. INTELLECTUAL PROPERTY RIGHTS

- 14.1 The Request for Information issued shall remain the property of the Authority and shall be used by the Organisation only for the purposes of this Request for Information.
- 14.2 The Organisation grants the Authority an irrevocable, perpetual, non-exclusive licence to copy, amend and reproduce any intellectual property contained within its Response for the purposes of carrying out this Request for Information; complying with the law and/or any government guidance; and/or carrying out the Authority's business activities. This licence shall also permit the Authority to sublicense the use of the Organisation's Response to its advisers or sub-contractors or other Contracting Bodies for the same purposes.

15. NO INDUCEMENT OR INCENTIVE

- 15.1 The Organisation acknowledges and agrees that nothing contained within the Request for Information shall constitute an inducement or incentive nor shall have in any other way persuaded an Organisation to submit a Response or enter into any other contractual agreement.

16. LAW AND JURISDICTION

- 16.1 Any dispute (including non-contractual disputes or claims) relating to this Request for Information shall be governed by and construed in accordance with the laws of England and Wales.
- 16.2 The courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Request for Information (including non-contractual disputes or claims).

17. CONTACT INFORMATION

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