

Request for Information

PROVISION OF COMMERCIAL WASTE DISPOSAL AND RECYCLING
SERVICES FOR ACTION FOR CHILDREN

REF: RFI-001.25

DOCUMENT A | INTRODUCTION & INSTRUCTIONS
CLOSING DATE | Wednesday, 20 August 2025



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Dear Sir/Madam,

RE: Request for Information for the Provision of Commercial Waste Disposal and Recycling for Action for Children

Action for Children (AfC) is currently reviewing the aforementioned. As part of developing our plans to meet this requirement, we are issuing this Request for Information (RFI). This RFI does not constitute a call for competition; it is an aim to collate views from the market participants.

This information may be utilised in developing the procurement strategy to help deliver arrangements for AfC's project requirements. Additionally, AfC can gain a greater understanding of specific suppliers' abilities, core business and strategic outlook with respect to the provision of Provision of Commercial Waste Disposal & Recycling.

You are invited to submit a response to this RFI. We look forward to your response by the closing date and time provided on the cover page of our RFI documentation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Stenlake'.

Julie Stenlake MCIPS
Senior Procurement Manager

IMPORTANT NOTICE

The tender process for the Contract(s) does not fall within the Procurement Act 2023, however, Action for Children are committed to fair and open competition and will carry out this tender by adopting similar Procurement processes.

This RFI is issued by Action for Children on the terms set out below for the exclusive use of parties interested in bidding for the Contract(s)/Framework(s) and their advisers. It has been prepared for the purposes of providing information in connection with the Contract(s)/Framework(s).

If there is a need for any changes to this RFI, Respondent Organisations will be informed of the changes and given adequate time to respond.

The RFI (and the information contained in it) does not form the basis of any contract(s) nor does it constitute an invitation or offer to participate in the Contract(s)/framework(s).

The information in this RFI is confidential and is made available to Action for Children only.

Action for Children expressly reserves the right (i) to terminate the pre-qualification or tender procedure at any time; (ii) to negotiate with one or more parties at any time; (iii) to terminate, at any time, all further participation by any party in respect of the pre-qualification or tender process; and (iv) without prior discussion with any Respondent Organisation to modify the rules and procedures set out in this RFI or any other procedures relating to the pre-qualification or tender provided that such modifications will be notified to Respondent Organisations.

PART 1 – BACKGROUND

1.1 Action for Children Overview

Action for Children (AfC) is currently reviewing its commercial waste disposal and recycling services. As part of developing our plans to meet this requirement, we are issuing this Request for Information (RFI). This RFI aims to gather insights from market participants to help shape our procurement strategy. It is important to note that this RFI does not constitute a call for competition; rather, it is intended to collate views from the market.

The information collected through this RFI will be used to gain a better understanding of suppliers' capabilities, core business, and strategic outlook concerning the provision of commercial waste disposal and recycling services.

We invite you to submit a response to this RFI by the closing date and time provided on the cover page of our RFI documentation

1.2 The Opportunity

AfC is considering options for the provision of Commercial Waste Disposal and Recycling for Action for Children ("Opportunity"). We are committed to environmental sustainability and are actively progressing on our journey toward net zero by 2050 (or earlier). We seek a waste management provider who can support us in improving recycling rates, tracking waste and carbon emissions, and delivering innovative, sustainable solutions. The Opportunity includes, but is not limited to:

- Compliance with current UK legislations in force before, during and post contract
- Cover a range of waste including but not limited to general waste, food waste, clinical waste, recyclable materials such as paper, cardboard, plastics, and metals.
- Retain waste transfer note (WTN) to be retained by service provider (for each address and job number) which fully complies with current legislation and is retained by the provider for 7 years or as legally required.
- Facility to allow AfC user to check activities for each property such as frequency, collection date, bins etc.
- Coordinate with AfC member of staff to arrange services moving in properties and end of service removal of bins.
- We will occasionally require skip hire for general building waste and other waste items.

Existing Environment

Currently, we have 12 waste disposal and recycling providers managing our portfolio. We are seeking a provider to streamline and manage this portfolio more effectively. The provider will be responsible for coordinating the collections, ensuring compliance with our requirements, and optimising the overall waste management process.

There are approximately 272 AfC properties across UK, Northern Ireland and Channel Islands. Some properties' waste services are managed by the Council/Property Owner. We are currently gathering this data to provide an accurate number of properties that require waste collection. For the purpose of this RFI, please base your cost on 50 properties.

1.3 Purpose of the RFI

The purpose of this RFI is to allow AfC to assess supplier responses and use the resultant assessments in future decision making in regard to supply of the Opportunity.

- This RFI will help us to refine the requirements.
- No down-selection of Potential Providers will take place as a result of the responses or interactions relating to this RFI.
- We expect that all responses to this RFI will be provided by Potential Providers in good faith to the best of their ability in the light of information available at the time of their response.
- No information provided by a Potential Provider in response to this RFI will be carried forward, used or acknowledged in any way for the purpose of evaluating the Potential Provider, in any subsequent formal procurement process.
- This is not an Invitation to Tender and we will not accept any proposals offered in response to this RFI.

1.4 Our aims: What we want to achieve

Key outcomes:

- **Improved Coordination:** Streamline communication and coordination for waste disposal and recycling ensuring alignment with AfC's requirements and standards.
- **Enhanced Compliance:** Ensure that all providers comply with relevant regulations and AfC's specific requirements, reducing the risk of non-compliance issues.
- **Optimised Processes:** Identify opportunities to optimise the waste management process, potentially leading to cost savings and increased efficiency.
- **Centralised Management:** Provide a centralised point of contact for managing the entire waste disposal and recycling portfolio, simplifying the management process for AfC.

- **Environmental Credentials:** Strengthen our environmental credentials in line with our sustainability ambitions, including reducing our environmental impact and achieving net zero by 2050 (or sooner).

1.5 What we are looking for

As part of our net zero strategy, we are looking to partner with suppliers who share our environmental values and can support us in reducing carbon emissions from waste. We are looking for a provider that will create solutions for our existing environment resulting in:

- Cost reduction
- Seamless operations
- Excellent communications between the provider and AfC
- Improved coordination amongst the properties that are moving/in out of the business.
- Stability in Account Management for the duration of the contract.
- Open book costing and transparency of processes.
- Care and dedication to collecting waste on time and correctly.
- Visibility into each supplier's environmental commitments, including relevant certifications (e.g., ISO 14001), awards, and net zero strategies.

Both option A and B (below) are under consideration, and the final approach will be determined based on which option offers the most advantageous outcome for AfC.

Option A: Waste Broker Service

Streamline communication and coordination among the 12 waste disposal and recycling providers (ideally, the number of waste providers are to be kept to a minimum) ensuring that all parties are aligned with AfC's requirements and standards.

Option B: Direct Waste Management

Consolidate all waste providers to one contract and opt to deal with waste provider directly.

PART 2 – Instructions for Completion

2.1 Instructions

This Part sets out instructions regarding submission of responses to this RFI. The information provided will enable Action for Children to determine which suppliers are best placed to deliver our requirements.

Receipt of this document completed in full and on time does not oblige Action for Children to place the Respondent Organisation into the ITT stage. Also, the addition of the Respondent Organisation to the ITT is not a guarantee of business.

Please answer the questions clearly and concisely, irrelevant information will be disregarded and may obscure relevant information. Respondent Organisations must complete all sections of this document. Ensure that copies of all relevant documentation are submitted.

Please supply the requested information at Organisation level unless otherwise specified. Where it is intended that the Respondent Organisation is relying upon the resources of other members of its group in response to a particular question, the Respondent Organisation should specify this and confirm how these resources will be made available. The information supplied will be treated in the strictest commercial confidence.

2.2 RFI Key Dates

The following key dates apply to this RFI:

RFI Issue Date:	Date:	30 July 2025
RFI Questions Deadline:	Date:	13 August 2025
RFI Deadline:	Date:	20 August 2025

2.3 Queries and Questions during the RFI Period

All questions should be submitted to procurement@actionforchildren.org.uk. Copies of any questions asked, and responses given are shared with all other organisations who have expressed an interest to this notice so that each is equally informed.

2.4 Response Methods and Requirements

Suppliers must submit their response to AfC electronically to procurement@actionforchildren.org.uk

- a) Electronic copies are to be submitted in PDF format
- b) Responses must be prepared in English
- c) Respondent Organisations are responsible for submitting their response prior to the RFI closing date and time in accordance with the acceptable requirements described in Clause 2.4.

- d) There will be no allowance made by AfC for any delays in transmission of the response from Respondent Organisation to AfC.
- e) Any Proposal received later than the stipulated RFI closing date and time may be removed from attending the Opportunity System Demonstration.

2.5 Suppliers to Inform Themselves

All reasonable care has been taken to ensure that the RFI is accurate; however, AfC gives no representation or warranty as to the accuracy or sufficiency of the contained information.

2.6 Costs of Preparing the Response

All costs relating to the preparation and submission of a response are the sole responsibility of the Respondent Organisation. AfC shall not pay the supplier, wholly or in part, for its response.

2.7 Confidentiality

Except as required for the preparation of a proposal, suppliers must not, without AfC's prior written consent disclose to any third party any of the contents of the RFI documents. Suppliers must ensure that their employees, consultants and agents comply with this condition of confidentiality.

All responses will be treated as confidential and will not in any way be shared with or used in the later assessment of any proposals submitted by yourselves as part of a formal procurement.

2.8 Acceptance of these Conditions

Respondent Organisations, by submitting a response to this RFI are deemed to have acknowledged and agreed to the conditions set out in this RFI.

2.9 RFI Documents

The Request for Information consists of several documents listed below:

Document	Description	Information to be returned from Document
Document A Request for Information	Includes information about the project and how to respond to RFI.	For reference only.
Document B Supplier Information	Supplier information.	To be completed and returned.
Document C Project Requirements	Action for Children's requirements and supplier capabilities workbook in excel format.	To be completed and returned at the time of submission.
Document D Indicative costs	Provide estimated pricing for information purpose to help budgeting or expenditure approval purposes.	Please format as desired to convey the indicative costs. To be returned at the time of submission.