

INSTRUCTIONS ON HOW TO JOIN THE SOUTH TYNESIDE COUNCIL WASTE MATERIAL

STREAMS & ADDITIONAL WASTE SERVICES, AND

HOW IT OPERATES

F6575

DYNAMIC PROCUREMENT SYSTEM PROCEDURE

PERIOD: 1st May 2018 to 31st March 2023

**SOUTH TYNESIDE COUNCIL**

**INSTRUCTIONS ON HOW TO JOIN THE SOUTH TYNESIDE COUNCIL WASTE MATERIAL STREAMS & ADDITIONAL WASTE SERVICES DPS, AND HOW IT OPERATES**

**SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT**

|  |  |
| --- | --- |
| **ITEM** | **CONTRACT DETAILS** |
| OJEU Reference:  NEPO Portal Reference: | **DN322978** |
| Authority/Council | South Tyneside Council |
| Contract Description: | A Dynamic Purchasing System (DPS) is a procedure available for contracts for works, services and goods that we commonly available on the market similar to an electronic framework agreement, but where new suppliers can join at any time.  The requirements of this dynamic purchasing system can be split into two broad categories: Materials and Services.  Materials  At present, subject to a few exceptions, the Council is responsible for identifying and arranging suitable outlets for the materials collected on its collection services, at its Bring Recycling Sites and through its Recycling Village. Some of these outlets are arranged on a joint basis with our partner Councils, Gateshead and Sunderland, and administered by the Joint Waste Partnership. Others are arranged directly by the Council, and it is these that fall within the scope of this DPS.  The range of materials encompasses cardboard, scrap metal, high and low quality wood, mixed plastics, carpets, mattresses, waste engine oil, gypsum board (plaster wallboard), rubble, vehicle tyres and trade waste recycling (paper / cardboard / glass jars and bottles / cans / plastic bottles).  The requirement relating to each material is to provide a delivery point to receive the material, to then arrange its processing (perhaps through a series of stages and outlets) such that the maximum amount of recyclable content is passed into the supply chain, and the Council is able to demonstrate that recycling in its inputs to the national Wastedataflow database.  Services  Whilst the main waste treatment and disposal services are properly covered, there are a number of services that fall outside the scope of any Partnership arrangement, and which include:  • The receipt and processing of abandoned vehicles and caravans.  • The provision of a collection, delivery and emptying service for hooklift containers  • The provision of a skip hire (e.g., 6 / 8 m3 skips) service for allotment sites and other locations  • The collection and processing of scrap plastic wheeled bins  Material Delivery Points required for:  Category 1: Cardboard  Category 2: Scrap Metal  Category 3: Low Quality Wood  Category 4: High Quality Wood  Category 5: Mixed Plastics  Category 6: Mattresses  Category 7: Waste Oil  Category 8: Trade Waste Recyclables  Category 9: Gypsum  Category 10: Rubble / Inert Waste  Category 11: Tyres  Category 12: Gas Bottles  Category 13: Dry Street Cleaning Waste  Category 14: Gully waste  Category 15: Carpets  Services  Category 16: Abandoned Vehicles  Category 17: Hooklifts  Category 18: Skip Hire  Category 19: Processing of old Wheeled bins  Category 20: Monitoring of Landfill Gas |
|  | 1st May 2017 – 31st March 2023 |
| Procuring Officer: | Chris Taylor |
| Submission instructions: | Applicants should submit one electronic copy of their information (compatible with Microsoft Office or Adobe PDF) via the NEPO Procontract Portal  <https://procontract.due-north.com/Login>  Information must be submitted using the link above. Information must not be submitted via postal or email methods.  If you require assistance on submitting your information please contact the Procontract Portal Administration Team:  **Proactis Supplier Support Helpdesk Ticketing System** (<http://proactis.kayako.com>) - To be used by Suppliers to raise issues directly onto the ticketing system for non-time critical issues i.e. password resets / account queries, finding information, etc. or email ([ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)) and a ticket will be raised on your behalf.  **Emergency Contact (0330 005 0352) -** To be used by Suppliers for critical support only i.e. document submission near information deadline - this should be used by exception and only in an emergency situation. |
| Date/time for applicants Information return: | Please note uploading files can take a lot longer than you may expect. Your Internet provider may quote figures like 8Mbps when they are selling their product. This does not mean that you can upload at that speed. Most broadband users will find download speeds are much faster than the upload speed. In our experience, most broadband connections only have an upload speed of between 128Kbps and 512Kbps.  A 10MB file will take approximately 5 minutes on average to upload on a standard broadband connection (256Kbps upload speed).  It is your responsibility to allow sufficient time allocated to the uploading of your documents e.g. it is advisable to commence 24 hours prior to the deadline to ensure any problems can be addressed prior to the deadline. |

**2 TIMETABLE**

This timetable is indicative only and timings may vary dependent on demand; the Council reserve the right to change it at its discretion.

| **Stage** | **Date** |
| --- | --- |
| Expected date for submission of SQ | Ongoing, please submit at any time |
| Evaluation SQ | Ongoing |
| Notification of result of SQ | Within 10 days of a response |

**CHECKLIST FOR SUPPLIERS**

**Failure to provide all of the items in the checklist may cause your Information to be non-compliant and not considered.**

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | Included in Information? |
|  | Selection Questionnaire (Schedule 1 ) and all supporting documentation |  |

CONTENTS

**1 GENERAL INFORMATION**

**2 SQ AWARD**

**3 INSTRUCTIONS FOR mini competition (CALL OFF PROCESS)**

**4 EVALUATION AND AWARD CRITERIA**

**5 acceptance**

**6 CONTRACT AWARD**

**7 FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION REGULATIONS STATEMENT**

**SCHEDULES**

Schedule 1 Selection Questionnaire (SQ)

Schedule 2 SQ Instructions to Bidders

Schedule 3 SQ Evaluation Matrix

Schedule 4 DPS Contract Particulars

Schedule 5 DPS Agreement

**IMPORTANT NOTICE**

**IMPORTANT NOTICE**

This Invitation to submit a DPS is issued to those companies applying to join the Dynamic Purchasing System (DPS) (applicants)for the South Tyneside Council waste material stream & additional waste services (the “Contract”), their professional advisers and other parties essential to preparing an application (the “Submission”) for this Contract and for no other purpose.

The contents of this Invitation to submit a DPS and of any other documentation sent to you in respect of this Invitation to submit a DPS process are provided on the basis that they remain the property of the Council and must be treated as confidential.  If you are unable or unwilling to comply with this requirement you are required to destroy this Invitation to submit a DPS and all associated documents immediately and not to retain any electronic or paper copies.

No applicate will undertake any publicity activities with any part of the media in relation to the Contract or this Invitation to submit a DPS process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

This Invitation to submit a DPS is made available in good faith.  No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the council and its advisers.

The Council reserves the right to cancel the Invitation to submit a DPS process at any point. The Council is not liable for any costs resulting from any cancellation of this Invitation to submit a DPS process nor for any other costs incurred by those applying for this Contract.

## GENERAL INFORMATION

1.1 The Council is inviting applications to establish a DPS for the provision of a processing waste material streams and the provision of additional waste services. This will entail a two stage process, the first stage requires to complete a Selection Questionnaire (Schedule 1, 2 & 3), applicants must pass the criteria as specified within Selection Questionnaire (Schedule 1, 2 & 3); successful applicants will be awarded on the Dynamic Purchasing System (DPS) for their successful categories.

1.2 In respect of each category within the DPS at intervals to be determined by the Council. The applicants successfully awarded onto the category will be invited to participate in a call off process. This will entail a mini competition to be evaluated either,

* 100% price only or
* Price: quality ranging from 0 to 100% price and 0 to 100% quality using with criteria set out in the Call off Evaluation Matrix (Schedule 6)

1.3 All the category requirements for a waste material stream or services will be set out in detail in the category specification; all work shall be carried out in accordance with the detailed requirements therein.

1.4 The Call Off process will be per individual category. Applicants will only be invited after successfully completing the selection questionnaire stage.

1.5 The Council will ensure that the DPS process is, and will remain, fair and transparent and will be conducted within the parameters set out in the documents.

1.6 Other than the Procuring Officer, no Council employee or member of the Council has the authority to give any information or make any representation (express or implied) in relation to this Invitation to submit a DPS or any other matter relating to the Contract.

1.7 Applicants should refrain from directly contacting any other member of the professional team.

1.9 Please note that the Council responses to any queries or clarification requests may, at the Council discretion, be circulated to all applicants.

1.10 The Council reserves the right to issue supplementary documentation at any time during the DPS process to clarify any issue or amend any aspect of the Invitation to submit a DPS. All such further documentation that may be issued shall be deemed to form part of the Invitation to submit a DPS and shall supplement and/or supersede any part of the ITT to the extent indicated.

1.11 Applicants must obtain for themselves at their own expense all information necessary for the preparation of their Invitation to submit a DPS.

1.12 Applicants are advised to satisfy themselves that they understand all of the requirements of the Contract before submitting their Invitation to submit a DPS.

1.13 **Supplier Incentive Programme**

The Council requires that applicants agree to participate in the Council’s early payment programme, known as the Supplier Incentive Programme (“SIP”). The SIP operates on a sliding scale basis. All invoices should still be submitted by the applicants at full value and any rebate will be determined by the Council dependent on the actual payment date that the Council achieves, and how many days this actual payment date is earlier than the contracted payment term of [30] days from the date the invoice is correctly received. The actual payment date is the day on which the Council executes its payment run that includes payment of the invoice in question.

Early payment rebates that the Council will be entitled to deduct and retain will be calculated in accordance with the table at Schedule 8 of the attached Schedule 2 (Conditions of Contract). The early payment rebate is applied to the gross amount that is being invoiced (therefore including all sums being invoiced).

For more information visit: http://www.southtyneside.info/article/24858/Supplier-Incentive-Programme and click on the link “Find out more about the Supplier Incentive Programme”

**2 AWARD onto Dynamic Purchasing System**

2.1Assessment made against the Selection Questionnaire (SQ) will be evaluated on a Pass / Fail basis and scored based criteria.

2.2 Details of how each of the sections within the Selection Questionnaire (SQ) will be evaluated are outlined in the SQ Instructions to Bidders (Schedule 2) and the SQ Evaluation Matrix (Schedule 3).

2.3 If applicants not do pass the Selection Questionnaire (Schedule 1) Selection Stage they will be deemed to have failed and will not be awarded onto the DPS.

2.4 Any applicant fails the Selection Questionnaire, may resubmit a revised proposal at any time.

2.6Applicants who pass the overall SQ threshold criteria as detailed within the SQ Evaluation Matrix (Schedule 3) will be invited to join the DPS Agreement categories as detailed within their SQ and will subsequently be referred to as a Supplier**.**

**You will not be able to tender or receive mini competitions until you have been awarded onto the dynamic purchasing system (DPS).**

2.7Suppliers who pass will subsequently be invited to participate within the mini competition for their specific category that they are awarded onto.

2.8 Any Supplier wishing to participate within additional categories that they had previously not submitted, will be required to submit a new SQ detailing their evidence of any new category to be applied for.

**3** **INSTRUCTIONS MINI COMPETITION (CALL OFF PROCESS)**

3.1 All suppliers successfully awarded onto the category of the DPS will be invited to tender when a mini competition is advertised for that category. Any applicant who hasn’t yet been confirmed onto that category will not be able to participate in that mini competition

* 1. All tenders must remain valid for at least 90 days.

3.3 The Council may award individual contracts using the following methods:-

3.3.1 Invite suppliers to participate in a mini competition to all suppliers who have successfully passed the SQ Stage, this will be ran on a specific category evaluated on price only, or

3.3.2 Invite suppliers to participate in a mini competition to all suppliers who have successfully passed the SQ Stage, this will be ran by specific category and evaluated using the following criteria; further details are referred to within the Call off Evaluation Matrix.

* + Quality
  + Price

3.3.2.1 The Council will advise individual weightings and sub-criteria at the time of further competition which may differ from that stated in the criteria Call off Evaluation Matrix and may differ depending on the specific category.

3.4 The Council shall refine or supplement the requirements to reflect any particular needs:

3.4.1 Any refinements/supplements shall include (where applicable), but not be limited to:

• Specification to the category requirements;

• Timescales for delivery;

• Any individual special terms (specific to the particular project to be provided to meet a particular requirement under this procurement)

• The weightings to be attached to each award criteria (to reflect the importance of that particular criterion to the Council)

• Any more precisely formulated terms

3.5 Suppliers should ensure they endeavour to demonstrate best value.

3.6 Suppliers must ensure they have submitted their response by the deadline as detailed within each designated call off process. Late responses may not be evaluated

**4. EVALUATION AND AWARD CRITERIA**

4.1 The Council is not bound to accept the lowest or any tender.

4.2 The Council will check documentation initially to make sure it has kept to the rules of the ITT. Any Tenders that have not kept to the rules of the ITT, may be rejected.

4.3 During the evaluation period, the Council, in appropriate circumstances and in accordance with the Regulations, reserves the right to seek clarification via the NEPO Portal or by means of a clarification meeting or Site visit involving any or all of the suppliers, to assist it in its consideration of their Tenders.

**4.6 Call off Mini competitions**

4.6.1 Call off mini competitions will be issued by the Council.

4.6.2 Suppliers are required to provide a response to each question if required on the response Council proforma.

4.6.3 The Council will score the answers in accordance with the criteria as set out within Call off Evaluation Matrix.

4.6.4 Pricing should be completed in full

**4.7 Evaluation Panel**

4.7.1 Where required the evaluation of the Call off Questions, will be carried out by a representative panel of staff from South Tyneside Council waste team or other Council Officers at the Councils discretion.

4.7.2 The Procuring Officer, BT South Tyneside, will oversee the evaluation process to ensure it is carried out transparently and fairly. He/she will not take part in scoring responses.

**4.8 Evaluating Responses and Moderation**

4.8.1 Panel members will individually read and score each submission. The Panel members will then meet to discuss their individual scores and agree on one final moderated score for that particular response having considered all available evidence.

**5 ACCEPTANCE**

5.1 The Council reserves the right not to select a supplier or award a dynamic purchasing system call off agreement for any individual category.

**6 C****ONTRACT AWARD**

6.1 Successful suppliers will be required to execute the Contract and until execution of the Contract, the successful application together with the Council’s written acceptance thereof shall constitute a binding agreement between the Council and the successful supplier.

|  |  |
| --- | --- |
|  | Enter date |

**7** **F**REEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION STATEMENT

7.1 The Council is subject to The Freedom of Information Act 2000 (“Act”) and The Environmental Information Regulations 2004 (“EIR”).

7.2 As part of the Council obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.

7.3 If suppliers consider that any of the information provided in their is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as "Not for disclosure to third parties” together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

7.4 The Council will endeavour to consult with suppliers and have regard to comments and any objections before it releases any information to a third Party under the Act or the EIR. However the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.

7.5 The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:

7.5.1 Has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or

7.5.2 Does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or

7.5.3 In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.