Provision of Safety and Mechanical Inspection of Automotive Garage Equipment

ITQ Reference: XLY428/003/17

2017

# SECTION ONE - KEY CONTACT INFORMATION

This section contains contact information for FCO Services personnel connected with this Invitation to Quote and the person to send your proposed response to. Responses should be sent to this person only unless specifically instructed in writing by an authorised FCO Services Manager.

**Name:** Andy Cable

**Tel:** 01908 515892

**email for queries and Response:** andrew.cable@fco.gov.uk

**Job Title and Address:** Senior Procurement Business Partner

 FCO Services

 Foreign and Commonwealth Office

 Hanslope Park

 Milton Keynes

 MK19 7BH

# SECTION TWO - NOTES AND INSTRUCTIONS TO BIDDERS

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

Please note that references to “FCO Services" throughout these documents means any person who is authorised to act on behalf of the FCO Services in matters pertaining to the Contract.

**INVITATION TO QUOTE TIMETABLE**

**(Please note these dates may be subject to revision)**

|  |  |
| --- | --- |
| **Issue Invitation to Quote (ITQ)** | 31st July 2017 |
| **ITQ return date**  | 31st August 2017 |
| **Contract or Purchase Order Award Date** | 8th September 2017 |
| **Contract Commencement (if applicable)** |  |

All times are taken as referring to Greenwich Mean Time (GMT)

**CONDITIONS APPLYING TO THIS INVITATION TO QUOTE (ITQ)**

1. Receipt of Quotes

 1.1 Quotes will be received up to **13:00 on Thursday 31st August 2017**. Those received beforehand will be retained unopened until then. Please ensure that your Quote is delivered no later than the appointed time. FCO Services will **NOT** accept any late Quotes.

2. Acceptance of Quotes

2.1 By issuing this Invitation to Quote, FCO Services is not bound in any way and does not have to accept the lowest or any Quote and reserves the right to accept the whole or any specified part of the Quote unless the Bidder expressly states otherwise.

2.2 The issue of this ITQ is not to be construed as a commitment by FCO Services to enter into a contract as a result of this ITQ process. Any expenditure, work or effort undertaken prior to the execution of any contract is accordingly a matter solely for the commercial judgment of the Bidder. FCO Services reserves the right to alter or withdraw this ITQ at any time or to re-invite proposals on the same or any alternative basis.

3. Incomplete Quotes

3.1Bidders may be rejected if the complete information called for is not given at the time of responding to the Invitation to Quote.

4. Period for which Quotes shall remain valid

4.1Unless otherwise stated, your initial proposal shall remain valid for 120 days from the closing date for receipt of Quotes. All prices offered by the Bidder shall be firm and not subject to variation.

5. Inducements

5.1Offering an inducement of any kind in relation to obtaining this or any other contract with FCO Services will disqualify your Quote from being considered and may constitute a criminal offence.

6. Confidentiality

6.1 All Information supplied by FCO Services to you must be treated in confidence and not disclosed to third parties except in so far as this is necessary for the sole purposes of submitting the Quote and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as set out in this ITQ or the Bidder obtains the prior written consent of FCO Services in relation to such disclosure. All information supplied by you to FCO Services will similarly be treated in confidence except:

 i) that references may be sought from, existing or past clients, or other referees submitted by the Bidders; and

 ii) for the disclosure of such information with regard to the outcome of the quotation process as may be required to be published in the Supplement to the Official Journal of the European Union, and/or, in accordance with any UK legal requirements e.g. the Freedom Of Information Act 2000 etc, or EU directives or elsewhere in accordance with the requirements of UK government policy on the disclosure of information relating to government contracts. It should be noted that the Coalition Government is committed to transparency in public procurement and therefore a presumption of publication of Invitation to Quote and Quotation materials and subsequent contracts should exist.

7. Freedom of Information Act 2000

7.1 FCO Services is committed to open government and to meeting it’s legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to FCO Services may need to be disclosed by FCO Services in response to a request under the Act. We may also decide to include certain information in the publication scheme, which we maintain under the Act. If you consider that any of the information included in your Quote is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by FCO Services should not be taken to mean that FCO Services accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful bidders.

8. Submission of Response

8.1Bidders are required to submit their complete Quotation together with all documents and items detailed in this Invitation to Quote and in the attached Terms of Reference in Section 3.

8.2 Whilst every endeavour has been made to give an accurate description of the requirements, Bidders should form their own conclusions about the methods and resources needed to meet those requirements. FCO Services cannot accept responsibility for the Bidders’ assessment.

10. Evaluation of Quotations

10.1 Responses will be evaluated in accordance with the principles of the Most Economically Advantageous Tender (MEAT) and this will include but not be limited to Price, Availability, Quality and Fit for Purpose proposal. In the event that none of the responses are deemed satisfactory, FCO Services reserves the right to consider alternative procurement options.

11. Terms and Conditions

11.1 The terms and conditions which will be applicable to this requirement can be on the FCO Services website and as attached to this ITQ.

# SECTION THREE - STATEMENT OF REQUIREMENTS (SOR)

1. Background

As the Trading Fund of the Foreign and Commonwealth Office (FCO), FCO Services provide essential secure support services to the FCO and other government departments. Our customers also include governments and international institutions with which the UK has close links.

FCO Services provide a wide range of services including installing secure communications, the design, build and management of secure facilities, secure logistics and expert translation or interpreting. A Corporate overview, which provides further information about the services provided by FCO Services is available via the following Link: [www.fcoservices.gov.uk](http://www.fcoservices.gov.uk).

2. Introduction

2.1 FCO Services seeks to establish a contract for the safety and mechanical inspection of automotive garage equipment and has issued this ITQ with the intention of awarding a contract for 3 years.

2.2 The contract value is estimated at £20,000.

2.3 The requirements specified in this document represent the minimum level of service required.

2.4 The work is expected to be undertaken at the Authority’s premises at Hanslope Park, Milton Keynes, MK19 7BH.

3. ITQ Objectives

 3.1 The Authority has the following objective for this ITQ:

* To ensure that its garage equipment is maintained to an appropriate level and in line with any regulatory (VOSA, etc) requirement and manufacturers guidelines.
* To ensure that the equipment provides for safe operation by the Authority’s staff.
* To ensure that the Authority’s equipment is maintained by a reputable company, employing suitably qualified and experienced staff and holding any relevant certification required to undertake the service requirement.

4. Service Requirement

 4.1 The Supplier shall attend the Authority’s premises at Hanslope Park as and when required and undertake safety and/or mechanical inspection of the equipment detailed in the Table at 5.1.

 4.2 All visits shall take place Monday to Friday between the hours of 08:00 and 17:00.

 4.3 It is anticipated that the Authority will contact the Supplier to instigate visits, however, should the Supplier request attendance, at least 4 weeks notice should be provided to the Authority, with the Supplier contacting the Garage Manager (to be identified at commencement of contract) to arrange for the appropriate security clearance to site.

 4.4 Whilst on site, the Suppliers Staff shall follow all security and health and safety requirements that may be dictated by the Authority’s staff.

 4.5 Upon completion of any safety or mechanical inspection, the Supplier shall immediately advise, prior to leaving the Authority’s premises, of any equipment deemed to be unsafe to operate.

 4.6 The Supplier shall provide to the Authority any and all certification required, including regulatory, within 48 hours of any inspection. Certificates shall be provided electronically, where available.

 4.7 The Authority makes no guarantee of any level of business under any contract let as a result of this ITQ and any contract that is let shall not be exclusive.

5. Equipment List

 5.1 The current equipment list subject to the requirements of this ITQ are detailed in the table below:

|  |  |
| --- | --- |
| Quantity | Description |
| 3 | 12 Tonne Jacking Beams |
| 3 | 4 Tonne Post Lift, Rotary Hydraulic Lifts |
| 6 | 2.8 Tonne Jacking Beams |
| 2 | Headlamp Aligners |
| 1 | Commercial Brake Tester |
| 1 | Gas Analyser |
| 1 | Smoke Meter |

 5.2 The Authority reserves the right to add or remove equipment under any contract let as a result of this ITQ. In such instances, the Supplier shall submit pricing for any item added to the requirement, which, at the Authority’s sole discretion, may be accepted and added to the contract.

6. Service Requirement

6.1 In respect of payment for Services supplied against an Authority Purchase Order, the Authority will make payment within 30 days of receipt of an adequately supported and valid invoice. The Supplier shall submit invoices and statements electronically only to: accountspayable.fcoenquiries@fco.gov.uk

6.2 All invoices shall specify:

* The Authority’s Purchase Order number
* The Authority’s Contract number (beginning XLY…)
* Where applicable VAT costs should be shown as a separate cost

**RESPONSE TEMPLATE**

# Provide a brief explanation of your understanding of the requirements as set out in Section 3.

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| --- |
|  |

1. **Provide details of how you would provide this requirement. Include in your narrative your responsibilities and those you would expect to be allocated to the Authority including any constraints.**

|  |
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|  |

1. **Provide pricing details and other specific costs associated with the supply of this requirement**, **broken down in sufficient detail to allow the Authority to evaluate comparative pricing.**

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|  |

# Suppliers will be required to sign and return the Authority’s Ethics Policy Statement (attached to this ITQ pack) in order for the Authority to contract with any Supplier.

# Declaration by Bidder

*I have examined FCO Services requirements and proposed terms and conditions and hereby offer to enter into a contract with FCO Services for the required services and at the rates and prices set out in my enclosed technical and pricing proposal, subject to any comments marked up on the draft contract.*

*I furthermore warrant that:*

* *I have the required corporate authority to sign this Quotation*
* *There has been no breach of FCO Services confidentiality requirements*
* *There is no conflict of interest in our proposed delivery of this service*
* *There has been no collusion with other Bidders or potential Bidders*
* *There has been no canvassing of FCO Services staff*
* *The Quotation shall remain open for acceptance by FCO Services for a period of 26 weeks after the due date for return of quotes.*

|  |  |
| --- | --- |
| Signed | *[Please complete]* |
| Name |  |
| Date |  |
| Role |  |
| Authorised to sign on behalf of [organisation name] |  |