

**Schedule 1 – Details of Order and Contract Requirements**

**Sample Invitation to Tender – Further Competition under LBS1 DPS**

Dear Operator,

You are invited to submit a tender for the supply of a Local Bus Service contract.

**Contract No: XXXXXXX**

**DAYS OF OPERATION:** M, Tu, W, Th, F, S, S

**ANTICIPATED PERIOD OF CONTRACT:** 01/01/2025 - 31/12/2029

**VEHICLE SIZE:** 40 Seats

**EXAMPLE TIMETABLE**

<b>Stop Name</b>	<b>AM</b>	<b>PM</b>
Stop A	0.00HRS	0.00HRS
Stop B	0.00HRS	0.00HRS
Stop C	0.00HRS	0.00HRS
Stop D	0.00HRS	0.00HRS
Stop E	0.00HRS	0.00HRS

**COMMENCEMENT DATE OF SERVICE:** 01/01/2025

## **Further Competition Return**

**Your submission must be returned electronically via the [www.eastmidstenders.org](http://www.eastmidstenders.org) procurement portal, by closing date and time.** Late tenders will not be accepted.

The Council may, however, in its own absolute discretion extend the deadline for the return of Tenders and in such circumstances the Council will notify all bidders of any change via the e-tendering portal.

**It is the bidder's responsibility to allow themselves sufficient time to upload and submit all documents required as part of their Tender. Bidders are advised that the system will automatically time out once the deadline has passed, even if the upload is pending. Therefore, to avoid disappointment, it is recommended that Bidders upload and submit their response well in advance of the advertised deadline**

Please be aware that if your quote proves to be successful we may require you to provide a copy of your operators licence, insurance, tax and MOT (if required) for any vehicle used to operate this contract, and the names of any drivers/escorts who may be used on this contract.

**You acknowledge that by submitting a response to this request you accept that if it is successful, then in addition to the particulars set out within this Schedule and subsequent Order Form, the following terms and conditions will apply to the provision of this Service:**

- **DPS Agreement**
- **Schedule 2A Call-Off Terms and Conditions**
- **Schedule 2B Operational Specifications**
- **Schedule 3 GDPR Requirements**

**The DPS Agreement and Schedules listed above can be found at:**

**<https://resources.leicestershire.gov.uk/roads-and-travel/buses-and-public-transport/information-for-bus-operators>**

If you wish to submit a **variation to this tender**, please enter the details in 'Comments and Variations' in your response.

## **Clarification Questions during the Competition Period (Tender Queries)**

All requests for clarifications should be submitted as soon as possible using the "Messaging" facility on the [www.eastmidstenders.org](http://www.eastmidstenders.org) procurement portal.

The Council will respond to all reasonable clarifications as soon as possible through publishing the questions and the Council's response to them on the e-tendering portal (Clarifications Log). If a bidder wishes the Council to treat a clarification as confidential and not issue the response to all bidders, it must state this when submitting the clarification. If, in the opinion of the Council, the clarification is not confidential, the Council will inform the bidder and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all bidders.

Only in instances where you're unable to raise queries via the aforementioned route, please contact: [MainStreamTransport@leics.gov.uk](mailto:MainStreamTransport@leics.gov.uk).

## **E-tendering Portal Support (Technical Queries)**

Supplier user guides available here: <https://supplierhelp.due-north.com/>

If you need to contact technical support team, you can do so using the details below:

You should email [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com) for all support issues. This will auto-log a support ticket in the new PROACTIS Supplier Support Helpdesk <https://proactisservicedesk.com>

On logging a ticket, if you have not already logged one before, you will be issued with a registration email that will give you instructions to allow you to log in, log, review and update your own tickets.

In emergency situations you can contact the Supplier Support Service Desk on +44 (0)330 005 0352 this should be by exception and not as a rule and you should already have logged a support ticket prior to your call.

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