**GOSPORT BOROUGH COUNCIL (GBC)**

**LEASING OF VEHICLES**

**RESPONSE DEADLINE: 12:00 ON 6 DECEMBER 2022**

**PART B: TENDER RESPONSE**

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1. **Supplier Information**

Please answer the following questions in full.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.1.1 | Full name of the potential supplier submitting the information, insert response below | | | |
|  | | | |
| 1.1.2 | Registered office address (if applicable), insert response below | | | |
|  | | | |
| 1.1.3 | Registered website address (if applicable), insert response below | | | |
|  | | | |
| 1.1.4 | Trading status (please delete all classifications that are not applicable)   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please provide information on your trading status below) | | | |
|  | | | |
| 1.1.5 | Date of registration in country of origin |  | | |
| 1.1.6 | Company registration number (if applicable) |  | | |
| 1.1.7 | Charity registration number (if applicable) |  | | |
| 1.1.8 | Head office DUNS number (if applicable) |  | | |
| 1.1.9 | Registered VAT number |  | | |
| 1.1.10 | Provide trading name(s) that will be used if successful in this procurement below. | | | |
|  | | | |
| 1.1.11 | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual | | | |
|  | | | |
| 1.1.12 | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | |  | |
| 1.1.13 | Provide details of immediate parent company below:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Company registration number (if applicable)  (Please enter N/A if not applicable) | | | |
|  | | | |
| 1.2 | Are you able to provide a copy of your audited accounts for the last full year, if requested?  Suppliers are also required to provide the details set out in section A. Alternatively where suppliers cannot provide the details outlined in section A, the Council will require the information outlined in section B or C below - | | | Yes  No |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | | Yes  No |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | | Yes  No |
| (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | | Yes  No |

1. **Mandatory Requirements**

Minimum Mandatory Criteria – This must be completed by the bidder, failure to complete this will disqualify any bidder from the evaluation process and any submission will be struck out.

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Requirement** | **Please confirm compliance and insert (x) into the appropriate box** | |
| MR1 | The supplier confirm the quoted vehicles meet the specification stated in the ITT | YES  (PASS) |  |
| NO  (FAIL) |  |
| MR2 | The supplier confirms the agreed delivery date stated in this ITT (last working week of march 2023) | YES  (PASS) |  |
| NO  (FAIL) |  |
| MR3 | The suppliers confirms the provision of the requirements stated in the ‘Service, maintenance and repair specifications’ section of this ITT | YES  (PASS) |  |
| NO  (FAIL) |  |

1. **Quality (Weighting 60%)**

Please use the boxes below to provide your response (expand as necessary)

* 1. Vehicle specification and Characteristics (Sub-Weighting 45%)

Your response needs to include a statement of how the proposed vehicle meets the Council’s specified requirements, including such factors as reliability, ease of maintenance, and ease of use.

Your answer should explain why you are proposing the specific make and model offered and why you regard this as the best fit for the Council’s needs.

|  |  |
| --- | --- |
| Vehicle 1 | Medium Sized Estate Car, Petrol Engine  (See Part A for full details of requirements) |
| Make: |  |
| Model: |  |
| Specification: |  |
| Statement of how the proposed vehicle meets the Council’s specified requirements |  |

|  |  |
| --- | --- |
| Vehicle 2 | Medium Sized Hatchback Car, Petrol Engine  (See Part A for full details of requirements) |
| Make: |  |
| Model: |  |
| Specification: |  |
| Statement of how the proposed vehicle meets the Council’s specified requirements |  |

* 1. Service, Maintenance and Repair (Sub-Weighting 10%)

|  |
| --- |
| Please provide a statement setting out your proposed SRM support package, in the context of the requirements listed in Part A of this ITT. |
|  |

* 1. Breakdown, recovery and windshield replacement (desirable)

|  |
| --- |
| Please provide a statement as to whether or not you offer a breakdown, recovery, and windshield replacement service (an optional feature set out in Part A) and, if this is offered, how it would operate. |
|  |

* 1. Environmental Impact (Sub-Weighting 5%)

|  |
| --- |
| Please provide a statement on the environmental impacts of the proposed vehicles, including emissions data if available, explaining any steps you or the manufacturer has taken, or is taking, to reduce emissions and reduce environmental impact.  Please also describe any measures being taken, or which you propose to take, to reduce the environmental impact of Service, Repair and Maintenance (SRM) activities. |
|  |

1. **Price (Weighting 40%)**

|  |  |
| --- | --- |
| Unit Price for Vehicle 1 | |
| Monthly |  |
| Annual |  |
| Total for Initial 4 Years |  |
| Price for the additional 2 years (optional) |  |

|  |  |
| --- | --- |
| Unit Price for Vehicle 2 | |
| Monthly |  |
| Annual |  |
| Total for Initial 4 Years |  |
| Price for the additional 2 years (optional) |  |

|  |  |
| --- | --- |
| Total price for all 5 vehicles for all 4 years |  |

Price will be evaluated on the total price for all 5 vehicles for all 4 years, the breakdown is required for illustration purposes.

|  |
| --- |
| Please provide details of the payment plan for the lease agreement |
|  |

1. **Schedule 1 – Form of Tender**

Respondents are to complete and include this Form of Tender to their completed Tender submission.

FORM OF TENDER

UNCONDITIONAL AND IRREVOCABLE OFFER TO GOSPORT BOROUGH COUNCIL

Re: Invitation to Tender dated 8 November 2022 for Leasing of Vehicles to:

Gosport Borough Council

Town Hall

Gosport

Hampshire

PO12 1EB

Having carefully examined and considered the Invitation to Tender and in consideration of you considering this Tender:

1. We offer to supply specified requirements and to complete the contract in accordance with the Tender Documents and our Tender Response; we offer to execute and complete in accordance with the conditions of contract described for the sum of:

£…………………… (…………………………………………………….) plus VAT

2. We confirm we are able to meet the specification and provide the service.

3. We agree that if errors in pricing or arithmetic are discovered in the Schedules etc. before this offer is accepted they will be dealt with in in writing between the two parties. This Tender remains open for consideration for 12 weeks from the date fixed for submitting Tenders.

4. We confirm that this offer is made in good faith and that the we have not fixed or adjusted the amount of the Tender by or in accordance with any agreement or arrangement with any other person. We certify that we have not and will not:

a) Communicate to any person other than the person inviting these offers the amount or approximate amount of the offer, except where the disclosure, in confidence, of the amount or approximate amount of the offer was necessary to obtain professional advice and/or tenders required for the preparation of the offer or for insurance purposes; and

b) Enter into any arrangement or agreement with any other person that the other person shall refrain from making an offer or as to the amount of any offer to be submitted.

5. We understand that the paragraph below will be a term of the contract:

“The Council may terminate this contract and recover all its loss if the Contractor, its employees or anyone action on the Contractor’s behalf do or collude in any of the following things:

(a) offer, give or agree to give to anyone any inducement or reward in respect of this or any Council contract (even if the Contractor does not know what has been done), or

(b) commit an offence under the Prevention of Corruption Acts 1889 to 1916 or Section 117(2) Local Government Act 1972, or

(c) commit any fraud in connection with this or any other Council contract, whether alone or in conjunction with the Council members, contractors or employees.

Any clause limiting the Contractor’s liability shall not apply to this clause.”

6. We agree that in delivering the services under the Contract we shall at all times assist and co-operate with the Council in the compliance of its corporate requirements and statutory obligations namely: equality and diversity; and the processing of information pursuant to The Freedom of Information Act 2005, Environmental Information Regulations 2004, and Data Protection Act 1998.

7. We confirm that if our Tender is accepted we will, upon demand:

a) produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force and will be retained in force throughout the contract period.

b) sign the Contract / formal documentation if required.

8. We confirm that the prices and charges offered are firm for the period of the Contract.

9. We agree that this Tender shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of 90 days from this date.

10. Unless and until a formal Contract is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand the Council is not required to accept any Tender it receives.

Authorised Signatory: ……………………… Date: ……………………………

Name: …………………………………………………………………. (Capitals)

Position in Firm or Company: ………………………………………………………...

Authorised Signatory: ……………………… Date: ……………………………

Name: …………………………………………………………………. (Capitals)

Position in Firm or Company: ……………………………………………………

Name and Address of Firm or Company:

…………………………………………………………………………………………...

1. **Schedule 2 – Freedom of Information Exclusion**

**LEASING OF VEHICLES TO GOSPORT BOROUGH COUNCIL**

Tenderers’ attention is drawn to the Conditions of Tender and the Terms and Conditions of the Contract. Tenderers should state here which items of information (if any) supplied by them in their Tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

Disclosure of information is at the sole discretion of the Customer.

### COMMERCIALLY SENSITIVE INFORMATION

I declare that I wish the following information to be designated as commercially sensitive:

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under the Freedom of Information Act 2000 is:

|  |
| --- |
|  |

The period of time for which it is considered this information should be exempt is [until award of Contract **OR** during the period of the Contract **OR** for a period of [NUMBER] years until [MONTH], [YEAR] ***delete as applicable***.

|  |
| --- |
|  |

Signed: ........................................................................................................

Date: ........................................................................................................

Name of Signatory: ........................................................................................................

Name of Organisation: ........................................................................................................

# **ENCLOSURES CHECKLIST**

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS TENDER.**

To ensure your Tender submission is evaluated properly, the Council needs to have a complete response from you.

**Before returning this document, please check you have answered all sections and ensure that you have enclosed any relevant documents by completing the checklist below.**

Please tick the appropriate box where you have completed the section.

|  |  |
| --- | --- |
| **CHECKLIST:** |  |
| **Please ensure that you have:** | **Tick Below** |
| Completed the Supplier Information section in Part B. |  |
| Completed the Mandatory Requirements section in Part B |  |
| Completed the Quality section in Part B |  |
| Completed the Price section in Part B |  |
| Completed the Form of Tender in Part B (Schedule 1) |  |
| Completed the Freedom of Information Exclusion in Part B (Schedule 2) |  |
| Provided a copy of your draft lease terms for the Council to consider |  |

1. [↑](#footnote-ref-1)