

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 3/7/719 Part 3**

**ALL TERRAIN VEHICLES (6 seater)**

**General Requirement**

1. The MCA wishes to purchase three All-Terrain Vehicles (ATV’s) to act as support vehicles for oil spill response activity on the UK Coastline.

2. The ATV’s are required to have a robust carrying capability with easy access for loading and discharge for the transport of equipment and personnel. The vehicles are also required to operate over various types of terrain such as tarmac, dirt, sand and mud. The vehicles need to be amphibious, as they may be used in estuaries and tidal areas.

3. The ATV’s may be required to operate in environmentally sensitive areas, so will need a method of distributing vehicle and load weight, i.e. tracks.

4. The three ATV’s are not required to be road legal.

**Storage and Distribution**

5. Tenderers should identify ideal storage conditions and detail this advice in your tender.

**Guarantee**

6. 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. Please also explain if in-house maintenance affects your warranty terms.

**Training / Commissioning**

7. Tenderers should detail the availability of training / commissioning for this equipment and the associated cost. This training / commissioning will take place in the UK at a place to be determined once the evaluation process has taken place.

**Delivery**

8. The MCA has counter pollution equipment stockpiles at Barnsley, Bristol and Dundee. However, the price for this tender should be for delivery costs to Barnsley.

9. Suppliers should state in their tender their lead time for delivery to Barnsley, which must be by 31 March 2017.

**Payment**

10. Payment shall be made upon delivery of the goods to Barnsley 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.

Contractors should note that the MCA has migrated its invoicing activity to the DfT Shared Service Centre (Swansea). Invoices should be sent to the address below and include a case reference number and transaction account code (to be assigned by the Agency). Invoices also need to detail the purchase order number issued by the MCA and a full description of items provided:

DfT Shared Service Centre

Arvato Bertelsmann

Sandringham Park,

Swansea Vale,

Swansea, Wales,

SA7 0EA

**Submission of Tenders**

11. 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 Barnsley.
3. A full system specification for the **ATV**, including all major critical parts and assemblies, and a complete and comprehensive method statement describing how the vehicle 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 how the proposed vehicle meets the following **minimum** requirements:

**Engine**

1. 25 HP
2. Operational speed of 20mph on land
3. Electric start
4. Engine battery self-charge system
5. Forward, neutral and reverse gears
6. Engine hour meter

**Operational requirements**

1. Four wheel drive (could be six or eight)
2. Tow Bar
3. 500kg load capacity (specify if different on water)
4. 800kg towing capacity
5. Roll frame / cage to be fitted
6. Multi passenger up to 6
7. 7 hours operation
8. 7” Ground Clearance
9. Electric winch
10. Under body skid plate
11. Seat belts to be fitted for driver and all possible passengers
12. Electric heater (not essential)
13. Parking brake
14. Engine cooling system
15. Safe braking system able to cope with maximum towing weight
16. Product ISO, EN, BS or equivalent certification

12. The MCA will require the following ancillary equipment to be provided with each ATV and to be detailed in the Pricing Schedule

1. A trailer – either fibreglass or plastic
2. A Track kit – for weight distribution
3. A cover to fit over the roll cage to protect passengers from the weather

13. 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 could be provided in the order set out above.

14. Recommendations from the Tenderer for any ancillaries, spare parts or consumables for both ATV’s, not already included in the price of either vehicle, would be greatly appreciated, with separate quotes.

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

1. Three ATV’s
2. Three trailers
3. Three track kits
4. Three all-weather covers
5. Any other ancillaries or spare parts
6. Commissioning/training
7. Delivery to Barnsley

**Sustainability**

16. 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.

17. 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

18. 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**

5 - Proposal fully meets the requirement

4 - Proposal fulfils the requirement but with minor omissions

3 - Proposal covers only the basic requirement

2 - Proposal falls short of fulfilling the requirement

1 - Proposal inadequate

0 - Requirements not addressed

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

Cost of vehicle including trailers, track kits, covers x 3 95%

Delivery cost 5%

**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**