Instruction for Bidders

CECPT Vehicle Recovery & Detention Services

Reference : C15798

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# **Overview**

**Purpose of this Document**:

1. To seek a fixed priced quote on a flat rate basis from Suppliers.
2. Detail the Services required by the Authority.
3. Disclose the Evaluation process that the Authority will use to evaluate quotes.
4. Detail the pricing schedule which the suppliers are required to complete in order to address the Authority’s requirement and Evaluation Process.
5. Provide Suppliers with general information to assist in the return of a valid quote for this advert.

## Requirement Description

The Authority has the power to detain vehicles where it is identified that the owner/hirer have an outstanding debt to a penalty levied under the Civil Penalty Regime.

Once a vehicle has been stopped, if payment is not received within a short time frame, legal paperwork is issued by the Authority and the vehicle is taken into formal detention.

The Supplier must be able to handle vehicle recovery, as well as facilitating short term specialist trailer handling (such as cold storage trailers) and transhipment requests. The Supplier must be able to detain vehicles for up to five months. The Supplier must also be able to facilitate transfer to auction sites should the vehicle be sold.

Most of the Authority detentions result from vehicles stopped in Kent, mostly at or in close proximity to Channel ports. As such, the Authority would ideally like the Supplier to be located as close to the Channel ports as possible.

Please refer to the attached statement of requirements.

### Volumes

The Supplier could expect to deal with approximately 15 detentions per calendar year. The Supplier must be aware that this figure can fluctuate up and down.

### Contract Duration

The Authority is intending to award a contract that is 36 months in duration. The Authority is not bound to accept the lowest priced quote or any quote.

### Evaluation Process

**How to Apply:**

Suppliers will be required to complete the attached Pricing Schedule and return direct by email to:

Neil.humphries@homeoffice.gov.uk

A confirmation of receipt email will be sent.

Suppliers should answer all aspects of the schedule as accurately and concisely as possible.

The schedule only asks for the Suppliers costs for the service required. All quotes must be fully priced Pounds Sterling (£) and include all applicable duties and taxes but must be exclusive of Value Added Tax (VAT).

It is the responsibility of the Supplier to ensure that their pricing schedule has been submitted in the prescribed manner and in accordance with the specified submission deadline.

Pricing may be subject to clarification and adjustment by the Authority during evaluation in relation to matters of inconsistency and uncertainty.

**How will quotes be evaluated:**

The Authority has provided a Price Schedule attached to this document that the Suppliers are expected to complete.

The completed Price Schedule will be used by the Authority for two main purposes as follows:

* It will be incorporated into the Agreement; and
* It will be used to calculate the whole life cost against which the pricing evaluation will be conducted.

Evaluation of the Price Schedule will be on the basis of total cost of all of the below collections and storage days:

* 1 x Nationwide Collection from M6 Sandbach Services.
* 2 x collections from M25 Clacket Lane Services.
* 4 x collections from A2 Kent, Brenley Corner.
* 4 x collections from Dover Eastern Docks.
* 4 x collections from Eurotunnel Cheriton.
* 30 days total storage (equivalent to 2 days storage each, for a total of 15 collections)

### Terms and Conditions

This agreement will be entered into by the Short Form Agreement for Services Contract. A blank version of this document is attached.