



Request for quotation

Request for Quotation

RFQ106

Parts Cleaning &
Hazardous Waste
Disposal

Issued 04/02/2019

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CONFIDENTIALITY STATEMENT

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Thank you for your consideration, City College Plymouth.

Where no notice is given, all information contained herein is Copyright 2019 City College Plymouth.

OPEN PROCEDURE

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

SUBMISSION DETAILS

SUBMISSION DEADLINES

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

Friday 15th February 2019

12:00 Noon

Any submissions received after this date will not be considered.

SUBMISSION DELIVERY ADDRESS

All submissions should be submitted electronically as below

SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: by 11th February 2019

Carol Williams

Procurement Officer

Phone: 01752 856 809

Email: tenders@cityplym.ac.uk

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation will be accepted as long as they meet the following criteria:

Sent via email to: tenders@cityplym.ac.uk

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Completed Appendix C Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3. - *Please note this suitability assessment will not be viewed unless you are the winning tenderer. Failure at this stage may prevent the contract from being awarded.*
- Signed Agreement Acceptance and Declaration.

Please note that the College is able to accept submissions sent in a compressed or ".zip" file format, so long as the files contained meet the standards described above.

WARRANTY:

By submitting your tender bid, you are warranting to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

INTRODUCTION AND EXECUTIVE SUMMARY

City College is looking for a company to provide and service parts washers across our construction and engineering departments.

The College is looking at a three (3) year contract plus the option to extend for an additional year with the option to review by both parties after the first year.

The College is also looking to procure a company to provide ad-hoc disposal of hazardous waste from site.

In the interests of open competition, this opportunity will be advertised on the government portal 'Contracts Finder'.

BUSINESS OVERVIEW & BACKGROUND

The College operates on two sites within the city, serving 12,897 students and employing 622 staff. The College operates year round, with opening times from 0800-2100 on some days.

OUR VISION ... IS WHERE OUR FUTURE LIES

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

OUR MISSION ... IS WHAT WE FOCUS ON EACH AND EVERY DAY

To be the South West's leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

BACKGROUND

City College Plymouth is one of the largest providers of innovative, technical and professional, education in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College was awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College supports the region's employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business' requirements. Their successful partnership working with the local business community resulted in a 99.5% satisfaction rate in the Government's national 'FE Choices employer satisfaction survey 2016 to 2017' - placing them first in the country for general further education colleges.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College is 12,533 – comprising of: 3,569 full-time students, including 765 higher education students and

179 non EU students; 8,964 part-time students; and 1,599 apprentices. The College also employs over 500 staff. Find out more at cityplym.ac.uk.

DETAILED REQUIREMENT

The value of this opportunity is approximately £10,000 per annum.

ISO9001, ISO14001, ISO45001 accreditation is essential.

LOT 1 – PARTS CLEANING

The following servicing is required:-

- To supply parts-washing machines, brake-cleaning machines and decreasing sinks for the Automotive, Painting & Decorating and Marine Section workshops, as detailed below.
- To provide regular scheduled and comprehensive servicing of these machines.
- To provide consignment notes and transfer notes in compliance with Duty of Care and environmental legislation.

Automotive workshop;

- Solvent parts washer serviced every 12 weeks
- Aqueous Break Cleaner serviced every 12 weeks

Painting & Decorating Section;

- Solvent parts washer – serviced every 12 weeks
- Aqueous parts washer – serviced every 4 weeks [suspend service from mid-July to beginning September]

Marine workshop;

- Water-based parts washer – serviced every 8 weeks

Also your costings should include:-

- Hire of machines
- Scheduled machine servicing
- Inclusive of all machine repairs, parts and labour
- No quibble machine replacement
- Flexible service terms
- Waste removed for recycling
- Compliance support
- Environmental benefit disposal route, duty of care.
- Florescent tube removal

- To provide consignment notes and transfer notes in compliance with Duty of Care and environmental legislation

LOT 2 – HAZARDOUS WASTE

City College Plymouth has a hazardous waste store that is monitored and will require emptying on an ad-hoc basis. Licenced Disposal certificates to be provided, as necessary. Please could you provide indicative pricing as per Appendix A for the disposal of the waste.

A site visit is recommended and can be arranged by contacting Emma Ford, Estates Coordinator, on 01752 305740.

LOTS

The opportunity will be broken into two Lots, one for the supply and service of equipment for parts cleaning and the other for ad-hoc hazardous waste disposal.

Bidders will be offered the opportunity to provide a quote which incorporates both Lots 1 and 2. For the purposes of clarity and efficiency the College would prefer to use one supplier however suppliers are invited to bid for one or two lots. All submissions will be considered and the Most Economically Advantageous Tender will be awarded.

TIMESCALES

Action	Date
Tender Issued	04/02/2019
Deadline for Queries	11/02/2019
Tender Response Date	15/02/2019
Award Date	20/02/2019
Implementation Date	25/02/2019

WRITTEN SUBMISSION

We also require a written document which details your company offer with particular interest to the following areas. This submitted document will be scored as per the table on page 10.

- Price
- Account management / customer service
- Responsiveness, lead times, service.
- Sustainability, the Environment and Corporate Social Responsibility including Modern Slavery
- Provision of compliance support as necessary
- ISO9001, ISO14001, ISO45001 accreditation held – if unable to provide documentation, tender will not be assessed.

PRICING

Bidders should provide their pricing for each of the key products in Appendix A, quoting where possible a range of price breaks. Pricing should also be provided for your full range of items.

Prices should be firm and valid for at least the initial contract period (12 months) and not subject to increase or escalation of any kind throughout the contract.

TERMS AND CONDITIONS

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see appendix B.

The College reserves the right to request a formal contract for all contracts over 1 year duration in supplement to the terms and conditions and contract acceptance documents.

VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

SELECTION CRITERIA

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than 90 days from the date of submission. The date of contract award will be provided within that email.

The marking criteria follows:

Category	Weight
Price	60%
Account management/customer service	15%
Responsiveness, lead times, service	10%
Sustainability, the Environment and Social Responsibility	10%
Provision of compliance support as necessary	5%
Pass / Fail Criteria	
ISO9001, ISO14001, ISO45001 accreditation held	Pass/ Fail

Please see table below for more details on the scoring method.

AWARD PRICE

Lowest quote price divided by quote price multiplied by 100

WRITTEN SUBMISSION

Assessment	Score	Interpretation
Excellent	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
Good	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
Satisfactory	2	<i>Reasonable response supported by some evidence. Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Poor	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Unacceptable	0	<i>No response or insufficient information provided.</i>

ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

GENERAL DATA PROTECTION REGULATION (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration. Appendix D

SUPPORTING DOCUMENTATION

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Suitability Assessment & Selection Questionnaire

Appendix D: Agreement Conditions Acceptance and Declaration