INVITIATION TO TENDER FOR IT SUPPORT SERVICES

**CONTRACT REF. YOR/COR/015**

**PART ONE: INFORMATION & INSTRUCTIONS FOR SUPPLIERS**

Issue Date: Monday 21st September 2020

Closing Date & Time: 16th November 2020, 12:00 Noon

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| Yorwaste LimitedMount ViewStandard WayNorthallertonDL6 2YD |  |

# INFORMATION AND INSTRUCTIONS FOR SUPPLIERS

* 1. **OVERVIEW**
		1. Yorwaste Ltd and SJB Recycling (“the Company”) are waste management and recycling companies based and operating in Yorkshire. Yorwaste Ltd is owned by North Yorkshire County Council and City of York Council but is run at arms-length.
		2. SJB is one of the largest independent green (garden) and food waste recycling companies, handling hundreds of thousands tonnes of material each year. This material, which is branded Yorganics Compost, is processed to make compost which is sold to be used in the domestic and agricultural (farming) markets.
		3. In relation to the Public Contract Regulations 2015 regulation 27 (the Open Procedure), the Company is inviting Suppliers to be included in the process by submitting a tender.
		4. The scope of the contract will be for the provision of IT Services and IT support at all of the Companies’ sites. This includes the Companies office buildings, Household Waste Recycling Centres (HWRCs) and Transfer Stations. Please refer to Appendix One for a full list of sites. Please refer to Part Two: The Specification for further information.
		5. The Contract will be let for an initial period of five years intended to commence on 1st January 2021 with one further potential extension of five years .
		6. Please pay particular attention to clauses 1.7.10 and 1.7.11 of the evaluation section on pages 3 & 4. Please ensure you fully understand and are happy with these terms before submitting your tender
	2. **INDICATIVE PROCUREMENT TIMETABLE**
		1. The Company does not bind itself to accept any Tender but every effort will be made to reach a decision on the award of the Contract(s). Suppliers should note that if the Company either decides not to accept any Tenders or to abandon the procurement process at any stage it will not be responsible for any costs which Suppliers may have incurred as a consequence of the Company’s decision.

1.2.2 The procurement is intended to follow the time-line below. Please note the Company reserves the right to amend this time-table if required.

|  |  |  |
| --- | --- | --- |
| 1 | Contract Notice sent for Publication |  21st September 2020 |
| 2 | Procurement Document (this ITT) published online | 21st September 2020 |
| 3 | Deadline for questions regarding the Tender | 26th October 2020, 12 Noon |
| 4 | Deadline for receipt of Tender | 16th November 2020, 12 Noon |
| 5 |  Evaluation Period | 16th November 2020 – 4th December 2020 |
| 6 | Contract Awarded | 7th December 2020 |
| 7 | Stand Still Period (10 days) |  8th – 17th December 2020 |
| 8 | Contract Award Notice issued | 18th December 2020 |
| 9 | Contract Start | 1st February 2021 |

* 1. **SUBMISSION OF TENDER**

1.6.1 Tenders should be submitted via the ProContract procurement portal no later than: 12 Noon, 16th November 2020.

1.6.2 Any queries regarding this procurement should be submitted via the ProContract portal no later than 12 Noon, 26th October 2020.

1.6.3 The Supplier’s attention is specifically drawn to the date and time for receipt of Tenders and **no submission after the closing date and time will be considered**.

**1.7 EVALUATION**

1.7.1 The evaluation of the Tenders is a three-stage process. The first stage involves the Company evaluating the Suppliers response to the Quality Questionnaire. **The Suppliers that pass all thresholds and provide all the information requested will be scored before proceeding to stage two, the price evaluation.**

1.7.2 For both stages an initial examination will be made to establish the completeness of submitted documents.

1.7.3 Throughout the whole process, the Company reserves the right to seek clarifications from Suppliers, where this is considered necessary to achieve a complete understanding of the Tenders received.

1.7.4 The Company will assess the Tenders as indicated herein using the following criteria;

 Quality 50%

 Price 50%

The sub-criteria for the quality is included in paragraph 1.7.5 below.

1.7.5 Suppliers will be asked a number of questions. The questions will be a mix of information only and scored questions. Please see the table below for further information.

|  |  |
| --- | --- |
| **Quality Questionnaire** | **Question Type** |
| 1. Supplier Information | Information only |
| 2. Grounds for Mandatory Exclusion | Threshold |
| 3. Grounds for Discretionary Exclusion | Threshold |
| 4. Economic & Financial Standing | Threshold |
| 5. Wider Group Information | Information only |
| 6. Technical & Professional Ability | Scored 5 % |
| 7. Modern Slavery Act | Threshold |
| 8. Additional Questions | Threshold / Scored – 40% |

1.7.6 The scored questions will be scored using the following scale of awarding marks between 0 and 10:

|  |  |
| --- | --- |
| **0** | **Completely unsatisfactory/unacceptable response** No response to the question or serious deficiencies in meeting the required standards.  |
| **1-2** | **Very poor response** The response is barely compliant with a lot of shortfalls in meeting the required standards. |
| **3-4** | **Poor response**The response is partially compliant with some shortfalls in meeting the required standards. |
| **5-6** | **Acceptable response** The response is compliant and meets the basic contract standards. Any concerns are only of a minor nature. |
| **7-8** | **Good response** The response is fully compliant and clearly indicates a full understanding of the contract. The required standards consistently deliver all the required contract standards. |
| **9-10** | **Excellent response** The response is fully compliant and indicates the ability to exceed the required standards of the contract.  |

1.7.7 Providing the Supplier has supplied all the information required and passed all thresholds, they shall be scored on the relevant questions. ***Any Suppliers who achieve a score of 4 or below on any one question shall be disqualified and shall not proceed to the price evaluation***. Suppliers who achieve scores of 5 or higher across all questions will then be put through to the price evaluation.

1.7.8 For the price evaluation, the Company will score this based on the numbers provided in ITT Part 3 – Tender Return Document. Within the price evaluation there are 5 scored sections. The score available (%) is listed against each section. The supplier with the lowest price in each section will receive the maximum available score (%) for that section. The remaining suppliers will be awarded points on a pro-rata basis. The total overall score available for the price section is 50%.

1.7.9 The scores from the quality questionnaire and price evaluation will be combined to give a total score. The supplier with the highest overall score will be successful.

1.7.10 Please note the price scoring section will only be used for the purpose of evaluating the tender. **The final price for the service is to be agreed between the Company and the Contractor**

1.7.11 Should the Company and the Contractor be unable to agree a final price for the service, the Company reserves the right to ask the Contractor who placed second in the overall evaluation to provide a price. Similarly, should the Company be unable to agree a price with the Contractor in second place, they will contact the Contractor who placed third in the evaluation (and so on).

**1.8 SUPPLIER’S WARRANTIES**

1.8.1 All Suppliers shall keep their respective Tender valid and open for acceptance by the Company until the expiry of 90 days from the last date for the receipt of Tender.

**1.9 GENERAL INSTRUCTIONS**

1.9.1 Tenders must be submitted in accordance with the following instructions and conditions. Any Suppliers that do not comply with these instructions or conditions may have their Tender rejected.

1.9.2 The Company reserves the right to disqualify any submission which is incomplete or not in accordance with paragraph 1.4.2 above.

1.9.3 Prospective Suppliers should be aware that canvassing (i.e. seeking the support of influential persons within the Company) will lead to disqualification.

1.9.4 The information that Suppliers give in response to the Tender forms part of the legal representations of the Suppliers organisation during the procurement process. Any findings of misrepresentation may result in any subsequent contract being terminated.

1.9.5 The Supplier’s written response to any information required by the Company will be taken into account in the evaluation of completing the Tender and if approved, will be binding but will not detract from the Specification or the Terms & Conditions.

**1.10 INFORMATION, COSTS & EXPENSES**

1.10.1 The Supplier is responsible for obtaining all information necessary for the preparation of its submission and all costs expenses and liabilities incurred by the Supplier in connection with the preparation and submission of the Tender will be borne by the Supplier.

1.10.2 Suppliers should satisfy themselves of the accuracy of all fees, rates and prices quoted, since Suppliers will be required to hold these or withdraw their Tender in the event of errors being identified after the submission of Tender.

1.10.3 If a Supplier fails to provide fully for the requirements of the Specification in the Tender it must either:

(a) absorb the costs of meeting the full requirements of the Specification within its Tender price; or

(b) withdraw its Tender.

**1.11 RESEARCH AND INVESTIGATION**

1.11.1 The Supplier will be deemed for all purposes connected with the Tender and the Contract to have carried out all researches, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Tender.

1.11.2 The Supplier shall have no claim whatsoever against the Company in respect of such matters and in particular (but without limitation) neither the Company shall make any payments to the Supplier save as expressly provided for in the Contract and (save to the extent set out in the Contract) no compensation or remuneration shall otherwise be payable by any Company to the Supplier in respect of the scope of the Contract being different from that envisaged by the Supplier or otherwise. Information given in respect of current orders is given as a guide and the Company makes no warranty and accepts no liability as to the actual value or volume of orders to be placed with the Supplier.

**1.12 COMPLETING THE FORM**

**1.12.1** **Failure to complete the form as instructed may result in your Tender being rejected.**

1.12.2 Tenders **must** be submitted on this document, **in Word format** (unless otherwise specified), which must be duly completed and signed where appropriate. For clarity, the tender return document should not be converted into a PDF document.

1.12.3 When completing this document you may enlarge the answer boxes to ensure you have sufficient space to respond. **Please do not alter or amend the form in any other way**.

1.12.4 The form must be completed even if your organisation has previously worked with the Company. Also cross-referencing to previous submissions will not be sufficient.

1.12.5 **Please answer every question as instructed to do so**. Do not assume that the officers evaluating the form will know about your organisation or the work that you do, and answer the questions as fully as possible within any given constraints.

1.12.6 If the question does not apply to you please write N/A; if you don’t know the answer please write N/K. When posed with Yes / No questions please edit your answer as appropriate. All figures should be in full, i.e. £3,500,000 not £3.5 million and in GBP.

1.12.7 You may submit electronic or typed signatures. However, should you be successful, you will be required to resign all declarations that form part of the contract with an original signature.

1.12.8 Failure to provide the required information in the format requested, make a satisfactory response to any question, or to supply documentation referred to in responses may mean the tender will be rejected.

1.12.9 Do not use the tender as a means to submit glossy promotional material about your organisation. Only include them if they are relevant otherwise they will add no value to your tender submission.

**1.13 ACCEPTANCE OF TENDER**

1.13.1 Any acceptance of a Tender by the Company will be in writing and communicated to the Supplier.

1.13.2 The Company will inform the Supplier of the acceptance of the offer by means of a formal letter accompanied by two copies of the contract document. The Supplier will be expected to sign and return the contract document to the Company who will duly sign and complete the contract and return one copy to the Supplier.

1.13.3 Tenders shall not be qualified or accompanied by statements that might be construed as rendering the tender equivocal. Only unqualified tenders shall be considered. The Company’s decision as to whether or not a tender is in an acceptable form will be final.

1.13.4 A fully compliant bid must be submitted. Failure to comply with any of the instructions detailed in the tender documents may result in your bid being treated as non-compliant.