

Contract Reference: C21300

Clarification Question Log

Inspection & Certification of Lifting & Hoisting Equipment

Q1: Do we submit our bids via the portal or do we submit directly to yourself?

A1: Please e-mail all bids directly to: christian.hough@homeoffice.gov.uk. Please do not forget to include a letterheaded quotation to accompany your completed 'Pricing Schedule' (Attachment 4) and completed 'How to Bid' document (Attachment 2) .

Q2: Induction Training - Please could you confirm how long induction training would be at all locations so we can factor in to our efficiencies.

A2: Induction training will not be required at all locations. Any induction training for the use of the system that the Contractor is proposing to utilise to manage, record and plan inspections.

Q3: Sites in France - Can we submit separate fees for travel and accommodation once we have completed these inspections or do you require an estimated fee to be included in our tender:

A3: Please supply an estimated cost in your tender. For all locations, please include travel and subsistence rates. The Authority will expect rates for non-UK sites to be costed at today's prices and understands that the cost of European travel can fluctuate over time.

Q4: Do you have the ratings and sizes of the plant items or a table of typical sizes and ratings to enable identification of the time taken per item to inspect?

A4: A list of the individual items of equipment (i.e. forklift truck, four post ramp etc) can be found in Attachment 4 – 'Pricing Schedule'. This also provides a list of addresses. Volumetrics (ie frequency of inspections) will depend on each item, OEM recommendations and legislation. Section 6 in the Statement of Requirements provides some direction.

Q5: What security restrictions and clearance/induction requirements are there across the sites and how long does it take to obtain these?

A5: All engineers/ contractors will need DBS checks as a matter of course. This will be something that the Contractor will be required to undertake. Some sites may require CTC vetting. This is port specific and will depend where in 'a Port' equipment is located. The Authority will advise which sites will require security passes and vetting during the inspection planning process (hence planning inspections 3 months ahead). Where Port security passes and access is required, the Authority will assist the Contractor to obtain these. It is expected that a local Border Force contact will be there to meet an engineer upon arrival at a Port.

Q6: In what format can proposed amendments to the Standard Terms issued be submitted?

A6: This is the Government standard short-form contract. Any specific enquiries into legal terms may need to be considered and reviewed by Home Office Commercial Legal teams and subsequently lodged with the Home Office before the bid submission date.

Q7: Are The periodicities different from the default periodicities as defined in LOLER, PSSR, COSHH etc?

A7: It is for the Contractor to advise when the individual items of equipment will need to be inspected in line with OEM recommendations and to ensure that they comply with all relevant legislation as the Authority does not possess the technical expertise to undertake this role and advise on individual items of equipment. Some general inspection cycles are outlined within Section 6 in Attachment 3 – 'Statement of Requirements'. Ultimately, this will form part of the inspection planning process.

Section 6.2 of the Statement of Requirements:

- 6.2 It is necessary that all lifting and hoisting equipment is fully maintained in line with LOLER and PUWER legislation so that it remains safe and operational. Therefore, the inspection and reporting service is paramount to the early identification of issues and defects, facilitating planned repairs and maintenance.

The minimum Inspection requirements are:

- 6.2.1 After installation and before being put into service for the first time; or after assembly at a new site or in a new location;
- 6.2.2 At least every 6 months if an accessory for lifting; 6.2.3 At least once every 6 months if used for lifting people;
- 6.2.4 At least once every 12 months for other lifting equipment;
- 6.2.5 After any exceptional circumstances which are likely to jeopardised the safety of lifting equipment;
- 6.2.6 In accordance with an examiners scheme, manufacturers instructions or safety case.

Q8: Is tagging required, if so is this date tagging and either tags or stickers?

A8: Tagging is not required as the equipment is easily identifiable by location and/or serial number.

Q9: Do all items have a unique Asset Identification number allocated on the Home Office Asset Management database?

A9: To date this equipment has been recorded using serial numbers, variant type and location. The Border Force assets systems is currently undergoing change management and as such an URN may be utilised by Border Force in near the future. Subsequently, a Contractor may wish to allocate an asset reference for their own records and monitoring purposes.