

## **Tendering for Transport Contracts**

Supplier engagement events are being held across the county to inform current and potential providers of passenger transport services about the forthcoming tenders for the Eden area (including establishments based in Appleby, Kirkby Stephen and Penrith), Keswick and South Lakes area (including establishments based in Kendal, Kirkby Lonsdale, Milnthorpe, Sedbergh and Windermere).

These sessions will include:

- The forthcoming transport tendering opportunities across the county, including:
  - **How to submit a compliant tender**
    - How to complete the relevant forms (Information and Declaration form, Tender Pricing Submission form, Schedules and Timetables)
    - Formatting of the documents
    - How to submit your bid on the Chest
  - **How the tenders will be assessed**
  - **How to get ready for the start of the contract**
    - DBS process
    - Vehicle compliance
    - Contract completion
    - Purchase orders
- The commissioning and procurement of passenger transport services in the Eden, Keswick and South Lakes areas and the opportunity to explore our proposal as to how these will be commissioned.

There will also be an opportunity to ask questions.

These events will be held as follows:

AREA	VENUE	DATE	TIME
<b>Carlisle</b>	Cumbria House, 117 Botchergate, Carlisle, CA1 1RD	Thursday 15 <sup>th</sup> November 2018	Start time 10:30 prompt (earliest arrival 10:15am)
<b>Kendal</b>	County Hall, Kendal, LA9 4 RQ	Tuesday 20 <sup>th</sup> November 2018	Start time 10:30 prompt (earliest arrival 10:15am)

If you wish to attend one of these sessions please email [procurement.transport@cumbria.gov.uk](mailto:procurement.transport@cumbria.gov.uk) **by 12:00 noon Tuesday 30<sup>th</sup> October 2018** with names of those who wish to attend, company name, contact details, which event you wish to attend and any special requirements you may have.

Due to limited spaces and predicted high demand, there will be a maximum of 2 people per operator; additionally, places will be allocated on a first come first served basis.