

 **INVITATION TO TENDER - TAXI SERVICES**

**October 1st 2015 – 30th September 2018**

You are invited by Blackpool and The Fylde College to submit a tender for the above contract. Read all documentation carefully. If you do not wish to submit a tender, please return these documents, marked “No Tender”. It would be appreciated if you could state your reasons for not tendering, although there is no obligation to do so. You are also invited, if you wish, to submit alternative proposals if you believe that they provide better value for money to Blackpool and The Fylde College.

This Invitation to tender is subject to the Special and General Conditions of Contract of Blackpool and The Fylde College (Appendix C) and the following Instructions to Tenderers:

1. The documents enclosed are evaluation documents that will enable the College to appoint a contractor. The objective of this tender exercise is to identify the most economically advantageous offer in terms of: price, and company financial stability.

 All enquiries relating to this Tender must be forwarded in writing to:

 Mr Patrick Condon Tel: 01253 504200

 Blackpool and The Fylde College

 Ashfield Road

 Bispham,

 Blackpool

 FY2 0HB

 Email: pat.condon@blackpool.ac.uk

 Any responses or clarifications offered will be made known to all other Tenderers.

2. This contract will commence on 1st October 2015 for the period identified.

3. The return bid should contain all the original parts of the tender together with all the items indicated in the Aide Memoir. The Tender Documents must not be altered by the Tenderer in any way. Any modification considered necessary by the Tenderer should be detailed in a separate letter accompanying the Tender. Tenders may not be considered if the complete information called for is not provided at the time of tendering. The Tenderer should quote the Tender reference number on any supporting papers submitted with the Tender.

4. **Tenders must be returned by Friday September 18th 2015 @ 12:00 noon to Blackpool and The Fylde College and must be clearly marked “Tender for the Supply of Taxi Services”. This can be either in hard copy format or by email. Late tender bids will not be considered. Failure to use the forms enclosed will invalidate the Tender.** Blackpool and The Fylde College reserves the right, both prior to and after the award of the Tender, to inspect the validity of all information given, in order to substantiate the figures detailed by a Tenderer.

5. Tenders will be assessed and selected by the procurement team at the College. Please note that Blackpool and The Fylde College reserves the right not to accept the lowest or any Tender, and reserves the right to accept a portion of any Tender, unless the Tenderer expressly stipulates otherwise.

1. A notice of the award of contract will be published to all tenderers making a submission under this contract.
2. The total annual value of the contract(s) which will be set in place as a result of this exercise, is estimated to be in the region of £19,000. There is however, no guarantee of the anticipated volume of business that the contract will generate.

 Timetable of process

|  |  |
| --- | --- |
| Description of Process |  Dates |
| Publication of tender documents to Contracts Finder website | 7th September 2015 |
| Receipt of final tender documents from suppliers @ 12:00 noon | Friday 18th September 2015 |
| Notification of outcome to all suppliers | Friday 25th September 2015 |
| Contract start date | 1st October 2015 |

###

 **APPENDIX A**

#### Route Pricing Schedule

|  |  |
| --- | --- |
| **Route Pricing Schedule**  | **95%** |

The Price evaluation shall be the most competitive pricing overall for all of the individual routes listed in the schedule:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Route Pricing Schedule **This contract will be awarded to the lowest overall bidder for the individual routes listed in the schedule. Pricing for all routes will be required. The college reserves the right to exclude bidders who only bid for certain routes.**  |  | **Weighting per available mark is 1.0** |
| Lowest total core contract Costs  | **95 marks** | **95.00 %** |
| All other pricing will be weighted as follows: Weighting value x Lowest bid price / Contractor bid. Example:-

|  |  |
| --- | --- |
| Three bids are received. The total cost for all of the individual routes listed in the schedule are: |  |
|  |  |  |  |  |  |
|  | Bid A |  | £650 |  |  |
|  | Bid B |  | £700 |  |  |
|  | Bid C |  | £750 |  |  |
|  |  |  |  |  |  |
| The weighted score for each bid is: |  |  |
|  |  |  |  |  |  |
|  | Bid A = |  | 95 x 650/650 =  | 95.00% |
|  | Bid B = |  | 95 x 650/700 =  | 88.21% |
|  | Bid C = |  | 95 x 650/750 =  | 82.33% |

 |  |  |

**The college is incorporated under the Higher and Further Education Act 1992 cannot recover VAT from HMRC. The pricing schedule asks for pricing Ex VAT, if VAT is to be added to the scheduled pricing, you will need to indicate this at the end of the schedule. N.B. The addition of VAT will affect your score.**

**The successful bidder will need to be registered with Blackpool Council licencing Department as a Hackney carriage and/or Private Hire Operator as of 1st October 2015. Any withdrawal of the licence at any point will result in the immediate exclusion of a bidder and immediate termination of the subsequent contract following award. Further information can be obtained from:-**

[**https://www.blackpool.gov.uk/Business/Licensing-and-permits/Taxis-landaus-and-private-hire/Private-hire-operators.aspx**](https://www.blackpool.gov.uk/Business/Licensing-and-permits/Taxis-landaus-and-private-hire/Private-hire-operators.aspx)

**Licensing Service, Blackpool Council**

**Municipal Buildings**

**Corporation St**

**Blackpool. FY1 1NF**

**Tel: - 01253 478343**

**Email:** **licensing@blackpool.gov.uk**

# This contract shall cover the routes as detailed below: -

|  |  |
| --- | --- |
| **Routes** | **Please write your Fixed Cost per journey valid from 1st October 2015 for 12 months Ex VAT** |
|  | **£** |
| Bispham Campus FY2 0HB– Central Blackpool Campus FY1 4DW & FY1 4JN |   |
| Bispham Campus FY2 0HB– Lytham 6th Form Campus FY8 4AP |   |
| Bispham Campus FY2 0HB– Fleetwood Nautical Campus FY7 8JZ |   |
| Bispham Campus FY2 0HB– Blackpool Football Club FY1 6JJ |   |
| Bispham Campus FY2 0HB– Blackpool North Train Station FY1 2AB |   |
| Bispham Campus FY2 0HB– Blackpool South Train Station FY4 2FA |   |
| Bispham Campus FY2 0HB – Blackpool Airport FY4 2QY |  |
| Bispham Campus FY2 0HB– Blackpool Airport & Return FY4 2QY |   |
| Bispham Campus FY2 0HB – Manchester Airport M90 1QX |  |
| Bispham Campus FY2 0HB– Manchester Airport & Return M90 1QX |   |
| Bispham Campus FY2 0HB– Poulton-le-Fylde Train Station FY6 7AA |   |
| Bispham Campus FY2 0HB– Whitegate Drive Medical Centre FY3 9ES |  |
| Bispham Campus FY2 0HB– Blackpool Victoria Hospital FY3 8NR |  |
| Blackpool Football Club FY1 6JJ – Blackpool North Train Station FY1 2AB |   |
| Blackpool Football Club FY1 6JJ– Poulton-le-Fylde Train Station FY6 7AA |   |
| Blackpool Football Club FY1 6JJ– Blackpool South Train Station FY4 2FA |   |
| Lytham 6th Form Campus FY8 4AP– Fleetwood Nautical Campus FY7 8JZ |  |
| Lytham 6th Form Campus FY8 4AP– Blackpool Football Club FY1 6JJ |  |
| Lytham 6th Form Campus FY8 4AP– Blackpool North Train Station FY1 2AB |  |
| Lytham 6th Form Campus FY8 4AP– Blackpool South Train Station FY4 2FA |  |
| Lytham 6th Form Campus FY8 4AP– Blackpool Airport FY4 2QY |  |
| Lytham 6th Form Campus FY8 4AP– Blackpool Airport FY4 2QY & Return |  |
| Lytham 6th Form Campus FY8 4AP – Manchester Airport M90 1QX |  |
| Lytham 6th Form Campus FY8 4AP– Manchester Airport & Return M90 1QX |  |
| Lytham 6th Form Campus FY8 4AP– Poulton-le-Fylde Train Station FY6 7AA |  |
| Lytham 6th Form Campus FY8 4AP– Whitegate Drive Medical Centre FY3 9ES |  |
| Lytham 6th Form Campus FY8 4AP– Blackpool Victoria Hospital FY3 8NR |  |
| University Campus FY1 4DW & FY1 4JN – Ansdell FY8 4AP |   |
| University Campus FY1 4DW & FY1 4JN– Fleetwood Nautical Campus FY7 8JZ |   |
| University Campus FY1 4DW & FY1 4JN – Blackpool Football Club FY1 6JJ |   |
| University Campus FY1 4DW & FY1 4JN – Blackpool North Train Station FY1 2AB |   |
| University Campus FY1 4DW & FY1 4JN– Blackpool South Train Station FY4 2FA |   |
| University Campus FY1 4DW & FY1 4JN– Poulton-le-Fylde Train Station FY6 7AA |   |
| University Campus FY1 4DW & FY1 4JN – Blackpool Airport & Return FY4 2QY |   |
| University Campus FY1 4DW & FY1 4JN – Manchester Airport & Return M90 1QX |   |
| University Campus FY1 4DW & FY1 4JN – Whitegate Drive Medical Centre FY3 9ES |  |
| University Campus FY1 4DW & FY1 4JN – Blackpool Victoria Hospital FY3 8NR |  |
| Fleetwood Nautical Campus FY7 8JZ – Blackpool Football Club FY1 6JJ |   |
| Fleetwood Campus FY7 8JZ– Blackpool North Train Station FY1 2AB |   |
| Fleetwood Campus FY7 8JZ– Blackpool South Train Station FY4 2FA |   |
| Fleetwood Campus FY7 8JZ – Poulton-le-Fylde Train Station FY6 7AA |   |
| Fleetwood Campus FY7 8JZ – Blackpool Airport & Return FY1 4JN |   |
| Fleetwood Campus FY7 8JZ– Manchester Airport & Return |   |
| Fleetwood Campus FY7 8JZ – Whitegate Drive Medical Centre FY3 9ES |  |
| Fleetwood Campus FY7 8JZ – Blackpool Victoria Hospital FY3 8NR |  |
|  |  |
| **Will VAT be added to the above pricing**  | **Yes/ No** |

**Financial Assurance – 5%**

|  |  |  |
| --- | --- | --- |
| The College will utilise Dun and Bradstreet Credit Reference software for a financial evaluation which will be scored as follows |   | Total allocation Weighting per available mark 0.10  |
| Dun and Bradstreet Rating Minimal Risk of Business Failure  | 50 marks | 5.00% |
| Dun and Bradstreet Rating Low Risk of Business Failure | 30 Marks | 3.00% |
| Dun and Bradstreet Rating Greater than Average Risk of Business Failure | 10 Marks  | 1.00% |
| Dun and Bradstreet Rating High Risk of Business Failure | 0 Marks | 0.00% |
| Dun and Bradstreet Rating Undetermined Risk of Business Failure | 0 Marks | 0.00% |

Where a Contractor scores 0 marks graded as a high risk of business failure in consideration of financial stability, they will **automatically be suspended form the evaluation process unless a Parent Company or Bank Guarantee is offered with this submission.**

Note that even if a Parent Company Guarantee is offered with this submission, the score of 0 marks under the criteria outlined above still stands.

Where a Contractor scores 0 marks graded as an undisclosed risk of business failure in consideration of financial stability, further information will be sought before a final determination will be made as to whether the bid is suspended from the process and whether any score under this section will be allocated.

Should your organisation wish to offer a parent company guarantee, then separate forms will need to be completed and this should be indicated within your tender response within this section.

 **Appendix B**

**OTHER DISCOUNTS OR INCENTIVES**

Please state any other discounts available not contained within the route pricing schedule

Please state details of any early payment discounts.

Please add any other information to support your tender.

**Appendix C**

**CONDITIONS OF CONTRACT AND PURCHASE**



**Appendix D**

**SERVICE LEVEL GUARANTEES**

Blackpool and The Fylde College intends to set up a Service Level Agreement with the successful Tenderer(s). The following areas should be used to measure your total performance:

* On time collections to and from College premises
* Ability to record and evidence full details of College employee making any booking
* Ability to service the requirements of the College
* Procedures for dealing with any complaints
* The college will require monthly invoices to be emailed in Excel format detailing time and date of the journeys, the name of the college employee booking the journey, passenger name and include the relevant college cost centre for each individual journey in the monthly invoice.

Please provide any details of your systems / procedures in place to meet this requirement:

**This Service Level Agreement will form part of the contract documentation**

 **Appendix E**

**SUPPLIER APPRAISAL FORM**

**1. CORPORATE COMPANY INFORMATION**

Multiple choice questions should be answered with ‘X’ where appropriate.

|  |  |  |
| --- | --- | --- |
| 1.1 | Full Company Name |  |
| 1.2 | Trading Name if different |  |
| 1.3 | Group / Holding Company Name |  |
| 1.4 | Registered Address |  |
| 1.5 | Telephone |  |
| 1.6 | Mobile  |  |
| 1.7 | Email |  |
| 1.8 | Fax  |  |
| 1.9 | Website |  |
| 1.10 | Trading Status |  | **X** |
| Sole Trader / Ownership |  |
| Partnership |  |
| Private Limited Company |  |
| Public Limited Company |  |

|  |  |  |
| --- | --- | --- |
| 1.11 | Former Trading Names |  |
| 1.12 | Registered Company Number |  |
| 1.13 | VAT Number |  |
| 1.14 | Number of Years Trading |  |
|  |  |  |

|  |
| --- |
|  |

 **Appendix F**

*THIS CERTIFICATE MUST BE COMPLETED, SIGNED AND RETURNED WITH THE BID*

**DECLARATION OF BONA FIDE BID**

1. We certify that this is a bona fide bid, and that we have not fixed or adjusted the amount of the bid by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following acts:

a) communicate to a person other than the person calling for those bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid.

b) enter into any agreement or arrangement with any other person that they shall refrain from bidding or as to the amount of any bid to be submitted.

c) offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to any other bidder or proposed bidder for the said work any act or thing of the sort described above.

2. We further certify that the principles described in paragraph 1 above have been, or will be, brought to the attention of all sub-contractors, suppliers and associate companies providing services or materials connected with the bid, and any contract entered into with the sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word “person” includes any persons and any body or association, corporate or otherwise; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

4. I confirm that I accept any breach of the conditions of this Declaration of Bona Fide Bid will inevitably lead to the rescission of the agreement by Blackpool and The Fylde College

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please state official position, eg. Director, Sales Manager, etc.)* being a person duly

authorised to sign tenders on behalf of:

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix G**

**FORM OF BID**

To: Blackpool and The Fylde College

Dear Sirs

1. I/we have read the information provided in your tender documentation and, subject to and upon the terms and conditions of contract contained therein, I/we offer to supply the goods / services described in the said documents in such manner as may be required.

2. Terms and Conditions: I/we agree that this tender and any contract which may result therefrom shall be based upon Blackpool and The Fylde College Special & General Conditions of Purchase included in the Pack.

3. The prices quoted in this document are valid for acceptance for 90 days from the final day for submission of bids and I/we confirm that the terms of the bid will remain binding upon me/us and may be accepted by you at any time before that date.

4. I/we note that the contract shall be valid upon acceptance and signature by both parties of the tender provided.

5. Law: I/we agree that the construction, validity, performance and execution of any contract that may result from this bid shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.

6. I/we agree to bear all costs incurred by me/us in connection with the preparation and submission of this bid and to bear any further costs incurred by me/us prior to the award of any contract.

7. I/we agree that any other terms or conditions of the agreement or any general reservation which may be printed on any correspondence emanating from me/us in connection with this bid, shall not be applicable to this Contract.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please state official position, eg. Director, Sales Manager, etc.)* being a person duly

authorised to sign bids on behalf of:

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AIDE MEMOIR**

It is essential that the following documents are returned and, where appropriate, signed by the Tenderer:

All original parts of the Tender completed as appropriate:

Route Pricing Schedule Appendix A

Other Discounts and incentives Appendix B

Conditions of contract and Purchase Appendix C

Service Level Guarantees Appendix D

Corporate Company Information Appendix E

Declaration of Bona Fide Tender Appendix F

Form of Bid Appendix G