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| **Crown Commercial Service - Procurement Notice** |
| **Small and Medium sized Enterprises:**  The Crown Commercial Service (CCS) is committed to supporting the small medium enterprises (SMEs) cross government agenda and is actively contributing to the 25% aspiration.  **About The Crown Commercial Service (CCS) and the Home Office Border Force Agency**  The Crown Commercial Service is an executive agency of the Cabinet Office and is acting as the procurement agent for the Home Office Border Force.  **Service User Background**  Border Force and Immigration Enforcement have approximately 10,000 uniformed staff; there are an additional 1,000 non uniformed staff. Staff are tasked with securing the UK borders, which includes immigration and customs functions, and enforcing inland Immigration controls.  A number of these staff are engaged with the use of force to enter premised, vessels and vehicles for the purposes of enforcing their legal authority.  Staff will access premises for the purposes of identifying and apprehending suspected immigration offenders. All searches may be to insecure environs and staff will prepare themselves based on perceived risks. Staff will be involved in searching cargo, baggage and vehicles at ports across the UK and engaging with travelling public. |
| **Background to the Opportunity:**  The current supply contract for Method of Entry Equipment has reached a natural end and we are seeking to identify, through tender, a new supplier that can meet the current needs of the organisation but that has the flexibility to support us as demand changes The requirement is for an ongoing supply of role specific method of entry equipment to approximately 2000 staff. Equipment will be used in different roles within the Home Office for the protection of staff and the safe apprehension of potential, offenders. This will cover a range of products including rams, bars, pullers, lock snappers, door breakers, disc bolt and wire cutters, drills and ladders.**The service is seeking to appoint a single supplier for all requirements indicated in the ITT** |
| **Scope:** Please see the attached Details of Requirement (Appendix B). |
| **Requirement/Specification:** Please see the attached Details of Requirement (Appendix B) |
| **Specific Specialist Skills/Capabilities/Qualifying requirements:** Please see the attached Details of Requirement (Appendix B) |
| **Tender Timetable:**  Expressions of Interest to be received by 11.00am on Friday 12th February 2016. Late expressions may not be accepted.  Organisations expressing interest in this tender will be invited to an open day scheduled to be held on 29th February 2016, which will provide further information regarding the requirement and tender process. |
| **Duration:** The tender is for a one year call off framework (with an option to extend by up to a further year) commencing in June 2016 |
| **Location:** Please see attached Details of Requirement (Appendix B) |
| **Evaluation Criteria For Bids:**  This will be confirmed in the Invitation to Tender documents, **issued on Tuesday 16th March 2016** |
| **Terms and Conditions of Contract:**  This will be the CCS Standard Terms and Conditions which will be included in the Tender documents |
| **How to apply:**  CCS uses an eSourcing toolkit to enable its sourcing activities to be conducted over the Internet. Any organisation intending to submit an expression of interest must be registered as a supplier with the CCS eSourcing Portal, EMPTORIS.  To register, visit the Portal’s Login Page at <https://gpsesourcing.cabinetoffice.gov.uk> and complete the online registration form by clicking on the “Register Supplier Organization” link at the top of the page. The entire process should take no more than 10 minutes and need only be completed once.  You will need to have a DUNS number complete your registration which can be obtained by contacting Dun and Bradstreet: <http://www.dnb.co.uk/dandb-duns-number>. This process can take up to 10 working days.  Passwords for Emptoris are issued via email, normally within 1 working day. **You will not be sent tender documents unless you have registered on the Emptoris portal.**  Please contact the Crown Commercial Service (CCS) Supplier help line on 0345 010 3503.  Once registered, organisations intending to submit an expression of interest must send an email to [uniform@crowncommercial.gov.uk](mailto:uniform@crowncommercial.gov.uk) any time up to, but **no later than 11.00am on** **Friday 12th February 2016.**  The email should be entitled **Method of Entry Equipment for Border Force (SO 15501)** and contain the following details: your organisation’s name; your contact’s email address; your contact’s name and your contact’s telephone number.  Additionally when bidders submit their expression of interest they will need to provide their bank details on letter headed paper, an email address for any potential purchase orders to be despatched to and contact details for relevant contact.  Any expressions of interest not submitted in the required form (or containing the requested information) may be rejected. If, however, you believe that there are reasons as to why you would be unable to use the eSourcing service, please let us know by emailing [uniform@crowncommercial.gov.uk](mailto:uniform@crowncommercial.gov.uk), and we will consider how best to overcome your difficulties. |
| **Point of Contact –**  Name: James Ferris or Sian Moulton  Telephone Number: 01633 811610  Email: uniform@crowncommercial.gov.uk |
| **Date of issue:** 29th January 2016 |
| **Closing Date:**  EOI at **11.00am** **Friday 12th February 2016 .**  The closing date for tender bids is scheduled for 4th April 2016 |

# Appendix B – STATEMENT OF REQuirements

# INTRODUCTION

Home Office and Immigration Enforcement have a combined resource of 11,000 people and are law enforcement commands of the Home Office. Staff are tasked with securing the UK borders, which includes immigration and customs functions, and enforcing inland Immigration controls.

Border Force staff work at 140 UK ports and airports that include teams in a variety of roles including working aboard cutters, managing the primary check point, or searching freight for illicit material or people trafficking.

Immigration staff, working from 70 UK wide locations, enforce the Immigration rules within the UK which includes forceable entry to buildings for the purpose of detaining suspected offenders.

# PURPOSE

# The requirement is for an ongoing supply of role specific method of entry equipment to approximately 2,000 staff. Equipment will be used in different roles within the Home Office enabling forced entry to vehicles, freight or premises for the safe apprehension of potential offenders or contraband.

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# background to the authority

The Home Office (including Immigration Enforcement) have approximately 11,000 staff. Approximately 1,000 of these are engaged with the use of force to enter premises, vessels and vehicles for the purposes of enforcing their legal authority.

Staff will access premises for the purposes of identifying and apprehending suspected immigration offenders. All searches may be to insecure environs and staff will prepare themselves based on perceived risks. Staff will be involved in searching cargo, baggage and vehicles at ports across the UK and engaging with travelling public

The current supply contract has reached a natural end and we are seeking to identify, through tender, a new supplier that can meet the current needs of the organisation but that has the flexibility to support us as demand changes

# Background to requirement/OVERVIEW of requirement

## The authority has identified a range of method of entry equipment specifically for use by staff undertaking their enforcement role within the UK.

## The authority is keen to identify a single source for all items listed but the supplier must have a flexible approach to supply, identifying alternative products that meet the specification.

## As the supplier gains an improved understanding of our requirements we would welcome suggested changes to the requirement

# scope of requirement

## The Authority is seeking the provision of Method of Entry Equipment for a **period of 12 months** from 13th June 2016 to 12th June 2017, with an option to extend for up to a further 12 months. Detailed product specifications are provided for each line below;

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| **Line** | **Description** | **Specification** | **Anticipated Estimated Annual Quantity** |
| **1** | **Firecracker** | Single man operation ram 18” length;  Weight 35lb | 3 |
| **2** | **Baby Ram** | Single man operation ram 16” length;  Weight 23lb | 3 |
| **3** | **Enforcer** | Single man operation ram 23” length;  Weight 35lb | 5 |
| **4** | **Hooligan Bar** | Length required 24, 30 and 36 inches; Heat treated alloy steel, 1” stress proof bar with claw end | 5 |
| **5** | **Rabbit Hydraulic** | Single man operation Hydraulic powered opener.  Power output 4 tons with a 10cm spread. Weight 9kg,  Colour - Black | 3 |
| **6** | **ThunderBolt** | Manufactured in an electrically non-conductive, non-sparking material for use in hazardous areas. Single operator use with shock absorbent handles. Overall weight 35lb | 2 |
| **7** | **CF3 Spreader** | Single man operation Hydraulic powered opener.  Power output 4 tons with a 12cm spread.  360 degree swivel coupling Colour - Black | 2 |
| **8** | **Firemans Key** |  | 25 |
| **9** | **Locksnapper kit** | Lock snapper kit suitable for Chubb and European style locks; Kit should include-universal key, mini sledge, mini axe, levering tool, pliers and long nose screwdriver contained in pocketed tool roll. | 5 |
| **10** | **Gripper tool** | Length 30”; weight 5lb | 5 |
| **11** | **Bell lock puller** |  | 5 |
| **12** | **19mm Ratchet Spanner** | “Hi Torq,” 5° Movement  For use with Bell Lock Puller as currently supplied | 5 |
| **13** | **Zieh-Fix 4.8mm Pull Screws (Pack of 10)** | For use with Bell Lock Puller. Recommended screws for use with bell lock puller as currently supplied. | 5 |
| **14** | **Penetrating lubricant Spray** | Penetrating lubricant to aid insertion of pull screws into Euro Profile locks  For use with Bell Lock Puller. | 5 |
| **15** | **Euro Profile Locks 70-100mm** | Replacement Locks  - Range of lengths 70mm, 80mm, 95mm, 100mm | 50 |
| **16** | **Electric drill 18v** | Cordless electric drill / driver – 18V 2 rechargeable batteries – 30 minute charge  Metal geared Selection of bits Carry case | 5 |
| **17** | **Tool bag** | Manufactured from heavy duty material Zip fastening along full length Selection of internal and external pockets Reinforced top edges and stress points Shoulder strap option for ease of carrying | 50 |
| **18** | **Door Breacher** | Battery powered hydraulic Remote control | 3 |
| **19** | **Blower** | Hydraulic / pneumatic two man operation 11 tons output Compressed air inflatable airbag | 3 |
| **20** | **Disc Cutter STIHL TS410** | Weight 9kg 4.4hp output Suitable for cutting wood, stone, metal brick or plastic Disc size 12” | 5 |
| **21** | **Replacement Blades for disc cutter** | Range of 12” blades suitable for the STIHL disc cutter | 10 |
| **22** | **Bolt cutters** | 18” cutters Fully adjustable jaws Drop forges steel handles with built-in stops for safety. Up to 80 tons/inch2 (1235 N/mm2) to cut non-ferrous bolts, rods and bar, mild steel rod and bar and single strand wire | 5 |
| **23** | **Wire cutters** | Length 13” cutters to cut a range of cables and wires up to 9mm diameter. Materials to be cut include mild steel strands, high tensile steel strands, pre-stressing strands, copper, aluminium and steel-cored aluminium cables, aluminium or copper rods and tempered spring wire | 5 |
| **24** | **Telescopic ladder** | 3.3m telescopic (adjustable) Lightweight aluminium construction | 5 |

# SERVICE LEVELS AND PERFORMANCE

## The Authority will measure the quality of the Supplier’s delivery by:

### Quality - products must be as indicated in the specification of requirement (or as amended by agreement with the Authority) = 99% compliant

### Failure in the field – products failing in their normal function = 100% compliant

### Accuracy of despatch = 100% compliant

### Delivery against agreed timings = 99% compliant

### Reporting and Management Information = 100% compliant

### Service performance review meetings will take place with the supplier, either at the Home Office and Immigration Enforcement premises or via telephone conference call on a quarterly basis, commencing 3 months after the award of tender.

# Additional Requirements

## The Authority intends to include all equipment available under this contract to be made available through the Home Office Adelphi ordering system (Online ordering system). This system will enable the automated process of purchase orders to be raised as and when the Authority has requirements. As a result, potential providers will be required to complete the catalogue template in excel format as outlined at Appendix E: E-Procurement Catalogue Builder Template.

## Following the receipt of a valid purchase order, the supplier will be expected to fulfil the requirement against the delivery requirements.

## Following receipt of goods, the Authority will ensure the purchase order is receipted to enable payment to be made.

## Potential Providers will be required to submit and electronic invoice. The electronic invoicing process will enable a prompt payment of invoices of which the Authority will agree the process at the kick off meeting. However, it is the authority’s intentions to have one electronic file on a per month basis that the Accounts Payable department will upload onto the Adelphi system.

## The Authority will work with the potential provider to ensure all electronic invoice testing is carried out ahead of submitting invoices into the live environment. All electronic invoices should be submitted to [APelectronicuploads@homeoffice.gsi.gov.uk](mailto:APelectronicuploads@homeoffice.gsi.gov.uk) with an accompanying PDF document.

# Location

## The location of the Services will be carried out at various locations across the United Kingdom. A full list of delivery addresses will be provided to the successful supplier following award of contract.

# Security requirements

## Whilst most delivery locations are not restricted there may be occasions when delivery may be to secure locations within the UK and subject to appropriate security controls for which the supplier and any agent acting on their behalf must comply.

## The authority will make the supplier aware of these requirements following an award of contract.

# BUDGET

## It is expected that, based on 2014 spend, the budget for this contract will be approximately £30,000 to £36,000 per year.

## Prices should be inclusive of all delivery charges and exclusive of VAT.