

RFI0042

REQUEST FOR INFORMATION

**ROYAL MARINE BAND
COACH PROVISION & FREIGHT SERVICES**

711898450

1. Introduction

This is a Request For Information (RFI) from suppliers in relation to coach provision and freight services, specifically regarding the potential for the creation of a contracting framework for suppliers to provide these requirements.

This is not a tendering opportunity but a means by which industry can provide information to assist in development of future requirements.

2. Background

The Royal Marines Band currently use a variety of suppliers for:

- Coach Provision to transport members of the band to their performances.
- Freight Services to deliver instruments and equipment to performance venues.

These are currently arranged and provided outside of formal contracts and a review is being undertaken to establish the best way to manage this in future.

A potential solution is for a framework to be created to include suppliers who would like to provide these services. The intention would be for the framework to:

- Have separate lots to cover both coach provision and freight services.
- Allow suppliers to provide either or both requirements.
- Allow suppliers to provide across all locations or just in specific areas.
- Operate in accordance with MOD standard terms.
- Require suppliers to submit a tender in order to apply to join the framework.

The band deliver performances at venues across the UK and abroad. Their base locations are in Portsmouth, Plymouth, Lympstone and Fife.

3. RFI intended outcomes

This RFI aims to achieve the following three outcomes:

1. Assess levels of industry interest in joining a framework of this type.
2. Understand any industry concerns or feedback on this.
3. Enable the Authority to develop a procurement strategy that will deliver best value for money for Defence.

4. RFI Procedure

This RFI is an information gathering exercise, no further discussions with industry are planned at this stage. Any future procurement activity will be undertaken in line with relevant procurement regulations.

Any details provided in response to this RFI will be used for information purposes only and will not be used to determine the potential Suppliers who will be invited to bid, should the Authority proceed to tender.

Suppliers do not need to respond to this RFI in order to participate in any future procurements.

The results and analysis of this RFI shall not constitute any form of pre-qualification exercise.

Nothing in this RFI, or any other engagements with Industry prior to a formal procurement process, shall be construed as commitment by the Authority in relation to any future requirement(s) or any future procurement(s).

5. Confidentiality & Proprietary Information

No commercially sensitive information included in your response, or in discussions connected to it, will be disclosed to any other third party.

Proprietary information, where included, should be kept to minimum and must be clearly marked.

For this RFI, any documentation submitted should be of the classification OFFICIAL.

6. Costs of preparing your RFI response

Any costs relating to the preparation and submission of a response to this RFI are the sole responsibility of the respondent.

7. How to submit responses to this RFI

Respondents should provide responses by completing the survey <https://forms.office.com/e/sRrBZK9d66> by 21 June 2024.

8. The following questions are included in the RFI survey.

1. Please provide your company name (or enter anonymous, if preferred)

2. Please provide your contact name and email (or enter anonymous, if preferred)

3. Is your company considered to be a SME (Small and Medium-Sized Enterprise)

Yes

No

4. Would you be willing to submit a tender in order to provide any of these services in future

Yes

No

5. If no, if you have any feedback for why you would not then please provide here

6. Would you be interesting in providing

Coach Provision Only

Freight Services Only

Both

7. For Coach Provision, which areas would you be interested in covering

UK Everywhere

England South East

England South West
England Midlands
England North West
England North East
Wales
Scotland
Northern Ireland
Overseas
None

8.If you have any additional feedback on areas you may cover please provide here

9.For Freight Services, which areas would you be interested in covering
UK Everywhere
England South East
England South West
England Midlands
England North West
England North East
Wales
Scotland
Northern Ireland
Overseas
None

10.If you have any additional feedback on areas you may cover please provide here

11.How would you intend to provide any services
Directly through your company
By subcontracting to other companies
Both

12.How long would you be interested in joining a framework for
1-2 years
3-4 years
5 years or more

13.Would you be willing to deliver services under standard MOD Terms & Conditions
Yes
No

14.If no, if you have any feedback for why you would not then please provide here

15.Would you be willing to accept payment through Exostar system and following service delivery
Yes
No

16.If no, if you have any feedback for why you would not then please provide here

17.What is your standard notice period for bookings
1 week
2 weeks
3 weeks
4 weeks or more

18. Would you, on some occasions, be able to offer services at short notice (i.e 1 week or under)

Yes

No

19. If you have any feedback on how you would generally set your pricing then please provide here (i.e. would you be able to give a base price per mile or would each order be priced differently, how far in advance would you give indicative pricing)

20. Are you familiar with Social Value requirements and would feel confident in offering Social Value responses, as this would be mandated in order to join the framework

Aware and confident to provide

Aware but not confident (at this stage) to provide

Not aware and not confident (at this stage) to provide

Not aware and would not join a framework if this was required

21. Do you have any other comments/feedback or any suggestions on how these requirements could be provided