

**NFCC Transport Officers Group (TOG) and**

**Fire Commercial Transformation Programme (FCTP)**

**DS339-20 Framework Agreement for Emergency Response Vehicles for UK Fire and Rescue Services**

**Invitation to Tender**

**[Please add the name of your Authority]**

**[Please add your FRS logo, if required]**

**Reference: [Please add your internal reference]**

**Issue Date: insert date**

**Closing Date and Time: insert date and time**

*Please note any text highlighted in yellow requires the Contracting Authority / FRS to update these sections. Please delete this comment before publishing.*

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# Section One: Introduction and the Contracting Authority

## 1.1 Introduction

Insert name of the Authority (“the Contracting Authority”) has identified a need for goods and/or services, which are available through the NFCC UK Emergency Response Vehicle Framework Agreement, reference DS339-20. These goods and/or services will be provided to insert name Fire and Rescue Service.

In compliance with the Public Contracts Regulations 2015, a Further Competition is being undertaken to determine the goods and/or services that most closely meet the requirements detailed below.

Your organisation is invited to submit a response to this Invitation to Tender (ITT), which is being competed via the following lot of the above named Framework Agreement:

*Contracting Authority to delete irrelevant lots*

Lot 1 – Light Pumping Appliances

Lot 2 – Medium Pumping Appliances

Lot 3 – Super Pumping Appliances

Lot 4 – Aerials

Lot 5 – Special Vehicles

## 1.2 Lead Contracting Authority and Procurement Representative

|  |  |
| --- | --- |
| Name of Lead Contracting Authority | Insert name of the Authority |
| Address: | Insert the address for the Fire and Rescue Service |
| Web address: | Insert the Authority’s web address |

The Lead Procurement Representative for this procurement process shall be:

Please insert the Lead Procurement Representatives name, Title an Address

Please note that all correspondence in relation to this procurement will be made available by the Lead Procurement Representative via (insert details of e-tendering system).

## 1.3 Collaborating Contracting Authorities

Please list the authorities that are being represented as part of this collaboration

# Section Two: Instructions and ITT Documents

## 2.1 Invitation to Tender Documents

The following set of documents form the Invitation to Tender and are available to download from the e-tendering system:

*Please add the names of the documents that you will attached as part of the Further Competition and attached to your e-tendering solution.*

*For Appendix 2, three templates are available, one for each vehicle type e.g. Pumping Appliances, Aerials and Special Vehicles. The Contracting Authority will need to select the relevant Statement of Requirements and update the vehicle type below.*

*Please delete this before publishing.*

* Invitation to Tender (this document)
* Appendix 1 – Evaluation Marking Guidance
* Appendix 2a – Contracting Authority Statement of Requirements for insert the vehicle type
* Appendix 2b – Standards and Legislation Requirements
* Appendix 2c - Contracting Authority Statement of Requirements for Non-Technical Requirements
* Appendix 3 – Questionnaire
* Appendix 4 – Pricing Schedule
* Appendix 5 – ITT Declarations Document

## 2.2 Responding to Tender

Please return your submission electronically via insert name of e-tendering system by the stated date and time in section 2.3.

If you do not intend to tender, please inform the Lead Procurement Representative at the earliest opportunity, including your reasons for declining to bid. A decline to bid will also need to be reported to the owner of the Framework Agreement (Devon and Somerset Fire and Rescue Authority).

**2.3 Return of Tender**

Note: Tenders not received in full by the due date and time may not be considered

|  |  |
| --- | --- |
| Return date/time: | **Insert the time on day, date** |

Framework Contractors shall fully complete the tender, answering all questions and/or requirements (where applicable) in MS Word or Excel compatible format using the documentation provided.

Framework Contractors may submit an additional copy of their responses in PDF format for their own security should they wish to do so.

## 2.4 Requests for Further Information

The ITT and information contained within it has been prepared in good faith. Framework Contractors proposing to submit a tender are advised to read this document carefully and in its entirety, to ensure they are fully familiar with the nature and extent of the obligations set out herein before completing the document.

If you have any questions relating to any part of this ITT or to the Further Competition process as a whole, please submit your requests to the Lead Procurement Representative, in writing, via the e-tendering system.

Telephone and e-mail enquiries will not be considered.

## 2.5 Procurement Timetable

The table below details the indicative timetable for procurement of this requirement. This is intended as a guide and whilst the intention is not to depart from the timetable, the Contracting Authority reserves the right to do so at any stage.

| **Stage** | **Action** | **Date**  **(from)** | **Date**  **(to)** |
| --- | --- | --- | --- |
| 1 | Issue ITT | 06/07/2022 | |
| 2 | Closing date for raising clarification questions | 12:00  18/07/2022 | |
| 3 | Closing date for issuing responses to clarification questions | 12:00  21/07/2022 | |
| **4** | **Return of ITT** | **12:00**  **28/07/2022** | |
| 5 | Evaluate ITT | 28/07/2022 | 31/08/2022 |
| 6 | Internal approval to award | 01/09/2022 | |
| 7 | Intention to award contract / Inform Framework Contractors of the result of the Further Competition | ~05/09/2022 | |
| 8 | Standstill period (voluntary) | ~06/09/2022 | ~16/09/2022 |
| 9 | Award contract | ~19/09/2022 | |
| 10 | Implementation / Mobilisation | ~21/09/2022 | |
| 11 | Contract start date | 30/09/2022 | |

## 2.6 Evaluation Criteria

*Contracting Authorities do not need to use all of the award criteria provided in the table and may set and apply the weighting for any selected criteria at a level to suit their requirement. Sub-criteria is at the discretion of the Contracting Authority which much be in keeping with the overarching award criteria. Sub-criteria may be captured in Appendix 1 Evaluation Marking Guidance. Example sub-criteria has been provided in Framework Agreement Terms & Conditions - Schedule 6 Ordering Procedure. Please delete this before publishing.*

The objective of the procurement process is to assess the responses to the ITT and select a suitable Framework Contractor based on the most economically advantageous tender.

Tenders will be evaluated against the criteria listed below and will be in accordance with the Public Contracts Regulations 2015.

|  |  |
| --- | --- |
| **Award Criteria** | **Weightings** |
| Technical Merit and Quality | 0% - 100% |
| Customer Support | 0% - 100% |
| Delivery | 0% - 100% |
| Social Value | 0% - 100% |
| Organisation | 0% - 100% |
| Price | 0% - 100% |

*Please note the amend weighting must total 100. Please delete this before publishing.*

*Where Social Value is selected as an award criteria, it is recommended this carries a minimum weighting of 10%.*

*Suggested sub-criteria can be found in section 6.2 of the Framework Agreement Ordering Procedure.*

The evaluation scoring matrix has been provided to Bidders within the e-tendering system (named Appendix 1 - Evaluation Marking Guidance). The document outlines how each aspect of the evaluation criteria is to be scored (as applicable) and details the marking guidelines applicable to those questions and or requirements within those criteria.

# Section Three: Requirements

## 3.1 Requirements Overview

The requirements applicable to this Further Competition (and resulting Call-Off Contract) shall be a combination of the requirements set by the Framework Agreement and the requirements set by the Contracting Authority.

## 3.2 Framework Requirements

The requirements of the Framework Agreement are set within document Framework Agreement Schedule 6, Invitation to Tender (Section 3).

There are two types of requirements set by the Framework Agreement:

1. Organisational requirements which include social value, insurance and business continuity (contained within section 3.2 of Invitation to Tender for the Framework Agreement), and:
2. Vehicle requirements (referred to within section 3.3 of the of Invitation to Tender for the Framework Agreement). The vehicle requirements set by the Framework Agreement are included within appendices 2a, 2b and 2c of this ITT.

## 3.3 Contracting Authority Requirements

The requirements of the Contracting Authority are provided in appendices 2a, 2b and 2c of this ITT.

Please note appendices 2a and 2c (Contracting Authority Statement of Requirements) provides example headings and may be amended as required by the Contracting Authority. Please delete this before publishing.

# Section Four: Questionnaire

Please complete the questionnaire provided within the e-tendering system as Appendix 3 - Questionnaire in Word and submit it as part of your tender response. Framework Contractors should answer all of the questions as fully as possible by using the response space provided. Any additional information attachments should be clearly marked with the question number to which the information is applicable and cross-referenced.

*The Contract Authority may want to consider adding information on the questionnaire in this section, for example, word limits. Please delete this before publishing.*

# Section Five: Pricing

Framework Contractors must complete the pricing schedule and submit it as part of your tender response. This document can be found within the e-tendering system, named Appendix 4 – Pricing Schedule.

Framework Contractors must submit the document in Excel formal and may submit a PDF version of the pricing schedule in addition to the Excel document for their own security.

*The Contracting Authority should read the Pricing Schedule Guidance before publishing the Further Competition. Please delete this before publishing.*

# Section Six: Terms & Conditions

## 6.1 Call-Off Terms and Conditions

The terms and conditions for all Call-Off Contracts are set by the Framework Agreement and contained within the following documents:

* DS339-20 Schedule 5 Call-Off Contract – Part 1 – Order Form
* DS339-20 Schedule 5 Call-Off Contract – Part 2 – Call-Off Terms
* DS339-20 Schedule 5 Call-Off Contract – Part 2 – Call-Off Terms (Appendix 1)

These terms and conditions shall form the basis of the Contract between the Contracting Authority and the successful Framework Contractor.

By submitting a Tender, Framework Contractors are agreeing to be bound by the terms of this ITT and the Call-Off Contract without further negotiation or amendment.

## 6.2 Call-Off Contract Period

The Call-Off Contract is anticipated to commence on insert date.

The initial period of the Call-Off Contract shall be insert number years, unless otherwise terminated in accordance with the Order Form and Call-Off Contract Terms and Conditions.

The Contracting Authority may extend the Call-Off Contract by up a further number years to insert date and then by up to a further insert number years, in periods of not less than 12 months to expire at the latest on insert date.

## 6.3 Pricing and Staged Payments

The options selected for this Call-Off Contract (as detailed within Section 6 of the Call-Off Contract Order Form) are:

1. Clause Selected for Review of Contract Price: Option 1/2
2. Initial Fixed Price Period: 12/24/26 months
3. Stage Payments: The Contracting Authority shall pay in three/four stages.

*The Contracting Authority should read Section 6 of the Call-Off Contract Order Form to understand the options available and then confirm what applies using the highlighted options above. Please delete this before publishing.*

## 6.4 Key Performance Indicators, Targets, and Service Credits

Key Performance Indicators, Targets and Service Credits shall apply to the Call-Off Contract as set by the Framework Agreement (contained within Framework Agreement Schedule 5 – Call-Off Contract – Part 1 - Order Form (clause 27 and Appendix 2), unless specified otherwise by the Contracting Authority.

Contracting Authority Requirements:

*The Contracting Authority may want to adjust the required KPIs, Targets and Service Credits based on their requirements. Please add detail in this section. If the Contracting Authority has no additional requirements, please delete this section and keep the above wording that isn’t highlighted. Please delete this before publishing.*

## 6.5 Insurance

The standard insurance levels are set out at clause G1.11 of the Framework Agreement Terms and Conditions and are provided below and shall apply to this Call-Off Contract:

* Employer’s (Compulsory) Liability Insurance = £5,000,000 (five million pounds)
* Public Liability Insurance = £10,000,000 (ten million pounds)
* Product Liability Insurance = £10,000,000 (ten million pounds)
* Professional Indemnity Insurance = £2,000,000 (two million pounds)
* Appropriate motor trade insurance to cover transportation/driving/movement, whilst working on, storing and collecting/delivering the Contracting Authority's vehicles.

Contracting Authority Requirements:

*The Contracting Authority may want to adjust the required insurance and levels based on their requirements. Please add detail in this section. If the Contracting Authority has no additional requirements, please delete this section and keep the above wording that isn’t highlighted . Please delete this before publishing.*

## 6.6 Amended and Additional Clauses

No amendments, supplements and/or exclusions required to the Call-Off Terms and Conditions set by the Framework Agreement as detailed in “Framework Agreement Schedule 5 – Call-Off Contract – Part 2 Call-Off Terms”.

Contracting Authority Requirements:

*The Contracting Authority may want to change terms and conditions in Schedule 5 Call-Off Contract – Part 2 - Call-Off Terms by using section 11 of Call-Off Contract - Part 1 – Order Form. Any changes must be disclosed here as part of the Further Competition. Please add detail in this section. If the Contracting Authority has no additional requirements, please delete this section and keep the above wording that isn’t highlighted. Please delete this before publishing.*

# Section Seven - Declarations

Framework Contractors shall complete and submit the ITT Declarations as part of their tender submission. This document can be found within the e-tendering system, named Appendix 5 – ITT Declarations Document.