

The Maritime and Coastguard Agency (MCA is an Executive Agency of the Department for Transport. The MCA is responsible throughout the UK for implementing and developing the UK Government’s maritime safety and environmental protection policy. That includes co-ordinating Search and /Rescue at sea through Her Majesty’s Coastguard 24 hours a day, and checking that ships meet UK and international safety rules. The MCA work to prevent the loss of lives at the coast and at sea, to ensure that ships are safe, and to prevent coastal pollution: **Safer Lives, Safer Ships, Cleaner Seas.**

The MCA provides a full range of search and rescue, counter pollution, survey, inspection and enforcement activities and has 12 major business activities:

|  |  |
| --- | --- |
| Survey | Seafarers’ Services |
| Inspection | Search and Rescue |
| Enforcement | Pollution Response and Salvage |
| Ship Registration | Stakeholder Communication |
| Navigation Services | Ministerial Services |
| Strategic Prevention Design/Development | Regulatory Process |

These activities are supported by support services responsible for providing a range of administrative functions including; infrastructure, MCA people, financial management and administration and corporate management.

In accordance with the Equality Act 2010, in our capacity as a public body we have a statutory duty to eliminate unlawful discrimination, promote equality of opportunity and promote good race relations between people of different groups. Contractors will be expected to ensure that the service they provide promotes good relations between the MCA and its customers and does not directly or indirectly discriminate on the grounds of race in accordance with both the Act and the Duty.

You are invited to submit a tender for the following project:

**MCA REFERENCE: TCA 3/7/1003 Part III**

**40 FREESTANDING, MOBILE DRYING SYSTEMS**

**General Requirement**

1. The MCA wishes to purchase up to forty Freestanding, Mobile Drying Systems over a period of 2 years. These systems will be deployed around the UK at the MCA’s HM Coastguard Rescue Centres to be used following rescue incidents at sea.

2. The systems will need to be capable of drying **at least**:

* 5 jackets
* 5 pairs of trousers
* 5 pairs of boots
* 6 pairs of gloves
* 6 hats / helmets

3. If the system offered is capable of drying more sets of clothing than what is specified above please state quantities in your tender documentation.

4. Each system should be constructed of stainless steel and be on wheels/casters to ease movement, therefore each system must be highly portable, but have cross beams for stability. The wheels / castors should be lockable in position.

5. It is envisaged that the system could have a warm air blower, with timer, mounted on the framework. If a warm air blower, built into the system, is being tendered, it is necessary to provide an approximate running temperature, and voltage. It is expected that the system will be pre-wired with a heavy duty 13-amp 3 pin plug.

6. Full dimensions of the built framework should be provided.

**Guarantee**

7. We regard warranties as an important component of achieving overall best value for money. Full details of your warranty on the tendered equipment is required, including the period of cover.

**Training / Commissioning**

8. Tenderers should detail whether they would offer to assemble and fit out the system as required, as well as commission it on site – bearing in mind this could be on many different sites throughout the UK.

9. We would expect the system to be fully PAT tested in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Code of Practice for the Inspection and Testing of Electrical Equipment.

**Delivery**

10. The MCA has approximately 80 possible locations around the UK for this equipment and the exact delivery locations of each drying system will be provided to the successful tenderer. We understand this uncertainty will make it difficult for the tenderer to provide a delivery cost, so for evaluation purposes could the tenderer please provide a cost for delivery to:

|  |  |  |
| --- | --- | --- |
| **Ref:** | **Location** | **Lead Time** |
| 10.1 | Poole |  |
| 10.2 | Folkestone |  |
| 10.3 | Aberystwyth |  |
| 10.4 | Larne, Northern Ireland |  |
| 10.5 | Ullapool |  |
| 10.6 | Shetland Islands |  |

11. Suppliers should state in their tender their lead time for delivery to each of the areas mentioned in paragraph 10.

**Payment**

12. Payment shall be made upon delivery of the goods to specified sites in accordance with the ‘General Conditions of Contract for the Supply of Goods and Associated Services’, and subject to the receipt of a valid and correctly submitted invoice. The MCA pays undisputed invoices 30 days in arrears.

**Submission of Tenders**

13. Tenders must be submitted by the deadline date stated in the Invitation to Tender letter, and in accordance with the Instructions to Tenderers. The MCA reserves the right not to consider any tender that is late or otherwise not in accordance with the Instructions to Tenderers. Tenderers must include as part of their bids:

1. The MCA’s Form of Tender, signed and dated by an authorised representative of the tendering organisation;
2. Lead time for delivery of the equipment to each area in Paragraph 10.
3. A full system specification for the **Mobile Drying System**, including all major critical parts and assemblies, and a comprehensive method statement describing how the system operates. It is our preference that Tenderers take the time to answer these questions in the same order as listed here, rather than simply submitting printed literature. The Tenderer is requested to provide details on the following:
4. Nominal dimensions of a fully assembled system.
5. Overall weight of the system.
6. The construction materials of all major components and their strength and durability.
7. The expected life of a system with general usage.
8. Length of guarantee
9. Training and Commissioning
10. Delivery timescale

14. Despite these specific requirements, we would be open to alternatives or innovations which can be proven to achieve the same ends.

15. Although Tenderers may have all this information available on the internet or on printed literature, in order to assist the MCA with the evaluation process it is essential that the responses to the above questions be provided in the order set out above.

16. Recommendations from the Tenderer for any ancillaries, spare parts or consumables for the proposed system, not already included in the price, would be greatly appreciated, with separate quotes.

17. The Tenderer should submit their completed Pricing Schedule, providing separate quotes for:

1. Forty off Freestanding, Mobile Drying Systems (to be called off over a 2 year period)
2. Any ancillaries, spare parts or consumables
3. Training and commissioning
4. Delivery to each site in paragraph 10.

**Sustainability**

18. The MCA is committed to sustainable procurement. This means making the necessary decisions to protect our environment and to operate its procurement activity in an economically, socially and environmentally responsible way. Tenderers should indicate ways in which their organisation promotes and practices sustainable development and how this can impact on this contract.

19. Consideration should be taken to account for the following areas;

* Origin and recycled/recyclable content of materials
  + - Tenderers should detail the quantities used and recycled content of the product.
    - Recyclability of product once it has reached its end of life.
    - Type of paints and coverings used.
* Transport mode selected for freight
* Tenderers should detail options to identify and promote measures to reduce emissions during transport of goods. Including rail freight or low emission/fuel efficient heavy goods vehicles

20. More information on the environmental consideration can be found at:

<https://www.gov.uk/government/policies/making-sustainable-development-a-part-of-all-government-policy-and-operations>

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

**Selection** **Process**

**Evaluation** **Criteria**

Quality Score represents 60% of Total Scores Weightings

Compliance with the Technical Requirement 70%

Ease of Operation 20%

Sustainability 5%

Delivery Timeframe 5%

**Quality Points**

0 – Inadequate response

1 – Major weaknesses in the response

3 – Minor weaknesses in the response or detail missing

5 – Satisfactory response that fully meets the requirement and includes all relevant supporting evidence

Each Bidder’s Quality Score

Quality Score = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x Weightings

Highest Quality Score Possible for the Criterion

**Price**:

Price Score represents 40% of Total Scores Weightings

Overall cost 70%

Delivery cost 30%

**Lowest Bid Cost**

Cost Score = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x Weightings

Each Bidder’s Cost

TOTAL SCORE = Total Quality Score + Total Cost Score

**THE MCA INTENDS TO AWARD THE CONTRACT TO THE HIGHEST SCORING TENDERER**