# INFORMATION AND INSTRUCTIONS FOR SUPPLIERS

* 1. **OVERVIEW**
     1. In relation to the Public Contract Regulations 2015 regulation 34 (Dynamic Purchasing System) the Company is inviting Suppliers to be included on a Dynamic Purchasing System for the acceptance and subsequent treatment and/or disposal of Sweepings.

1.1.2 The scope of the Dynamic Purchasing System will be for up to approximately 17,000 tonnes of Sweepings per annum. The services are set out in the specification and may include, but are not limited to: receipt, transfer, transfer, treatment and disposal of Sweepings delivered by the Company or its agents and the Waste Collection Authorities (WCAs).

1.1.3 The term of the Dynamic Purchasing System will be for a period of 5 years from the contract start date.

1.1.4 Call Off Contracts will be awarded under the Dynamic Purchasing System by way of further competition using the procedure set out in Schedule One – Call Off Award Procedure. Volumes of tonnage will be divided between Suppliers based on the available capacity, price and location offered by the successful Suppliers. All volumes are approximate and the exact volumes available will be to such a level as the Company may determine.

1.1.5 The Company gives no guarantee of any tonnages being put through this Dynamic Purchasing System.

1.1.6 It is anticipated the initial further competition will be conducted in late May 2016 and that delivery of Sweepings under those Call-Off Contracts will start on or around 1st July 2016. Further competitions will be run as and when the requirement arises, or on an annual basis at the sole discretion of the Company.

1.1.7 For the purposes of the Dynamic Purchasing System, a Delivery Point is the point of interface between the Company (or its agents, or the WCAs), and the Contractor for the handover of Sweepings. Suppliers’ proposed facilities may themselves by treatment or disposal facilities. Suppliers may also propose their own transfer stations in which case the successful Supplier will be responsible for the costs of transporting the Sweepings from the Delivery Point to their treatment or disposal facilities.

1.1.8 If a Supplier proposes to use a Delivery Point that is not in its own control, then evidence shall be submitted to show that a contractual arrangement exists at the time of tendering for this Dynamic Purchasing System that will allow the Supplier to fulfil its obligations under the contract from the contract start date.

**1.1.9 Suppliers should note where a Supplier proposes more than one Delivery Point a separate Request to Participate document should be submitted for each one via the Working Groups the Supplier has set up on the Portal.**

1.1.10 It is a requirement that the Delivery Point shall have planning permission and an environmental permit at the date of the Request to Participate and Suppliers are required to submit a copy of the planning permission and the environmental permit as part of the Request to Participate.

1.1.11 There is the potential for the Company to require the Suppliers to collect the Sweepings from one of the Company’s facilities. Suppliers should indicate if this is possible as part of their Request to Participate.

1.1.12 For the avoidance of doubt, the rates and prices submitted by Suppliers as part of any Further Competition shall be fully inclusive of all costs incurred by the Supplier in transporting of Sweepings from the agreed Delivery Point to treatment or disposal facilities if, the two are not one and the same.

* 1. **INDICATIVE PROCUREMENT TIMETABLE**
     1. The Company does not bind itself to accept any Request to Participate 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 Submissions 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.
     2. The Company will accept requests to participate for the life of the Dynamic Purchasing System. The evaluation of submissions will be conducted within the timescales specified in the Public Contract Regulations 2015. Providing the Supplier meets the criteria, they will be appointed onto the Dynamic Purchasing System.
  2. **SUBMISSION OF PQQ**

1.3.1 Requests to Participate should be submitted via the portal <https://procontract.due-north.com/login>.

* 1. **EVALUATION**

1.4.1 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 return that was received.

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

|  |  |
| --- | --- |
| **Quality Questionnaire** | **Question Type** |
| 1. Supplier Information | Information only |
| 1. Grounds for mandatory exclusion | Threshold |
| 1. Grounds for discretionary exclusion – Part 1 | Threshold |
| 1. Grounds for discretionary exclusion – Part 2 | Threshold |
| 1. Economic and Financial Standing | Threshold |
| 1. Technical and Professional Ability | Threshold |
| 7A. Project Specific questions | Threshold & Information only |
| 7B. Insurance | Threshold |
| 7C. Compliance with equality legislation | Threshold |
| 7D. Environmental Management | Threshold |
| 7E. Health and Safety | Threshold & Information only |

1.4.3 Providing the Supplier has supplied all the information required and passed all the thresholds, they shall be appointed onto the Dynamic Purchasing System. Please see Example 1 below.

**Example 1**

**Supplier 1**

|  |  |  |
| --- | --- | --- |
| **Section/Question** | **Question(s) Type** | **Result** |
| 1. Supplier Information | Information only | PASS |
| 2. Grounds for mandatory exclusion | Threshold | PASS |
| 3. Grounds for discretionary exclusion – Part 1 | Threshold | PASS |
| 4. Grounds for discretionary exclusion – Part 2 | Threshold | PASS |
| 5. Economic & Financial Standing | Threshold | PASS |
| 6. Technical & Professional Ability | Threshold | PASS |
| 7A. Project Specific questions – 1 | Threshold | PASS |
| 7A. Project Specific questions – 2 | Threshold | PASS |
| 7A. Project Specific questions – 3 | Information only | PASS |
| 7A. Project Specific questions – 4 | Threshold | PASS |
| 7B. Insurance | Threshold | PASS |
| 7C. Compliance with equality legislation | Threshold | PASS |
| 7D. Environmental Management | Threshold | PASS |
| 7E. Health & Safety – 1 | Threshold | PASS |
| 7E. Health & Safety – 2 | Threshold | PASS |
| 7E. Health & Safety – 3 | Threshold | PASS |
| 7E. Health & Safety – 4 | Information only | PASS |
| 7E. Health & Safety – 5 | Threshold | PASS |
| 7E. Health & Safety – 6 | Information only | PASS |
| **Information/Threshold** | | **PASS** |

**Supplier 2**

|  |  |  |
| --- | --- | --- |
| **Section/Question** | **Question(s) Type** | **Result** |
| 1. Supplier Information | Information only | PASS |
| 2. Grounds for mandatory exclusion | Threshold | PASS |
| 3. Grounds for discretionary exclusion – Part 1 | Threshold | PASS |
| 4. Grounds for discretionary exclusion – Part 2 | Threshold | PASS |
| 5. Economic & Financial Standing | Threshold | PASS |
| 6. Technical & Professional Ability | Threshold | PASS |
| 7A. Project Specific questions – 1 | Threshold | PASS |
| 7A. Project Specific questions – 2 | Threshold | PASS |
| 7A. Project Specific questions – 3 | Information only | PASS |
| 7A. Project Specific questions – 4 | Threshold | FAIL |
| 7B. Insurance | Threshold | PASS |
| 7C. Compliance with equality legislation | Threshold | PASS |
| 7D. Environmental Management | Threshold | PASS |
| 7E. Health & Safety – 1 | Threshold | PASS |
| 7E. Health & Safety – 2 | Threshold | PASS |
| 7E. Health & Safety – 3 | Threshold | PASS |
| 7E. Health & Safety – 4 | Information only | PASS |
| 7E. Health & Safety – 5 | Threshold | PASS |
| 7E. Health & Safety – 6 | Information only | PASS |
| **Information/Threshold** | | **FAIL** |

**Supplier 3**

|  |  |  |
| --- | --- | --- |
| **Section/Question** | **Question(s) Type** | **Result** |
| 1. Supplier Information | Information only | PASS |
| 2. Grounds for mandatory exclusion | Threshold | PASS |
| 3. Grounds for discretionary exclusion – Part 1 | Threshold | PASS |
| 4. Grounds for discretionary exclusion – Part 2 | Threshold | PASS |
| 5. Economic & Financial Standing | Threshold | PASS |
| 6. Technical & Professional Ability | Threshold | PASS |
| 7A. Project Specific questions – 1 | Threshold | PASS |
| 7A. Project Specific questions – 2 | Threshold | PASS |
| 7A. Project Specific questions – 3 | Information only | PASS |
| 7A. Project Specific questions – 4 | Threshold | PASS |
| 7B. Insurance | Threshold | PASS |
| 7C. Compliance with equality legislation | Threshold | PASS |
| 7D. Environmental Management | Threshold | PASS |
| 7E. Health & Safety – 1 | Threshold | PASS |
| 7E. Health & Safety – 2 | Threshold | PASS |
| 7E. Health & Safety – 3 | Threshold | PASS |
| 7E. Health & Safety – 4 | Information only | PASS |
| 7E. Health & Safety – 5 | Threshold | PASS |
| 7E. Health & Safety – 6 | Information only | PASS |
| **Information/Threshold** | | **PASS** |

**Supplier 4**

|  |  |  |
| --- | --- | --- |
| **Section/Question** | **Question(s) Type** | **Result** |
| 1. Supplier Information | Information only | PASS |
| 2. Grounds for mandatory exclusion | Threshold | PASS |
| 3. Grounds for discretionary exclusion – Part 1 | Threshold | PASS |
| 4. Grounds for discretionary exclusion – Part 2 | Threshold | PASS |
| 5. Economic & Financial Standing | Threshold | PASS |
| 6. Technical & Professional Ability | Threshold | PASS |
| 7A. Project Specific questions – 1 | Threshold | PASS |
| 7A. Project Specific questions – 2 | Threshold | PASS |
| 7A. Project Specific questions – 3 | Information only | PASS |
| 7A. Project Specific questions – 4 | Threshold | PASS |
| 7B. Insurance | Threshold | PASS |
| 7C. Compliance with equality legislation | Threshold | PASS |
| 7D. Environmental Management | Threshold | PASS |
| 7E. Health & Safety – 1 | Threshold | PASS |
| 7E. Health & Safety – 2 | Threshold | PASS |
| 7E. Health & Safety – 3 | Threshold | PASS |
| 7E. Health & Safety – 4 | Information only | PASS |
| 7E. Health & Safety – 5 | Threshold | PASS |
| 7E. Health & Safety – 6 | Information only | PASS |
| **Information/Threshold** | | **PASS** |

**Supplier 5**

|  |  |  |
| --- | --- | --- |
| **Section/Question** | **Question(s) Type** | **Result** |
| 1. Supplier Information | Information only | PASS |
| 2. Grounds for mandatory exclusion | Threshold | FAIL |
| 3. Grounds for discretionary exclusion – Part 1 | Threshold | PASS |
| 4. Grounds for discretionary exclusion – Part 2 | Threshold | PASS |
| 5. Economic & Financial Standing | Threshold | PASS |
| 6. Technical & Professional Ability | Threshold | PASS |
| 7A. Project Specific questions – 1 | Threshold | PASS |
| 7A. Project Specific questions – 2 | Threshold | PASS |
| 7A. Project Specific questions – 3 | Information only | PASS |
| 7A. Project Specific questions – 4 | Threshold | PASS |
| 7B. Insurance | Threshold | PASS |
| 7C. Compliance with equality legislation | Threshold | PASS |
| 7D. Environmental Management | Threshold | PASS |
| 7E. Health & Safety – 1 | Threshold | PASS |
| 7E. Health & Safety – 2 | Threshold | PASS |
| 7E. Health & Safety – 3 | Threshold | PASS |
| 7E. Health & Safety – 4 | Information only | PASS |
| 7E. Health & Safety – 5 | Threshold | PASS |
| 7E. Health & Safety – 6 | Information only | PASS |
| **Information/Threshold** | | **FAIL** |

1.4.4 From the above example, Suppliers 2 and 5 would not be appointed onto the Dynamic Purchasing System.

**1.5 DEFINITIONS**

1.6.1 Words defined in the Terms and Conditions of Contract shall have the same meaning throughout the Request to Participate.

1.6.2 “Company”, “Customer” and “Contracting Authority” means the organisation that is seeking to award a contract.

1.6.3 “Supplier” means the organisation submitting the document.

**1.7 GENERAL INSTRUCTIONS**

1.7.1 Requests to Participate 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 Request to Participate rejected.

1.7.2 The Company reserves the right to disqualify any submission which is incomplete.

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

1.7.4 The information that Suppliers give in response to the Request to Participate 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.

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

1.7.6 Suppliers should note that wherever reference is made to any external assessment body or external accreditation standard, such reference shall be deemed to include reference to any equivalent body or standard established in other member states of the European Union.

**1.7.7 Supplier are required to submit their Terms & Conditions as part of this Submission. Any Contract awarded will be done so on the Supplier’s Terms & Conditions.**

**1.8 INFORMATION, COSTS & EXPENSES**

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

**1.9 RESEARCH AND INVESTIGATION**

1.9.1 The Supplier will be deemed for all purposes connected with the Request to Participate 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 Request to Participate.

1.9.2 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.

**1.10 ACCEPTANCE OF THE SUBMISSION**

1.10.1 Any acceptance of a Request to Participate by the Company will be communicated via the Portal.