

## PROVISION OF TRANSPORT SERVICES (TAXI, MINICABS AND COACHES)

### Consolidated Questions & Answers

Please find below all questions / answers given in relation to the above procurement process.

| Question /Confirmation No. | Question /Confirmation No.   | Answer   |
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| 1                          | Potential Tenderers  | Dear Potential Provider, The above opportunity for been published and potential providers should now be able to access the procurement documents via the Portal. There will be two sessions to review and take questions on how to complete these documents at 1:30 pm on Wednesday 7th December and 1:30pm Tuesday 13th December 2016 at the Morson Rd Depot. EN3 4NQ. If you would like to attend either of these sessions, please email your request via the portal stating who will be attending from your organisation and which session is your preferred option Regards |
| 2.                         | <p>Dear Authority,</p> <p>Could you please clarify the following three questions for us:</p> <p>A, I note from paragraph 16.5 in your SSQ guidance document (page 46), that section 6 (references) will be evaluated in accordance with the methodology/criteria in the table found in paragraph 16.5. As such can you please indicate whether there is a word limit for each of the reference 'description of contract' section. To my mind this represents the only place to ensure we demonstrate how the contracts meet the specification and criteria set out in para 16.5.</p> | <p>A, This only requires a brief heading i.e. SEN Home to School Transport. We would be contacting the organisations directly for more detail. If you can't provide 3 specific referees, then para 6.3 gives provision for more information.</p>   |
| 3                          | B, I note that on page 15 of the ITT document that under Section 7 we need complete and upload the Form of Tender in Appendix E. Could you please confirm whether that's pages 2,3 and 4 which are described in the Appendix E as Form of Contract?  | B, You don't need to return Appendix E at this stage, you must return Appendix G which confirms acceptance of terms  |
| 4.                         | C, Could you please also confirm whether you are able to provide the Appendices (particularly E, F,  | C, Unfortunately we can't accept electronic signatures so you need to print, sign, scan and return.  |

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|    | G) in doc format as we are unable to edit the PDFs and prefer not to print and write in pen on these documents (apart from the wet ink signature we propose to provide)?   |  |
| 5. | I am unsure of what attachments are required for the particular tender. Could you provide some assistance what you require and which documents we have to fill out and attach?   | We will need you to return the SSQ and Appendices C,D,F and G  |
| 6  | <b>SSQ Q18</b> - All Taxi and Private Hire drivers are TfL licensed. Can you please confirm what is meant by 'LBE Badged' drivers in relation to the performance of the contract?  | We intend at some future point to introduce LBE branded badges. We are not in a position to do so at the moment therefore this is for future reference only.   |
| 7  | Update Route Information to all potential tenderers  | Dear Potential Tender,<br><br>Please find attached a revised version on Appendix D - Route Information for the above tender.   |
| 8  | <b>PA Query:</b> For route 64 there is no return to the PA's address after the AM run does this mean the PA stays at the school until the start of the PM run?   | Route 64 requires the Contractor to provide the Passenger Assistant  |
| 9  | <b>Passenger Lift Certificates:</b> Would you kindly provide further clarification on what you mean by 'passenger lift certificates' in question 21 of the SSQ? Is this a professional certification separate and distinct from MiDAS?               | Vehicles will require to comply with Lifting Operations and Lifting Equipment Regulations (LOLER) and drivers will need to comply with Minibus Driver Awareness Scheme (MiDAS)                                 |
| 10 | <b>LBE Badge?</b> I am unsure of what is a LBE Badge and how we can procure one?   | We intend at some future point to introduce LBE branded badges. We are not in a position to do so at the moment therefore this is for future reference only  |
| 11 | <b>TUPE:</b> Will TUPE apply to any of the routes from any of the categories?  | We have been advised by our incumbent contractors that TUPE does not apply.  |
| 12 | I have completed the SSQ, the C, F and G, however I note that I was not asked details of our operators licence, I couldn't find any section relating to our rates and the Appendix D Route Information was a blank spreadsheet. Is that all correct? | The Appendix D should be where you insert your opening route bids and should include the 8 categories as tabs and should be uploaded.<br><br>You are self-certifying so O licenses will be checked post award. |

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| 13 | Please can you confirm if the pricing given is to be per journey or per day.   | Price is per day. It says on route info if it is "and return" or single journey.   |
| 14 | <b>Tender Upload:</b> Can you confirm that once we propagate the document labelled "Passenger Transport SSQ" and then upload this document that is the only document required at this stage of the tender process? | We will need you to return the SSQ and Appendices C,D,F and G  |
| 15 | <b>Tender Question:</b> In the document labelled Passenger Transport SSQ - please advise who question 1.1(n) is to? I do not think it relevant to our company and cannot find any guidance notes.                  | The reference is noted 3 and at the foot of the page; <i>UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance.</i><br><br>The text also states - <i>(Please enter N/A if not applicable)</i> |
| 16 | <b>Route 64</b> Please check all addresses are correct and does the passenger assistant go back to Morson Road   | This route requires the operator to provide a Passenger Assistant, please note additional information column. The first pick up is the child address and final is the school   |
| 17 | <b>Route 80:</b> Please check addresses and passengers as they do not match up also where is Heathfield School is Hoe Lane where the escort returns to.LBE   | Child 1 is going to Heartlands school, Wood Green N22 7ST, the other 3 are going to Riverside N22 5QJ which is nearby.   |

**[NOTE: THIS DOCUMENT IS TO BE USED THROUGHOUT THE PROCUREMENT PROCESS TO CAPTURE ALL QUESTIONS/ANSWERS GIVEN. ONCE COMPLETE, THIS IS TO BE INCORPORATED INTO THE FINAL CONTRACT FOR SIGNING AS AN APPENDIX]**