

Dear Supplier

**Invitation to Tender**

**University Shuttle Bus 2024**

**Tender reference: TRA007 LTU**

You are invited by Leeds Trinity University to submit a tender for the above contract.

**Contract Duration:**

1. To allow early contractor mobilisation, the contract will be deemed effective immediately upon award.
2. The timetabled service will operate commensurate to academic years but will not operate on bank holidays or any day designated as a non-working day at the university’s discretion.
3. In Academic Year 2024-2025 the timetabled service will operate for a total of 199 days:

* Term 1 – Monday 2nd September 2024 to Friday 13th December 2024 inclusive
* Term 2 – Monday 6th January 2025 to Friday 4th July 2025 inclusive

Less the Bank Holidays and designated non-working days:

* 18th April (Good Friday)
* 21st April (Easter Monday)
* 22nd April (LTU Holiday)
* 5th May (Bank Holiday)
* 26th May (Bank Holiday)
* 27th May (LTU G&F Day)

1. In Academic Year 2025-2026 the timetabled service will operate:

* Term 1-Monday 1st September 2025 to Friday 12th December 2025 inclusive
* Term 2-Monday 5th January 2026 to Friday 3rd July 2026

The total number of operational days will be almost identical year on year, accepting that the total number of Bank Holidays and discretionary non-working days are to be confirmed.

1. The initial contract period will expire on Friday 4th July 2025.
2. Subject to satisfactory contract performance, and on-going demand, the university reserves the right to extend the contract for any period up to a maximum of five additional years, with the latest the contract can expire being 31st July 2031.
3. Subject to additional demand arising from the university’s evolving travel strategy, the university reserves the right to increase the routes and services within the contract period, particularly, though not exclusively, for the inclusion of services to support the university’s new City Campus, which opens in September 2024.

**Basis of Price:**

1. The tendered Contract Price is to be a fixed contract sum inclusive of all costs, delivered to the address(es) specified in the tender documents.
2. Invoicing will be in arrears in accordance with the timetabled service.
3. The prices must be quoted in Pounds Sterling and should exclude VAT where applicable.
4. Discounts for prompt payment should be stated.
5. No Price increases will be accepted within the initial contract period.
6. No Price increases will be accepted without justification supported by evidence.

**Invitation to tender letter**

This invitation to tender letter forms part 1 of the invitation to tender documentation, and provides guidance about the tender documents, and how each should be completed.

If you do not wish to submit a tender, you are kindly requested to inform Leeds Trinity University of the reasons why.

The schedule below constitutes the invitation to tender documentation.

1. Invitation To Tender Letter
2. Declaration by Tenderer
3. Non-Compliance Statement
4. Declaration of Bone Fide Tender
5. Terms and Conditions of Purchase
6. Specification and Service Level Agreement
7. Tender questionnaire

**Forms of tender**

Parts 2,3, and 4 of the invitation to tender documentation constitutes the form of tender by the tendering contractor to indicate that they understand the tender, accept the terms and conditions of the contract, and other requirements of participating in the tender exercise.

**Declaration by Tenderer (Part 2 of your tender)**

This form is your declaration that your offer to supply the goods/services/works complies with the content of all of the invitation to tender documentation. Please complete the signatory details at the bottom of the page.

**Non Compliance statement (part 3 of your tender)**

This form allows you to identify any part of the invitation to tender that you are unable to exactly comply with, and to suggest what course action would be needed in order to make your offer compliant to those parts. Please complete the signatory details at the bottom of the page.

Please make sure that your statement clearly identifies which parts of the invitation to tender you are not able to comply with

Please note non-compliance statements will only be considered if submitted to us prior to, or in accordance with the tender return deadline advertised.

Leeds Trinity University will consider but is under no obligation to accept any non-compliance received as part of the tender response.

**Declaration of Bone Fide Tender (part 4 of your tender)**

This form is your declaration that your offer to supply the goods/services/works is made in good faith and is free from collusion or other non-competitive circumstance. Please complete the signatory details at the bottom of the page.

**Terms and Conditions of Purchase (part 5 of your tender)**

Leeds Trinity University terms and conditions of purchase will apply to this contract.

Please complete the signatory details at the bottom of the page.

**Service Level Agreement (part 6 of your tender)**

This form sets out the standards of workmanship required by the contractor in the undertaking of the contract. Key performance indicators will be identified that tangibly measure satisfactory contract performance. Please complete the signatory details at the bottom of the page.

**Tender Questionnaire (part 7 of your tender)**

Tenderers are required to respond to the questions and statements set out in this form. Leeds Trinity University will evaluate the responses to those questions to assure the tenders are suitable to the contract, and to determine the most economically advantageous tender on the basis of quality and price criteria laid out in the documentation.

**Responding**

The tender process will be wholly conducted via the university’s e-sourcing website <https://neupc.delta-esourcing.com/members/leeds-trinity-university/>

Tenders must be received in accordance with the published tender timetable ([See: Appendix 1:Tender Timetable](#Appendix1TenderTimetable)).

Organisations wishing to tender jointly as a group or consortium should clearly nominate the lead representative company. Separate tenders from individual firms that are also tendering as part of a consortium, group or other collaborative venture will not be accepted.

**Clarifications**

Questions relating to the tender must be submitted via the ‘Message Centre’ of the university’s e-sourcing website <https://neupc.delta-esourcing.com/members/leeds-trinity-university/> in advance of the deadline stated in the tender timetable. All questions and responses will be published periodically in the form of a clarifications register uploaded to the ‘Message Centre of the e-sourcing website.

Leeds Trinity University reserves the right to seek clarification from any tenderer during the evaluation period. This may be in writing or by means of a clarification meeting. This is to help the university in its consideration of the Tenders. If, following the clarification process, the outcome is considered unsatisfactory or the clarification process fails to verify the information provided, Leeds Trinity University reserves the right not to proceed with a Tender Award

**Incomplete Response**

Failure to provide any or all of the information requested may result in your Tender being deemed non-compliant and therefore not considered.

**Late response**

Failure to provide any or all of the information requested in advance of the tender return deadline may result in your Tender being deemed non-compliant and therefore not considered.

**Tender Evaluation**

Selection and award criteria, together with evaluation methodologies are provided in the Tender Questionnaire

**Reserve of Right**

Leeds Trinity University does not bind itself to accept the lowest or any tender and reserves the right to accept a portion of any tender unless the Tenderer expressly stipulates otherwise on his tender. The University reserves the right to:

* post tender negotiate any of the tendered submissions for this project and explore viable solutions with any of the tendering suppliers.
* award more than one tender
* cancel the tender process at any time without liability for any costs incurred or resultant by those tendering.

**Size of Contract**

Your tender and any accepted offers shall be deemed to form an enabling agreement for the University. A contract shall be deemed to exist upon the receipt of each and every order or written authority of intent placed by the University against the Agreement.

Any quantities or values quoted are for guidance only and no express or implied statement is given that these will be met or exceeded.

**Cost of Tender**

Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Tenders. Leeds Trinity University is not liable for any costs resulting from this tender process or any other costs incurred by those tendering.

**Sub-contractors**

The names and addresses of any sub-contractors the tenderer proposes to employ must be furnished with the Tender.

**Valid tender**

The Tender (including price) must remain valid for a minimum period of 90 days from the tender return date required by the University.

**Acceptance**

The University will notify acceptance of the tender to the successful tenderer(s) as soon as it is reasonably practicable.

**Presentations / interviews**

The university will use the presentation / interviews stage to assist with post tender clarification. The university does not guarantee that any or all tenderers will be invited to attend presentation / interview.

**Site Visits**

Attendance at site visit events is by appointment only. The university may need to refuse admission to any delegate that is not pre-registered to attend. Requests to attend should be by way of a completed “Site visit instruction form” (part of the tender documents), submitted via the ‘Message Centre’ of the university’s e-sourcing website <https://neupc.delta-esourcing.com/members/leeds-trinity-university/> in advance of the deadline stated in the tender timetable ([See: Appendix 1:Tender Timetable](#Appendix1TenderTimetable)).

Thank you for your interest in this opportunity.

Mark Hayter

Head of Procurement

Leeds Trinity University

**Appendix 1:Tender Timetable**

This timetable is indicative only and Leeds Trinity University reserves the right to change it at its discretion.

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| **Time** | **Day** | **Date** | **Stage** |
|  | Fri | 15/12/2023 | Prior Information Notice (PIN) published |
| 1000h | Thu | 25/01/2024 | Briefing / Engagement event for prospective bidders |
|  | **Mon** | **29/01/2024** | **Opportunity Notice and invitation to tender published** |
| 1000h | Fri | 23/02/2024 | Deadline for receipt of questions relating to the tender |
|  | Mon | 26/02/2024 | Answers to questions issued |
| **1000h** | **Mon** | **25/03/2024** | **Tender submission deadline** |
|  | Tue | 26/03/2024 | Evaluation commences |
|  |  |  | **University closed for Easter 29th March to 2nd April Inclusive** |
|  | Fri | 19/04/2024 | Post tender clarification correspondences and/or meetings invites sent |
|  | Fri | 26/04/2024 | Post tender clarification correspondences and/or meetings received |
|  | Mon | 29/04/2024 | Evaluation concluded / moderated |
|  | Mon | 29/04/2024 | Award recommendation report prepared |
|  | Tue | 30/04/2024 | Award recommendation report approval |
|  | Fri | 03/05/2024 | Debrief letters prepared |
|  | **Fri** | **03/05/2024** | **Award Decision Notice** |
|  | **Mon** | **06/05/2024** | **Monday 6th May is a Bank Holiday** |
| midnight at the end of | Tue | 14/05/2024 | Standstill Period ends |
|  | **Wed** | **15/05/2024** | **Award of Contract** |
|  | Wed | 15/05/2024 | Contract effective date |
|  | Mon | 02/09/2024 | Timetabled Service begins |
|  | Fri | 06/09/2024 | Contract review point #1 |
|  | Fri | 04/10/2024 | Contract review point #2 |
|  | Fri | 13/12/2024 | Contract review point #3 |