

**Kingstown Works Limited**

**Document 3**

**Tender response**

 **(to be completed and returned to KWL)**

**PROCESSING OF WASTE STREAM**

**2019 - 2022**

**CLOSING DATE AND TIME FOR RETURN OF THE TENDER:**

**20TH DECEMBER 2018 - 14:00HH**

**(Submissions received after this time will not be accepted)**

Tender Manager

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**The tender is offered on a 1 + 1 + 1 basis**

**Contract is for fixed prices to be reviewed 3 months before the contract renewal dates.**

**Specifications - for lots (i), (ii) and (iii)**

1. Weighbridge facility for KWL trade employees to deposit waste

The type of waste is predominantly general building waste

The majority of waste deposits are small amounts that arrive by van on weekdays or Saturday mornings

The credentials of the driver will need to be checked including the badge details and records kept and included on the invoice of the employee name. KWL Job Number, address the waste originated from and vehicle registration number. This is in addition to the waste transfer note number and details.

The employee’s to be checked against list of current employee list

A waste transfer note is to be retained by the service provider (for each address and job number which is presented by the subcontractor), which fully complies with current legislation and is retained by the supplier for 7 years or as legal requirements.

A facility where waste transfer notes are provided on an electronic spread sheet (CVS) to match every invoice is mandatory. (This is to allow the managers to check the waste dropped against what is reasonable for that address and to follow up with spot checks in order to ensure compliance and for invoices to be checked before payment).

1. Weighbridge facility for KWL sub-contractors to deposit waste

Type of waste: predominantly General Building Waste

The majority of these are small transactions which arrive by van on weekdays or Saturday mornings

The credentials of the driver will need to be checked including the badge details and records kept and included on the invoice of the Sub-contractors company name. KWL Job Number, address the waste originated from and vehicle registration number. This is in addition to the waste transfer note number and details.

The sub contractor’s company name checked against list of current sub-contractors

A waste transfer note is to be provided (for each address and job number which is presented by the subcontractor), which fully complies with current legislation and is retained by the supplier for 7 years or as legal requirements.

A facility is to be provided where waste transfer notes are provided on an electronic spread sheet (CVS) to match with every invoice presented. (This is to allow KWL to check the waste dropped against what is reasonable for that job/address and to follow up with spot checks on sub-contractors in order to ensure compliance and for invoices to be checked before payment).

1. An alternative system to (i) and (ii)

Performance specification: must comply with the spirit of the specifications of (i) and (ii)

**Award criteria matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scoring grid** | % | Section (i) | Section (ii) | Section (iii) |
| Specification score | 60 |  |  |  |
| Documentation score | 15 |  |  |  |
| Pricing most economical advantageous tender (from pricing matrix) | 15 |  |  |  |
| **Sub total** | 90 |  |  |  |
| Interview/presentation to illustrate the how the specification will be fulfilled and to ask and answer questions from internal stakeholders to the contract including: finance, health and safety and departmental supervisors/management. | 10 |  |  |  |
| **Total** | 100 |  |  |  |

**Supplier response to Tender**

*Please complete the following sections:*

**Specification Compliance Matrix (all lots)**

|  |  |
| --- | --- |
| **Lots** | **Mandatory Statement (MS) (**please delete as appropriate) |
| Lot (i) | I am able to submit a proposal that meets the specification required by KWL in section (ii) | I am unable to comply with all conditions, however I would like my proposal to be considered on its merits | I do not wish to bid on this section of the contract |
| **(Please supply an outline proposal with this document)** |
| Lot (ii) | I am able to submit a proposal that meets the specification required by KWL in section (ii) | I am unable to comply with all conditions, however I would like my proposal to be considered on its merits**(Please supply an outline proposal with this document)** | I do not wish to bid on this section of the contract |
| Lot (iii) | I am able to submit a proposal that meets the requirements of KWL as specified in section (iii) | I am unable to comply with all conditions, however I would like my proposal to be considered on its merits | I do not wish to bid on this section of the contract |
| **(Please supply an outline proposal with this document)** |
|  |

**Documentation Matrix (all lots)**

|  |  |  |
| --- | --- | --- |
|  | Document name - please cross the following box if the document is available | x |
| 1 | EMPLOYERS LIABLITITY |  |
| 2 | LIABLIITY AND OTHER INSURANCES RE BUSINESS |  |
| 3 | ISO14001 CERTIFICATE |  |
| 4 | ISO9001 CERTIFICATE |  |
| 5 | OHSAS 18001 CERTIFICATE |  |
| 6 | WASTE CARRIERS LICENCE |  |
| 7 | WASTE MANAGEMENT LICENCE |  |
| 8 | ENVIRONMENTAL POLICY |  |
| 9 | EQUAL OPPORTUNITIES POLICY |  |
| 10 | HEALTH AND SAFETY POLICY |  |
| 11 | QUALITY POLICY |  |
| 12 | MODERN SLAVERY POLICY |  |
| 13 | EXPORT LICENCES IF WAST E IS EXPORTED ABROARD FOR DISPOSAL OR RECYLING |  |
| 14 | PROFESSIONAL MEMBERSHIPS AND CODES OF PRACTICE |  |
| 15 | Other please name |  |

**Pricing Matrix (all lots)**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of waste  | Section(i) | Section (ii) | Section (iii) |
| 1. General building waste (70% of waste deposits)
 |  |  |  |
| 1. General household waste from house clearance
 |  |  |  |
| 1. Timber
 |  |  |  |
| 1. Glass
 |  |  |  |
| 1. Cardboard
 |  |  |  |
| 1. Green waste
 |  |  |  |
| 1. Plasterboard
 |  |  |  |
| 1. Non-ferrous metal
 |  |  |  |
| 1. Ferrous metal
 |  |  |  |
| 1. Electric cable
 |  |  |  |
| 1. Concrete and waste from excavation
 |  |  |  |
| 1. Asbestos
 |  |  |  |
| 1. Special waste ie chemicals i.e. unused cement , paint etc
 |  |  |  |
| 1. Other waste: please state what kind
 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Outline of Solution - Lot 3 only**

Outline of our solution including how we will comply with the spirit of the specification for lots (i) and (ii).

Please supply additional sheets if needed.

**Supplier statement of compliance**

**This return is a true and factual representation of our offer for the “Processing of Waste Stream”. It is understood that KWL reserve the right to withdraw the invitation to tender and to award to multiple suppliers if one supplier is unable to meet the demands of the specification. By returning this document for consideration we accept this statement.**

**End Page**