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**INSTRUCTIONS TO TENDER**

**LANCASHIRE FIRE AND RESCUE SERVICE (LFRS) TENDER FOR**

**CATERING EQUIPMENT AND ASSOCIATED PRODUCTS**

**LFRS-T-13**

Opening date: Monday 18th July 2016

Closing date: Monday 8th August 2016

1. **INTRODUCTION**
	1. This is a competitive procurement process conducted applying best practice and adhering to internal LFRS Financial Rules and Regulations and Contract Standing Orders.
	2. Bidders are instructed to carefully read all documents to ensure that they fully understand the requirement and are willing to be bound by the LFRS terms and conditions before submitting a response.
	3. The procurement exercise will be managed via the procurement portal ([www.supply4nwfire.org.uk](http://www.supply4nwfire.org.uk)). Hard copy submissions will not be accepted.
	4. To respond to this opportunity, please log into the procurement portal and use access code **26UTKXHD62** to access the necessary documentation.
	5. If you experience any technical difficulties from accessing the url in 1.4, please contact the Supply4NWFire eSourcing Helpdesk on 0845 270 7050 or email nwfire@delta-esourcing.com.
2. **CONTACT DETAILS**
	1. Queries and clarification regarding any aspect of this procurement must be submitted in writing via the LFRS procurement portal*.* If the query is of material significance to all bidders in the competition, LFRS will publish both the question and the response to all bidders in an anonymous format. Queries and clarifications must be submitted by Friday 29th July 2016 at 17.00hrs.
	2. LFRS reserves the right to request clarification from bidders where it is necessary to complete the evaluation of a response. LFRS reserves the right to exclude from the procurement any bidder that is found to have provided false information or has misrepresented themselves during the procurement process. The timeframe for responses to clarification may be short but must be met in order for the evaluation process to be completed on time.
	3. If your organisation wishes to withdraw from the procurement process, please confirm this in writing to via the procurement portal*.* LFRS is keen to receive feedback from the market and therefore requests that bidders explain their reasons for this decision.
3. **ACCURACY OF INFORMATION AND COSTS**
	1. LFRS is not bound to accept any response and reserves the right to cancel the procurement exercise and not to proceed with all or part of the Contract. LFRS will not, under any circumstances, reimburse any expense incurred by bidders in preparing their submission nor shall LFRS be liable for any loss of profits, loss of contracts or other costs or losses suffered or incurred by a bidder as a result of that bidder not being awarded the Contract pursuant to this procurement process.
	2. LFRS has prepared the information contained within the Tender documents in good faith but does not purport this to be comprehensive or to have been independently verified, bidders must satisfy themselves as to the accuracy of the information provided. LFRS will not accept liability or responsibility whatsoever for any loss or damage caused arising from or in consequence of the use of such information.
4. **PUBLICITY**

Bidders shall not undertake (or permit to be undertaken) at any time, any publicity activity with any section of the media in relation to the Contract other than with the prior written consent of LFRS.

1. **INVITATION TO TENDER**

The Tender documents are located on the procurement portal and are listed below*.* Bidders are advised to contact LFRS procurement department if the documents cannot be downloaded from the procurement portal or appear to be missing.

Attachment 1 (this document) Instructions to Tender

Attachment 2 Specification of the Goods

Attachment 3 Pricing Schedule

Attachment 4 Mandatory Due Diligence

Attachment 5 Quality Questionnaire

Attachment 6 Certificates for completion

Attachment 7 LFRS Site Safety Rules for Contractors

Attachment 8 LFRS Draft Contract Terms and Conditions

1. **NON-COLLUSION**

Any bidder who, in connection with the competition for the selection of bidders for the Contract:

* fixes or adjusts its bid by or in accordance with any agreement or arrangement with any other bidder;
* enters into any agreement or arrangement with any other bidder to refrain from making a bid or to alter, in any way the content of any bid to be submitted;
* causes or induces any person to enter into any such agreement as referred to in the paragraphs above or to inform any other bidder of the content of any other bid for the Contract;
* offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any persons for doing or having done or causing or having caused to be done any act or omission in relation to any other bid or proposed bid for the Contract; or
* communicates to any person (outside its consortium, its professional and financial advisers other than LFRS or any person duly appointed by LFRS) the content of its proposed bid,

will be disqualified (without prejudice to any other civil remedies available to LFRS and without prejudice to any criminal liability that such conduct by a bidder may attract) from further participation in the competition.

1. **SUBMISSION GUIDANCE**
	1. Bidders are advised to ensure that all the information required is submitted. Responses will be subject to an initial screening assessment before evaluation to ensure that they are completed in full. Incomplete response or responses not submitted in line with the instructions provided will be deemed non-compliant and will not be evaluated.

* 1. It is not acceptable to simply provide policies in response to the questions asked. If you provide a policy as part of your response please provide the page number and applicable paragraph reference that substantiates your response.
	2. Bidders should answer all questions fully and not refer to other responses as an answer to any question. Please note that if your pricing/costing submission is caveated in any way (e.g. ‘not including carriage’ you must provide on a separate document a breakdown of the additional costs).
	3. Please ensure you upload all your completed documents via the portal:-

Attachment 3 Pricing Schedule

Attachment 4 Mandatory Due Diligence

Attachment 5 Quality Questionnaire

Attachment 6 Certificates for completion

Attachment 7 LFRS Site Safety Rules for Contractors

1. **CERTIFICATION**

**8.1** Bidders will also be required to submit the following certificates contained in Attachment 6, which should be duly signed on behalf of the bidder:

* Form of tender
* Certificate of non-collusion
* Non canvassing certificate
* Freedom of Information declaration
	1. The submission of these certificates is mandatory and a failure to do so will mean the response may be rejected. These certificates should therefore be signed by an authorised representative, scanned and uploaded to the procurement portal along with your response. Bidders must ensure that these forms are clear as poor quality or illegible copies may be rejected.
1. **TENDER DEADLINE**

The deadline for the submission of completed responses is Monday 8th August 2016 at 12:00hrs.

1. **TIMETABLE**

The expected timetable for the procurement exercise is outlined below. LFRS do not envisage that the dates below will change however all bidders will be notified if amendments are made.

LFRS reserves the right to amend the timetable or extend any time period within the above timetable.

|  |  |
| --- | --- |
| Invitation to Tender issued  | 12:00 hrs Monday 18th July 2016 |
| Clarification and queries deadline  | 17:00 hrs Friday 29th July 2016 |
| Response deadline  | 12:00 hrs Monday 8th August 2016 |
| Evaluation  | 8th to 12th August 2016 |
| Contract Signature and Implementation  | 15th to 19th August 2016 |

1. **EVALUATION PROCESS**

Following the submission deadline, responses will be evaluated by a scoring team comprising appropriate representatives of LFRS. This process will be facilitated by LFRS procurement team.

A financial check may be undertaken at award stage and as part of ongoing contract management.

Responses will be subject to the evaluation process described below:

**11.1 Stage 1: Initial screening**

Each submitted response will be subject to an initial screening assessment to confirm that the response has been submitted on time, is completed correctly and is materially complete.

All mandatory information (Attachment 4) must be provided. If you cannot respond ‘no’ to every question in Section 1 it is very unlikely that your response will be accepted.

Responses that are not substantially complete or which are non-compliant with the requirements may be rejected at this stage.

**11.2 Stage 2: Cost evaluation**

Please complete the excel spreadsheet and return in excel format (i.e. not PDF).

 Cost will be scored by applying the applicable award criteria set out in Section 12 to the lowest cost submitted and all other submissions will be scored pro-rata. (E.g. Supplier 1 submits the lowest cost of £7,000 and Supplier 2 submits cost of £7,500 for the total cost. If the award criterion for Cost was 70% - Supplier 1 scores 70% and Supplier 2 scores 65.33% (£7,000 divided by £7,500 multiplied by 70%).

Please note that where a supplier’s score for cost is so low (i.e. submitted a high cost) that even scoring the maximum quality score would still mean their bid would not result in award of a contract, the quality evaluation will not be undertaken. (E.g. award criterion was 70% cost / 30% quality - any bidder with a cost evaluation below 39% will mean that their submission would not be evaluated on quality).

**11.3 Stage 3:** **Quality evaluation**

Responses that are successful following the initial screening assessment and stage 2 will be subject to a detailed evaluation in accordance with the award criteria set out in Section 12 and the evaluation methodology set out in 12.1.

**12. EVALUATION METHODOLOGY & AWARD CRITERIA**

The contract award criteria will determine the most economically advantageous offer taking into account the total cost of ownership to the Authority and the submission of requested documentation as shown below:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| Cost | 70% |
| Quality | 30% |

**12**.**1 Quality evaluation**

Quality questions will be scored using the methodology in the table below and weighted by the applicable award criteria shown above.

|  |  |  |
| --- | --- | --- |
| **Score** | **Comment** | **Scoring Guidance** |
| 0 | Unsatisfactory | No response or a response that is entirely irrelevant. |
| 1 | Poor | An ambiguous response that is not entirely relevant and which insufficiently addresses essential requirements in regard to Authority specific detail. |
| 2 | Weak | A response that is not entirely relevant and which only addresses some essential requirements in regard to Authority specific detail. |
| 3 | Satisfactory | An acceptable response - Compliant and all the basic requirements are met but not exceeded. |
| 4 | Good | A good response that addresses all essential requirements with a good level of Authority specific detail. |
| 5 | Excellent | A comprehensive and strong response addressing all essential requirements with a high level of Authority specific detail. |