 Instruction for Bidders

Three Yearly Service of x25 Valise Liferafts to ISO 9650 Standard <24-hour service pack

 Reference: C25653

 August 2023



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## Overview

**Purpose of this Document**:

1. To seek a fixed priced quote on a flat rate basis from Suppliers.
2. Detail the Goods required by the Buyer.
3. Disclose the Evaluation process that the Buyer will use to evaluate quotes.
4. Detail the Pricing Schedule which the Suppliers are required to complete in order to address the Buyer’s requirement and Evaluation Process.
5. Provide Suppliers with general information to assist in the return of a valid quote for this advert.

## Requirement Description

The Secretary of State for the Home Department acting through Border Force (referred to hereafter as the “Buyer”) requires Three Yearly Service of x25 Valise Liferafts to ISO 9650 Standard <24-hour service pack. Please refer to the attached Statement of Requirements.

## Volumes

The Supplier should expect to service twenty-five (25) Valise Liferafts as detailed in the Statement of Requirements

## Contract Duration

The Buyer is intending to award a contract from the date of award, until 1st September 2023. The Buyer requires the complete service to be completed and invoiced by 01 December 2023 at the latest.

## Evaluation Process

**How to Apply:**

Suppliers will be required to submit a detailed quote to oploservices@homeoffice.gov.uk

A confirmation of receipt email will be sent.

Suppliers should detail all aspects of the quote as accurately and concisely as possible.

All quotes must be fully priced in Pounds Sterling (£) and include all applicable duties and taxes but must be exclusive of Value Added Tax (VAT).

It is the responsibility of the Supplier to ensure that quote has been submitted in the prescribed manner and in accordance with the specified submission deadline.

Pricing may be subject to clarification and adjustment by the Buyer during evaluation in relation to matters of inconsistency and uncertainty.

**How will quotes be evaluated:**

**Price**

Evaluation of the quote will be on the basis of total cost of all technically compliant offers of the below:

* Three (3) Yearly Service of twenty-five (25) Valise Liferafts to ISO 9650 Standard <24-hour service pack.
* Delivery to Border Force nominated delivery addresses for batches of life rafts at Ramsgate, Kent under incoterm DPU (delivered at place unloaded).

**The Supplier offering the lowest overall price with a compliant tender will be awarded the contract.**

## Terms and Conditions

This agreement will be entered into by the Short Form Contract. A blank version of this document is attached for information.

The Supplier will be required to indicate acceptance of the Short Form Contract Terms and Conditions within the Price Schedule.

## High level Timeline

|  |  |
| --- | --- |
| **Description** | **Date/Time** |
| Publish Contract Notice | 16/08/2023 |
| Tender Response Deadline | 30/08/2023 – 12:00pm |
| Bid Evaluation Start | 30/08/2023 |
| Bid Evaluation End | 30/08/2023 |
| Notifications Letters to Bidders | 31/08/2023 |
| Contract Award and Signatures | 31/08/2023 to 01/09/2023 |
| Contract Start Date | 01/09/2023 |
| Contract Completion | 01/12/2023 |