

**ST HELENA GOVERNMENT**

**Jamestown**

**St Helena Island**

**South Atlantic Ocean**

**STHL 1ZZ**

**June 2015**

**Prequalification Questionnaire**

**(PQQ)**

**for**

**Fleet Management Services**

**(Fleet Sourcing/ Disposal, Management and Maintenance)**

1. **PURPOSE OF THIS DOCUMENT**

This Pre-Qualification Questionnaire (PQQ) relates to the initial stage of the procurement for the supply of Fleet Management Services to the Island of St Helena.

The purpose of this PQQ is for the Saint Helena Government (SHG) to obtain sufficient information from potential organisations interested in supplying the Services required. The information gathered in this stage will allow SHG to make an assessment of an organisations suitability to be invited to tender for this contract.

Only organisations that are successful at this stage will be invited to participate in the next stage of the procurement process.

1. **THE REQUIREMENT**

SHG currently have a mixed fleet of approximately 120 owned vehicles that are sourced, managed and maintained by an in-house team of managers and mechanics. As part of the SHG Divestment Strategy, the government are looking to divest publicly managed services to introduce value in terms of cost and service as well as developing the private sector on the island.

SHG is therefore looking to identify appropriate solutions to supply the Fleet Services needs on a fully commercial, non-subsidised, basis from mid-2015.

SHG (or a company set up by SHG), as the contracting authority, is therefore tendering for Fleet Management Services to the Island of St Helena and is seeking through this tendering process to award a contract with a suitably capable organisation to provide these Services for an initial term of 5 years with an option to extend for further periods up to a maximum of 10 years.

Should SHG not identify or achieve cost and service improvement they reserve the right to withdraw from the process with no liability in terms of cost from any of the bidders or 3rd parties.

1. **COMMUNICATION**

The person responsible for this procurement and their contact details are:

|  |  |
| --- | --- |
| Name | Noleen Herne |
| Telephone | + 290 22470 |
| Email | noleen.herne@sainthelena.gov.sh |

All communications should, in the first instance, be sent by email to the person named above. Under no circumstances should direct contact be made with anyone elseregarding this PQQ without the prior arrangement or agreement of SHG Procurement Services.

1. **CONFIDENTIALITY**

All information provided in this document, particularly financial information, shall remain confidential between the organisation and SHG and its advisers. SHG will not share this information with any other organisations or Public Bodies without the permission of the organisation.

1. **CLARIFICATION QUESTIONS**

The deadline for submission of clarification questions is 12.00 Noon GMT on the 26th June 2015*.*

1. **PROCUREMENT PROCESS**

The Procurement process for Fleet Management Services will consist of 4 stages.

**Stage 1 - Pre-Qualification**

As part of a prequalification process, interested organisations are requested to submit details concerning;

1. Information about the Organisation.
2. Financial Information.
3. Technical / Professional capability.
4. Outline solution of how you propose to meet the islands fleet needs.
5. Indicative costs of the outline solution.

**Stage 2 - Generation of detailed proposals**

SHG together with our advisers will then work with each organisation taken forward from stage 1, on a confidential basis, to develop detailed proposals based on the outline solution.

This stage will likely involve several rounds of web-ex meetings with those taken forward and a visit to St Helena if required.

**Stage 3 - Tender / Best and Final Offer**

Once a number of logistically viable solutions have been identified a final tender process will be completed.

The tender that offers the best solution to the islands needs will be selected.

**Stage 4 - Contract**

Both parties enter into a legally binding contract to provide the fleet management service needs.

1. **TIMETABLE**

The indicative timetable for this procurement is set out in the following table:

|  |  |
| --- | --- |
| Deadline for clarification questions | 12.00 Noon GMT on the 3rd July 2015 |
| Deadline for receipt of PQQ responses | 12.00 Noon GMT on the 10th July 2015 |
| Feedback to applicants | 17th July 2015 |
| Generation of detailed proposals | TBA |
| Short listed Candidates sent tender documents | TBA |
| Deadline for receipt of tenders | TBA |
| Estimated Contract awarded | Q4 2015 |

1. **MANDATORY GROUNDS FOR EXCLUSION**

Table 1 contains a list of all questions/sections which, if not answered satisfactorily, constitute mandatory grounds for exclusion. Table 1 also indicates where the questions can be found within the PQQ response document. These questions are assessed on a pass/fail basis. Each question details the criteria representing either a “fail” or “pass”. If you do not answer these questions, or your answer results in a fail without an appropriate satisfactory mitigating response ***this will constitute a fail and you will not be eligible to continue to the next stage of the tender process***.

|  |  |
| --- | --- |
| **Question Number** | **Question Area** |
| **Financial and Corporate Information** | |
| B1 | Name and Address of your bank |
| B2 | Banking Reference |
| B3 | Audited Financial Statements |
| B4 | % of turnover indicative costs represent |
| B5 | Banking and Loan Obligations |
| B6 | Creditors and Staff Obligations |
| B7 | Conflicts of Interest |
| B8 | Insurance Information |
| B9 | Complaints to Professional Bodies |
| B10 | Professional and Business Standing |
| **Undertaking** | |
| F 1 | Undertaking |

Table 1: Mandatory grounds for exclusion

1. **EVALUATION OF THE PQQ**

Responses to the questions in this PQQ from organisations which have no mandatory grounds for exclusion will be evaluated based on the methodology detailed in each section.

Each section is weighted as follows.

|  |  |
| --- | --- |
| **Section** | **Weighting** |
| A - Information about the Organisation. | Not evaluated |
| B - Financial Information. | Not evaluated further than mandatory grounds for exclusion |
| C - Technical / Professional capability. | 20% |
| D - Outline solution of how you propose to meet SHG’s fleet management needs. | 50% |
| E - Indicative costs of the outline solution. | 30% |

1. **RETURN OF THE PQQ**

Completed PQQ documents, together with any supporting documents, must be submitted by one or more emails of no more than 5 MB each to [noleen.herne@sainthelena.gov.sh](mailto:noleen.herne@sainthelena.gov.sh) no later than **12 Noon GMT on Tuesday the 10th of July 2015.**

|  |
| --- |
| SECTION A - ORGANISATION INFORMATION |

Please note this section is for information only and ***will not be evaluated***. Please ensure that you complete the questions relevant to your organisation.

|  |  |
| --- | --- |
| **A1** | Full name of the organisation submitting the PQQ: |
|  | |

|  |  |  |
| --- | --- | --- |
| **A2** | Please confirm the status of the organisation to be considered: | |
| GUIDE | *A response to this question is mandatory and is for SHG to understand the organisation.* | |
| **a** | Your organisation is bidding to provide the services required itself *(if you tick yes, go to question A5)* | Yes  No |
| **b** | Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services *(If you tick yes go to question A3 and A4)* | Yes  No |
| **c** | The Potential Provider is a consortium *(If you tick yes go to question A3)* | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **A3** | If your answer to **A2** was **b or c**, please indicate in the table all sub-contractors or members of the consortium which will be responsible for each element of the requirement. | | |
| GUIDE | *If you have answered ‘yes’ to question b or c, the response to this question is mandatory. If your organisation is unable to confirm all sub-contractors please answer A4.* | | |
| Element of Requirement | | Company / Organisation | How much of the requirement will they directly deliver (%) |
|  | |  | % |
|  | |  | % |
|  | |  | % |
|  | |  | % |
|  | |  | % |
|  | |  | % |
| **A4** | If your answer to **A2** is **b** and you are **unable to confirm all sub-contractors** in **A3** at this stage, you will need to demonstrate a satisfactory methodology and track record of delivering a supply chain. If you do not have a track record of delivering a supply chain, please demonstrate how you would achieve this. Please give a brief outline on policy regarding the use of sub-contractors and, if applicable, the extent to which it is envisaged they may be used in any contract (**max 300 words**). | | | |
| GUIDE | *A response to this question is mandatory if you are unable to confirm all sub-contractors in* ***A3*** | | | |
|  | | | | |

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| --- | --- | --- | --- | --- |
| **A5** | Details about the organisation named in **A1**(organisation submitting the tender): | | | |
| GUIDE | *A response to these questions is mandatory if applicable to your organisation* | | | |
| **a** | Company Registration Number |  | | |
| **b** | Date of Registration | dd/mm/yyyy | | |
| **c** | Place of Registration |  | | |
| **d** | Registered address and postcode |  | | |
| **e** | VAT Registration Number |  | | |
| **f** | Please select which of the following applies to your organisation: | 1 | a public limited company |  |
|  |  | 2 | a limited company |  |
|  |  | 3 | a sole trader |  |
|  |  | 4 | a partnership |  |
|  |  | 5 | a Limited Liability Partnership |  |
|  |  | 6 | a consortium |  |
| **g** | Website address | www. | | |
| **h** | Name of (ultimate) parent company (if this applies): |  | | |
| **i** | Company Registration Number of (ultimate) parent company (if this applies): |  | | |

|  |  |  |
| --- | --- | --- |
| **A6** | Please provide full contact details of a primary contact to whom future correspondence is to be sent in connection with this tender: | |
| GUIDE | The person listed as Primary Contact will be the person that receives all future communications regarding this tender. A response to this question is mandatory. | |
| Name | |  |
| Position | |  |
| Address | |  |
| Telephone number | |  |
| Fax number | |  |
| E-mail address | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **A7** | Please provide the names and responsibilities of Executive Directors/Partners of the organisation. | | |
| GUIDE | A response to this question is mandatory (continue on a separate sheet if required, clearly referencing A7). | | |
| Name | | Role/Job Title | Area of Responsibility |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |

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| --- | --- | --- | --- | --- | --- |
| A8 | If the organisation is a member of a group of companies please complete the table below. | | | | |
| GUIDE | A response to this question is mandatory **if** your company is a member of a group. | | | | |
|  | | **Holding Company** | **Ultimate Holding Company** | **Subsidiaries** | **% Ownership** |
| Name | |  |  |  |  |
| Registration Number | |  |  |  |  |
| Registered Address | |  |  |  |  |

|  |
| --- |
| SECTION B - FINANCIAL AND CORPORATE INFORMATION |

The following questions have been designed to evaluate the financial standing and strength of an organisation and the risk they pose to SHG.

**Scoring**

Question B1 to B10 are mandatory questions. These are assessed on a pass/fail basis, unless otherwise stated. Each question details the criteria representing either a “fail” or “pass”. If you do not answer these questions, or your answer results in a fail without an appropriate satisfactory mitigating response this will constitute a fail and you will not be eligible to continue to the next stage of the tender process.

Please note that SHG reserves the right to exclude any organisation at any stage of the procurement process if they fail to disclose or misrepresent information which later emerges as information which would have had a material bearing on decisions relating to the procurement process.

|  |  |
| --- | --- |
| B1 | Please provide the name and address of your bank. |
| GUIDE | A response to this question is mandatory. Failure to provide a response will result in a “fail” for this question. |
|  | |

|  |  |  |
| --- | --- | --- |
| **B2** | Banking Reference | |
| GUIDE | A response to this question is mandatory. Failure to provide a response, or a response of “No”, will result in a “fail” for this question. | |
| We may approach your bankers for a reference. Please indicate that this is acceptable? | | Yes  No | |

|  |  |  |
| --- | --- | --- |
| **B3** | Financial Statements | |
| GUIDE | A response to this question is mandatory. Failure to provide a response, or a response of “No”, will result in a “fail” for this question. | |
| Please confirm that you have provided a **summarised audited financial statement** for the past three years, or for the period that is available if trading for less than three years. | | Yes  No |

|  |  |
| --- | --- |
| **B4** | Please provide the percentage of the Company’s annual turnover for the last financial year that the indicative cost of the outline proposal represents: |
| GUIDE | A response to this question is mandatory but will not represent a “pass” or “fail” |
| % | |

|  |  |  |
| --- | --- | --- |
| **B5** | Banking and Loan Obligations | |
| GUIDE | A response to this question is mandatory. Failure to provide a response, or a response of “No”, without a sufficient explanation, will result in a “fail” for this question. | |
| Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?  If **No** please provide details below (**max words 300**) | | Yes  No |
|  | | |

|  |  |  |
| --- | --- | --- |
| **B6** | Creditors and Staffing Obligations | |
| GUIDE | A response to this question is mandatory. Failure to provide a response, or a response of “No”, without a sufficient explanation, will result in a “fail” for this question. | |
| Has your organisation met all its obligations to pay its creditors and staff during the past year?  If **No** please provide details below (**max words 300**) | | Yes  No |
|  | | |

|  |  |  |
| --- | --- | --- |
| **B7** | Conflicts of Interest | |
| GUIDE | A response to this question is mandatory. Failure to provide a response, or a response of “Yes”, without a sufficient explanation, will result in a “fail” for this question. | |
| Is there any other work being undertaken or likely to be undertaken by your organisation (or consortium) which could give rise to a conflict of interest?  If **Yes** please provide details below (**max words 300**) | | Yes  No |
|  | | |

|  |  |  |
| --- | --- | --- |
| **B8** | Indemnity and Liability Provision | |
| GUIDE | A response to this question is mandatory but will not represent a “pass” or “fail”. | |
| Please provide details of the maximum amount of insurance you would be willing to provide in connection with this requirement, if successful, in Pounds Sterling. | | |
| Professional Indemnity | |  |
| Employers Liability | |  |
| Public/Products Liability | |  |

|  |  |  |
| --- | --- | --- |
| **B9** | Complaints to Professional Bodies | |
| GUIDE | A response to this question is mandatory. Failure to provide a response, or a response of “Yes”, without a sufficient explanation, will result in a “fail” for this question. | |
| Has your organisation (or consortium) had any substantiated complaints made against them to any professional body in the last **THREE years?**  If **Yes** please provide details below (**max words 300**) | | Yes  No |
|  | | |

|  |  |  |
| --- | --- | --- |
| **B10** | Professional and Business Standing | |
| GUIDE | A response to this question is mandatory. Failure to provide a response, or a response of “Yes” to any part of this question, without a sufficient explanation, will result in a “fail” for this question. | |
| Please confirm whether your organisation (or its directors or any other person who has powers of representation, decision or control of the named organisation) have been convicted, or pending trial, of any of the offences listed below   * conspiracy * corruption * collusion * bribery * fraud * money laundering * any other offence as defined by the national law of any relevant State.   If you answered **Yes** please provide succinct details below. | | Yes  No |
| Please confirm whether any of the grounds set out below apply to your organisation (or its directors or any other person who has powers of representation, decision or control of the named organisation).   * Been declared bankrupt * Been the subject of a winding up order * Has not fulfilled obligations relating to the payment of taxes under the law which the economic operator is established or required to pay taxes; * Is guilty of serious misrepresentation in providing any information required of him * Is guilty of operating, or within, a cartel   If you answered **Yes** please provide succinct details below. | | Yes  No |
|  | | |

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| --- |
| SECTION C - TECHNICAL / PROFESSIONAL CAPABILITY |

All responses to the questions in this section will be assessed against a grading between 0 and 10, as per the table below, unless otherwise stated:

|  |  |
| --- | --- |
| **Default Marking Scheme – SECTION C** | **Grade** |
| Organisation provides a response of a **high standard** that provides a high level of confidence that the organisation meets the requirements | 10 |
| Organisation provides a response of a **mid to high standard** that provides a mid level of confidence that the organisation meets the requirements | 7 |
| Organisation provides a response of a **low to mid standard** that provides a low to mid level of confidence that the organisation meets the requirements | 4 |
| Organisation provides a response of a **low standard** that provides a low level of confidence that the organisation meets the requirements | 1 |
| Organisation **fails** to provide a response or the response is of such a poor standard to provide no confidence that the organisation meets the requirements | 0 |

Each question is assigned a weighting and this is indicated in the title of the question.

|  |  |
| --- | --- |
| **C1** | Business Activities (This represents 20% of marks for this section) |
| GUIDE | *The response to this question is mandatory. Grades are allocated in line with the default marking scheme of this section.* |
| ***a*** | Please attach a separate document(s) marked “C1 – Business Activities” that demonstrates that you have the technical expertise and experience to provide a cost effective fleet management service to the Island of St Helena. |

|  |  |  |
| --- | --- | --- |
| **C2** | References (This represents 80 % of the of marks for this section) | |
| GUIDE | *The response to this question is mandatory. Grades are allocated in line with the default marking scheme of this section.* | |
| Please provide details of a recent contract relevant to SHG’s requirements. | | |
|  | | **Reference** |
| ***a*** | Customer organisation name |  |
| ***b*** | Customer contact name, telephone number and email address |  |
| ***c*** | Date contract awarded | dd/mm/yyyy |
| ***d*** | Contract duration | years |
| ***e*** | Contract completion date | /  / |
| ***f*** | Contract reference, brief description and scope of requirement |  |
| ***g*** | Value of over life of Contract | £ |
| ***h*** | Any further information |  |

**warning sign.jpg IMPORTANT NOTICE:-**

The organisation provided should act as referees that the SHG may contact for the purposes of obtaining a reference as part of this procurement. SHG may elect to contact the company for a reference. Your permission to do so will be assumed.

|  |
| --- |
| SECTION D – OUTLINE SOLUTION |

All responses to the questions in this section will be assessed against a grading between 0 and 10, as per the table below, unless otherwise stated:

|  |  |
| --- | --- |
| **Default Marking Scheme – SECTION D** | **Grade** |
| Organisation provides a response of a **high standard** that provides a high level of confidence that the organisation meets the requirements | 10 |
| Organisation provides a response of a **mid to high standard** that provides a mid level of confidence that the organisation meets the requirements | 7 |
| Organisation provides a response of a **low to mid standard** that provides a low to mid level of confidence that the organisation meets the requirements | 4 |
| Organisation provides a response of a **low standard** that provides a low level of confidence that the organisation meets the requirements | 1 |
| Organisation **fails** to provide a response or the response is of such a poor standard to provide no confidence that the organisation meets the requirements | 0 |

Each question is assigned a weighting and this is indicated in the title of the question.

|  |  |
| --- | --- |
| **D1** | Outline Solution (This represents 80 % of the of marks for this section) |
| GUIDE | *The response to this question is mandatory. Grades are allocated in line with the default marking scheme of this section.* |
| Please attach a separate document(s) marked “D1 – Outline Solution” that demonstrates that you understand SHG’s requirements and provides details of how you propose to meet the Islands Requirement set out in the attached document.  Should you wish to submit more than 1 Outline Solution please ensure each one is clearly marked as “option a”, “option b” etc  **It is your responsibility to ensure that the outline solution submitted contains sufficient detail to allow those assessing the PQQ to fully understand, at a high level, your proposed solution.**  **Vague responses to this question are unlikely to score well.** | |

|  |  |
| --- | --- |
| **D2** | Timeline (This represents 15 % of the of marks for this section) |
| GUIDE | *The response to this question is mandatory. Grades are allocated in line with the default marking scheme.* |
| Please attach a separate document(s) marked “D2 – Timeline” that details the timeline of key activities, should you be awarded a contract for the Services, that demonstrates you will be able to commence the services in 2015. | |

|  |  |
| --- | --- |
| **D3** | Risks and Assumptions (This represents 5 % of the of marks for this section) |
| GUIDE | *The response to this question is mandatory. Grades are allocated in line with the default marking scheme.* |
| ***a*** | Please detail the key risks and assumptions to your outline solution |
|  | |

|  |
| --- |
| SECTION E – INDICATIVE COSTS |

All responses to the questions in this section will be scored on a comparative basis with the lowest bid receiving 100% of the available marks. All other organisations indicative costs will be compared against that cost, attracting a pro-rated score against the lowest cost.

Where an indicative cost is 100% or greater than the lowest cost, the score for this criteria will be zero.

Where indicative costs are not provided in sufficient detail, the score for this criteria will be zero.

The table below provides a worked example

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organisation:** | | **A** | **B** | **C** | **D** | **E** |
| (a) | Cost | £10.00 | £12.00 | £10.00 | £8.00 | £16.00 |
| (b) | % Difference above lowest cost\* | 25 | 50 | 25 | 0 | 100 |
| (c) | Adjusted Cost Score  [100 - (b]\*\* | 75 | 50 | 75 | 100 | 0 |
| (d) | Price Weighting | 30 | 30 | 30 | 30 | 30 |
| **(e)** | **Weighted score** | **22.5** | **15** | **22.5** | **30** | **0** |
| **[(c) x (d)] / 100** |

**Worked Example, Cost**

\* = (This bidders price/lowest bidders price)\*100 - 100

\*\* = (100 - % above lowest price)

In the above example submission E scored a score of zero as their indicative cost was 100% more than the lowest price.

|  |  |
| --- | --- |
| **E1** | Indicative Costs (This represents 100 % of marks for this section) |
| GUIDE | *The response to this question is mandatory. Grades are allocated in line with the default marking scheme of this section.* |
| ***a*** | As a separate document(s) marked “E1 - Indicative Costs” please provide the indicative costs of your outline solution in Pounds Sterling and, if appropriate, detail the rate of exchange used for any costs incurred not in Pounds Sterling.  As a minimum your response to this question should include;   * An outline annual budget that demonstrates an understanding of the main cost and revenue drivers to your proposal. * The indicative fleet rates per category as appropriate. The indicative total annual cost that will be charged to the users of the service. |

|  |
| --- |
| SECTION F - UNDERTAKING |

|  |  |
| --- | --- |
| On behalf of the Company submitting this PQQ I hereby certify and declare;   1. That to the best of my knowledge the answers submitted in this PQQ are correct; and 2. That I have the authority to submit this PQQ and if selected to so do, negotiate a contract to supply the services detailed in this PQQ; and 3. That no member of staff or other person acting on behalf of the Company submitting this PQQ has communicated, or will communicate, with any elected Member, Officer or employee of SHG (except the person stated in this PQQ) with regard to the application of the Company’s submission; and 4. We have not, and we undertake that we will not, before the award of any contract: 5. Enter into any agreement or arrangement with any person that they shall refrain from taking part in this PQQ process or that they shall withdraw from the process once offered. 6. Otherwise collude with any person with the intent of preventing or restricting full competition. 7. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done any act or thing of the sort described above in relation to this process.   I acknowledge that any breach of the foregoing provisions shall lead automatically to this PQQ being disqualified and may lead to myself and/or the Company I represent being automatically de-selected from future contract opportunities and depending on the seriousness of the breach to possible criminal or civil proceedings.  I also understand that it is an offence, to give or offer any gifts or consideration whatsoever as an inducement or reward in connection with this Tender to any elected Member, Officer or employee of SHG.  After careful consideration of the documents referred to in this PQQ, we confirm we have the capability to undertake the requirements detailed in the “Islands Requirement” and outline solution and hereby submit our Pre Qualification document. | |
| Signed for and on behalf of the Company **SIGNATURE** |  |
| **PRINT** Name of person signing on behalf of the Company |  |
| **PRINT** Position/status in the Company |  |
| **PRINT** Company’s name and address |  |
| Date |  |

For the purposes of this electronically transmitted PQQ document it is sufficient to use typed names rather than signatures. A typed name will be deemed to have been signed by a signature of the person stated and that person has the necessary responsibility and authority within the Company submitting the PQQ.

**APPENDIX 1 – CURRENT OPERATION**

**Section 1: Overview**

The Saint Helena Government currently operate their own fleet management services in-house managing approximately 120 vehicles.

There exists currently a small admin team, dealing with receiving/payment of invoices, preparing rechargers/journals for hiring vehicles, plant to SHG etc.

The Transport Coordinator deals with liaising with SHG directorates/sections for the hire of pool vehicles, preparing rechargers/invoices for hiring of pool vehicles, coordinates services/MOT’s,  preparing rechargers/invoices for hiring vehicles/plant for private hire.

Two staff work in the stores, working with both electronic and physical stock ensuring parts are ordered, received and stock system updated.  They liaise with both Garage Manager and Senior Transport Manager.

Nine Mechanics are in place, who are responsible for maintaining and MOT of all SHG Fleet, on average 120 vehicles .  All vehicles are scheduled to be serviced once a month and MOT annually.

They supply a 24 hr breakdown service, including Public Holidays , therefore a Mechanic is always on-call.  All mechanics report to Garage Manager who oversees the Garage Operations.

In addition there is one Cleaner/Driver/Handyman who spreads duties of general cleaning, cleaning Pool vehicles, collecting/delivering mail/spares, general maintenance and repairs within the complex/buildings.

Overseeing all operations and responsible for the daily running to budget and developments i.e. staff development, vehicle replacements, stores requisitioning,  (Accounting Officer) is the Senior Transport Manager.

NB: The geographical location of the island brings with it its own constraints in terms of ordering vehicles and sourcing parts. Also true vehicle value needs to consider freight and import duty.

**Section 2: 2015/2016 Budget**

It should be bourne in mind that SHG does not currently insure their fleet and that the costs below are operational and therefore missing pension costs as well as central operation costs such as Finance, HR etc.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Budget** | | |
| **Subhead** |
|  | **2015/16** | **2016/17** | **2017/18** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **EMPLOYEE COSTS** | **173,018** | **0** | **0** |
| **PROPERTY COSTS** | **7,300** | **0** | **0** |
| **SUPPLIES AND SERVICES** | **339,900** | **0** | **0** |
|  |  |  |  |
| Materials | 1,200 |  |  |
| Lubricating Oils | 16,000 |  |  |
| Repairs and maintenance - other | 140,000 |  |  |
| Fuel | 179,000 |  |  |
| Protective Clothing | 3,000 |  |  |
| Computer consumables | 500 |  |  |
| Photocopy Consumables | 200 |  |  |
|  |  |  |  |
| **ADMINISTRATION COSTS** | **8,070** | **0** | **0** |
| **RECHARGES PAID** | **44,139** | **0** | **0** |
| **GROSS EXPENDITURE** | **572,427** | **0** | **0** |
|  |  |  |  |
|  |  | **0** |  |

**Section 3: Property (Option Buy/ Lease)**

The following is a brief description of the property assets owned by the business.

|  |  |  |  |
| --- | --- | --- | --- |
| **Address** | **Building RV (£)** | **Construction** | **Use** |
| Central Garage- Donkey Plain | £ 522,915.12 | Steel framed structure with externally rendered blockwork skin under profiled metal sheet roof. Main block of high bay, low level block to side. Stepped foundations and levels. | Industrial |
| Central Garage- Donkey Plain - Office Block | £ 156,979.20 | Externally rendered blockwork building under pitched roof with profiled metal sheeting. Set out as office and ancillary accommodation | Office |
| Central Garage- Donkey Plain - Open Workshop | £ 34,944.00 | Steel portal framed building, with profile metal sheet cladding to 2 sides only | Industrial |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**Section 4: Fleet Portfolio and Condition**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Directorate** | **Vehicle Type** | **Reg** | **Age (Years)** | **Condition (1-5) 1 = Very Poor 5 = Excellent** | **Future**  **Years of Anticipated** |
| **Use** |
| **Corporate Services** | **Ford Tourneo Connect 1.8 TDCi (SHG30)** | **SHG 030** | **2** | **5** | **10** |
| **Corporate Services** | **FORD TRANSIT CONNECT -LWB- 1.8 TDCi (SHG 42)** | **SHG 042** | **2** | **5** | **10** |
| **Corporate Services** | **FORD FIESTA (SHG 64)** | **SHG 064** | **4** | **4** | **5** |
| **Corporate Services** | **Ford Fiesta 1.4 TDCi (SHG 74)** | **SHG 074** | **3** | **5** | **6** |
| **Corporate Services** | **FORD FOCUS ESTATE (SHG 88)** | **SHG 088** | **5** | **4** | **5** |
| **Education & Emp** | **Ford Galaxy 1.9 Tdi 2006 Model (SHG 34)** | **SHG 034** | **2** | **4** | **5** |
| **ENRD** | **NISSAN CABSTAR 1.5 TONNE TRUCK (SHG 22)** | **SHG 022** | **14** | **2** | **2** |
| **ENRD** | **LAND ROVER 110 Hard Top (SHG 24)** | **SHG 024** | **1** | **5** | **11** |
| **ENRD** | **LAND ROVER (SHG 25)** | **SHG 025** | **8** | **4** | **7** |
| **ENRD** | **LAND ROVER (SHG 29)** | **SHG 029** | **12** | **3** | **3** |
| **ENRD** | **LAND ROVER (SHG 32)** | **SHG 032** | **18** | **3** | **2** |
| **ENRD** | **LAND ROVER DEFENDER   (SHG 62)** | **SHG 062** | **18** | **2** | **1** |
| **ENRD** | **FORD FIESTA (SHG 63)** | **SHG 063** | **4** | **4** | **4** |
| **ENRD** | **FORD RANGER-SINGLE CAB - 2.2 TDCi (SHG70)** | **SHG 070** | **1** | **5** | **11** |
| **ENRD** | **FORD RANGER-DOUBLE CAB - 2.2 TDCi (SHG72)** | **SHG 072** | **1** | **5** | **11** |
| **ENRD** | **LAND ROVER (SHG 73)** | **SHG 073** | **28** | **2** | **\_** |
| **ENRD** | **FORD RANGER-DOUBLE CAB - 2.2 TDCi (SHG81)** | **SHG 081** | **1** | **5** | **11** |
| **ENRD** | **LANDROVER (SHG 84)** | **SHG 084** | **5** | **5** | **7** |
| **ENRD** | **LAND ROVER DEFENDER (SHG 85)** | **SHG 085** | **18** | **2** | **1** |
| **ENRD** | **FORD RANGER (SHG 90)** | **SHG 090** | **5** | **3** | **7** |
| **ENRD** | **FORD RANGER-SINGLE CAB - 2.2 TDCi (SHG93)** | **SHG 093** | **2** | **5** | **10** |
| **ENRD** | **FORD RANGER (SHG 95)** | **SHG 095** | **5** | **4** | **7** |
| **ENRD** | **LAND ROVER 90 HARD TOP (SHG 104)** | **SHG 104** | **4** | **4** | **8** |
| **ENRD** | **FORD FIESTA 1.4 TDCi (Five Door)(SHG127)** | **SHG 127** | **2** | **5** | **6** |
| **ENRD** | **FORD RANGER-SINGLE CAB -2.2 TDCi (SHG128)** | **SHG 128** | **2** | **5** | **10** |
| **ENRD** | **FORD TRANSIT PICKUP (SHG 178)** | **SHG 178** | **18** | **2** | **1** |
| **ENRD** | **LAND ROVER DEFENDER (SHG 179)** | **SHG 179** | **18** | **2** | **1** |
| **ENRD** | **LAND ROVER DEFENDER (SHG 180)** | **SHG 180** | **18** | **2** | **1** |
| **ENRD** | **LAND ROVER DEFENDER (SHG 183)** | **SHG 183** | **18** | **2** | **1** |
| **ENRD** | **LAND ROVER DEFENDER (SHG 185)** | **SHG 185** | **18** | **2** | **1** |
| **ENRD** | **LAND ROVER (SHG 219)** | **SHG 219** | **28** | **2** | **2** |
| **ENRD** | **FORD ESCORT PANEL VAN (SHG 284)** | **SHG 284** | **16** | **2** | **1** |
| **ENRD** | **VAUXHALL BRAVA VAN (SHG 285)** | **SHG 285** | **16** |  | **1** |
| **ENRD** | **VAUXHALL BRAVA VAN (SHG 286)** | **SHG 286** | **16** |  | **1** |
| **ENRD** | **VAUXHALL BRAVA VAN (SHG 288)** | **SHG 288** | **16** |  | **1** |
| **ENRD** | **NISSAN TRUCK (SHG 295)** | **SHG 295** | **16** |  | **1** |
| **ENRD** | **NISSAN TRUCK (SHG 297)** | **SHG 297** | **16** |  | **1** |
| **ENRD** | **NISSAN TRUCK (SHG 299)** | **SHG 299** | **16** |  | **1** |
| **ENRD** | **NISSAN TRUCK (SHG 300)** | **SHG 300** | **16** |  | **1** |
| **H&SW** | **LIEBHERR TRACKED LOADER (SHG 11)** | **SHG 011** | **14** |  | **1** |
| **H&SW** | **LDV AMBULANCE BUS (SHG 19** | **SHG 019** | **13** |  | **1** |
| **H&SW** | **FORD TRANSIT CONNECT CREW –SWB- 1.8 TDCi  (SHG26)** | **SHG 026** | **2** |  | **8** |
| **H&SW** | **LAND ROVER FREELANDER (SHG 49)** | **SHG 049** | **12** |  | **1** |
| **H&SW** | **LAND ROVER FREELANDER (SHG 50)** | **SHG 050** | **12** |  | **1** |
| **H&SW** | **LAND ROVER FREELANDER (SHG 54)** | **SHG 054** | **11** |  | **1** |
| **H&SW** | **LDV MAXUS BUS (SHG 80)** | **SHG 080** | **9** |  | **3** |
| **H&SW** | **Ford Fiesta 1.4 TDCi (SHG 82)** | **SHG 082** | **3** |  | **5** |
| **H&SW** | **Ford Fiesta 1.4 TDCi (SHG 92)** | **SHG 092** | **3** |  | **5** |
| **H&SW** | **CAT 320 DL HYDRAULIC EXCAVATOR** | **SHG 094** | **5** |  | **7** |
| **H&SW** | **NISSAN QASHQAI (EU)** | **SHG 097** | **5** |  | **7** |
| **H&SW** | **LAND ROVER DEFENDER (SHG 99)** | **SHG 099** | **18** |  | **1** |
| **H&SW** | **Ford Fiesta 1.4 TDCi (SHG 113)** | **SHG 113** | **2** |  | **6** |
| **H&SW** | **Ford Fiesta 1.4 TDCi (SHG 114)** | **SHG 114** | **2** |  | **6** |
| **H&SW** | **Ford Fiesta 1.4 TDCi (SHG 115)** | **SHG 115** | **2** |  | **6** |
| **H&SW** | **Ford Fiesta 1.4 TDCi (SHG 116)** | **SHG 116** | **2** |  | **6** |
| **H&SW** | **LAND ROVER DEFENDER (SHG 186)** | **SHG 186** | **18** |  | **1** |
| **H&SW** | **LAND ROVER AMBULANCE (SHG 254)** | **SHG 254** | **23** |  | **1** |
| **Police** | **LAND ROVER FIRE TENDER (SHG 10)** | **SHG 010** | **28** |  | **2** |
| **Police** | **FIRE TENDER (SHG 12)** | **SHG 012** | **6** |  | **4** |
| **Police** | **FORD TRANSIT CONNECT -SWB -1.8 TDCi (SHG18)** | **SHG 018** | **2** |  | **8** |
| **Police** | **LAND ROVER FIRE TENDER (SHG 57)** | **SHG 057** | **11** |  | **1** |
| **Police** | **LAND ROVER FIRE TENDER (SHG 59)** | **SHG 059** | **11** |  | **1** |
| **Police** | **FORD FOCUS ESTATE (SHG 66)** | **SHG 066** | **9** |  | **2** |
| **Police** | **LAND ROVER 90 HARD TOP (SHG 75)** | **SHG 075** | **4** |  | **8** |
| **Police** | **LDV MAXUS BUS (SHG 78)** | **SHG 078** | **9** |  | **2** |
| **Police** | **LDV MAXUS BUS (SHG 79)** | **SHG 079** | **9** |  | **2** |
| **Police** | **LANDROVER (SHG 86)** | **SHG 086** | **5** |  | **5** |
| **Police** | **SUZUKI MOTOR CYCLE (SHG 89)** | **SHG 089** | **18** |  | **1** |
| **Police** | **Ford Focus 2.0 TDCi (SHG100)** | **SHG 100** | **3** |  | **5** |
| **Police** | **VAUXHALL BRAVA VAN (SHG 124)** | **SHG 124** | **18** |  | **1** |
| **Safe Guarding** | **Ford Fiesta 1.4 TDCi (SHG 69)** | **SHG 069** | **3** |  | **5** |
| **Safe Guarding** | **Ford Fiesta 1.4 TDCi (SHG 96)** | **SHG 096** | **3** |  | **5** |
| **Transport** | **JAGUAR** | **SHG101** | **8** |  | **4** |
| **Transport** | **FORD FIESTA 1.4 TDCi  (Five Door) (SHG4)** | **SHG 004** | **2** |  | **6** |
| **Transport** | **FORD FIESTA 1.4 TDCi (Five Door) (SHG5)** | **SHG 005** | **2** |  | **6** |
| **Transport** | **FORD FIESTA 1.4 TDCi (Five Door) (SHG6)** | **SHG 006** | **2** |  | **6** |
| **Transport** | **FORD FIESTA 1.4 TDCi (Five Door) (SHG7)** | **SHG 007** | **2** |  | **6** |
| **Transport** | **FORD RANGER-SINGLE CAB - 2.2 TDCi (SHG8)** | **SHG 008** | **2** |  | **10** |
| **Transport** | **FORD RANGER-SINGLE CAB- 2.2 TDCi (SHG9)** | **SHG 009** | **2** |  | **10** |
| **Transport** | **DODGE FIRE TENDER (SHG 13)** | **SHG 013** | **20** |  | **\_** |
| **Transport** | **FORKLIFT (SHG 14)** | **SHG 014** | **21** |  | **1** |
| **Transport** | **SUZUKI MOTOR CYCLE (SHG 15)** | **SHG 015** | **18** |  | **1** |
| **Transport** | **FORD FIESTA (SHG 20)** | **SHG 020** | **8** |  | **3** |
| **Transport** | **SUZUKI MOTOR CYCLE (SHG 21)** | **SHG 021** | **18** |  | **1** |
| **Transport** | **KATO CRANE (SHG 23)** | **SHG 023** | **13** |  | **2** |
| **Transport** | **FORD FOCUS ESTATE (SHG 31)** | **SHG 031** | **13** |  | **1** |
| **Transport** | **FORD FOCUS ESTATE (SHG 33)** | **SHG 033** | **13** |  | **1** |
| **Transport** | **FORD TRANSIT CONNECT CREW –SWB- 1.8 TCi (SHG40)** | **SHG 040** | **2** |  | **8** |
| **Transport** | **LDV CONVOY BUS (SHG 47)** | **SHG 047** | **12** |  | **2** |
| **Transport** | **Bomag 120AD Roller 2008 Model (SHG53)** | **SHG 053** | **7** |  | **7** |
| **Transport** | **FAUN REFUSE TRUCK (SHG 56)** | **SHG 056** | **11** |  | **2** |
| **Transport** | **FORD IVECO BUS (SHG 60)** | **SHG 060** | **10** |  | **4** |
| **Transport** | **DUMPER (SHG61)** | **SHG 061** | **7** |  | **5** |
| **Transport** | **LAND ROVER 110 HCPU (SHG 107)** | **SHG 107** | **4** |  | **8** |
| **Transport** | **LAND ROVER 110 HCPU (SHG 108)** | **SHG 108** | **4** |  | **8** |
| **Transport** | **FORD FOCUS ESTATE (SHG 111)** | **SHG 111** | **13** |  | **1** |
| **Transport** | **VAUHALL BRAVA VAN (SHG 119)** | **SHG 119** | **18** |  | **1** |
| **Transport** | **Ford Fiesta 1.4 TDCi (SHG 120)** | **SHG 120** | **2** |  | **6** |
| **Transport** | **Ford Fiesta 1.4 TDCi (SHG 121)** | **SHG 121** | **2** |  | **6** |
| **Transport** | **Ford Fiesta 1.4 TDCi (SHG 123)** | **SHG 123** | **2** |  | **6** |
| **Transport** | **CASE Wheel Loader 621D 2006 Model** | **SHG 130** | **9** |  | **6** |
| **Transport** | **LAND ROVER (SHG 132)** | **SHG 132** | **25** |  | **1** |
| **Transport** | **LAND ROVER DEFENDER (SHG 181)** | **SHG 181** | **18** |  | **2** |
| **Transport** | **THWAITES DUMPER (SHG 235)** | **SHG 235** | **25** |  | **1** |
| **Transport** | **THWAITES DUMPER (SHG 261)** | **SHG 261** | **21** |  | **1** |
| **Transport** | **BOMAG ROLLER (SHG 274)** | **SHG 274** | **16** |  | **2** |
| **Transport** | **VOLVO TRACTOR & SIDE LOADER** | **SHG 275 & 276** | **16** |  | **4** |
| **Transport** | **VAUXHALL BRAVA VAN (SHG 287)** | **SHG 287** | **16** |  | **1** |
| **Transport** | **BOSS FORKLIFT (SHG 289)** | **SHG 289** | **16** |  | **2** |
| **Transport** | **CASE WHEELED LOADER (SHG 291)** | **SHG 291** | **16** |  | **4** |
| **Transport** | **JCB EXCAVATOR (SHG 293)** | **SHG 293** | **16** |  | **1** |
| **Transport** | **FUEL BOWSER (SHG 294)** | **SHG 294** | **2** |  | **10** |
| **Transport** | **COMPRESSOR** |  | **7** |  | **5** |

**Section 5: Current Staffing**

**Current Staffing**

|  |  |
| --- | --- |
| 1 | Senior Transport Manager |
| 1 | Garage Manager |
| 1 | Foreman (Mechanic) |
| 1 | Foreman (Plant Operation) |
| 1 | Executive Officer |
| 1 | Autospares Manager |
| 1 | Transport Coordinator |
| 1 | Auto Spares Stock Controller |
| 11 | Mechanics |
| 1 | Trainee Mechanic |
| 1 | Cleaner/Handyman/Driver |

**Section 6: Plant & Equipment**



**APPENDIX 2 – SHG Divestment Strategy**

Section 1 - Strategic Objectives

The strategic objectives of Divestment are:

**Objective 1.** Re-balance St Helena’s economic activity towards to the private sector in order to stimulate business development, thereby supporting the strategic objectives of economic growth and a sustainable workforce.

**Objective 2.** Transfer the delivery, and in some case the provision and delivery, of specified public services to the private sector through the appropriate use of Divestment.

**Objective 3.** Refocus SHG’s professional resources away from operational activity wherever this can be provided by other entities in the private sector, civil society or government-owned companies, and thereby reinforce the strategic management of the core business.

**Objective 4.** As a result of divestment reduce the size of the Public Service workforce, and rationalise its organisational structure, thereby improving the efficiency of its operations.

**Objective 5.** In achieving objectives 1 to 4 ensure inadvertent reductions in value for money are not introduced as measured either by financial or service performance.

NB: For the avoidance of doubt, “core business” in Objective 3 refers to the core functions of policy formulation and management, together with functions of a regulatory and financial nature which need to be carried out by Government and cannot be outsourced to external parties.

Section 2 - Critical Success Factors

For any divestment to be successful a significant number of the following Critical Success Factors will need to be present (the more the better).

(a) **Diverse and sustainable demand for the service**

The ability of a divested service to operate on a sustainable basis in the private sector is greatly improved if the business does not rely wholly on income from services provided to Government under contract, but is able to generate additional income from providing similar or additional services to clients in the private sector.

(b) **Management support - driving and owning the process.**

The prospects for success are greater if the main drive to divest a function comes from within the function itself. The Director of the relevant department/section needs to take ownership of the process. Having the support of the senior management of the department which is responsible for delivering the service which is being divested is a key success factor.

(c) **Staff support.**

The prospects for a successful outcome are increased if the staff of the service which is being divested are supportive of the proposed transfer of the service.

(d) **Private sector interest and capacity to deliver.**

There needs to be a good level of interest from the private sector in providing the service (so that there is an effective competition which tests the market), and technical and financial capacity to deliver it.

(e) **Satisfactory contractual arrangements, including length of contract period.**

The contractual arrangements need to be satisfactory, including mechanisms to resolve differences of interpretation of performance standards or service level agreements. The length of the contract needs to be sufficient to meet the needs of bidders, eg to repay loans or make it worthwhile to invest in service improvements.

(f) **Benefit to SHG**

For SHG to consider a divestment there must be either a cost, service, efficiency or longer-term economic benefit that SHG will realise over the long term (5-10 years) once divestment has occurred.

(g) **Provision of information.**

Potential bidders need to be provided with information about the service to be divested which is satisfactory in terms of both scope and reliability.

(h) **Access to professional advice and assistance.**

Potential bidders are likely to be required to submit business plans in support of their bids. They may need access to professional advice.

(i) **Partnership approach/ stakeholder involvement.**

Taking a partnership approach to the transfer of a service and/or closely involving stakeholders improves the chances of success.

(j) **Private Sector Access to Funding**

Taking on divested activities from SHG will, more than likely, require significant investment in the company taking on the activity. Without access to this funding through loans, grants or equity funding from ESH for example will result in failure to divest.

Saint Helena Government

**APPENDIX 3 – SHG SERVICE REQUIREMENTS**

SHG are looking for:

* Greater level of transparency of costs to drive through savings initiatives e.g.
  + - Pool utilisation and optimisation
    - Profit share on residual and maintenance
* Improved technology to improve fleet utilisation and manage risk effectively.
* Improved MI providing greater visibility of the fleet structure and spend.
* Offer alternative funding methods to contract hire e.g. finance lease

**Suppliers shall be able to provide:**— Account Management;  
— Fleet Management System;  
— Accident and Claims Management;  
— Vehicle Sourcing;  
— Management of Existing Owned and Leased Vehicles;  
— Vehicle Utilisation/Optimisation;  
— Vehicle Distribution and Movements;  
— Vehicle Maintenance (SMR);  
— Vehicle Disposal;  
— Vehicle Conversion and Modification;  
— Vehicle Decommissioning;  
— Driver Support Services;  
— Breakdown and Recovery;  
— Vehicle Downtime Management;  
— MOT Management;  
— Mileage Management;  
— Fuel Card Management;  
— Fines and Charges;  
— Implementation and Transition Management;  
— Vehicle Insurance/Motor Insurance Database.