

# *The 106 Partnership*

## Communities in support of our local buses

### INSTRUCTIONS FOR TENDERING

#### PASSENGER SERVICE AND PRIVATE HIRE TRANSPORT CONTRACTS

Tenders must be submitted in accordance with the following instructions. If you fail to comply with these instructions in any way your Tender may be rejected by the 106 Partnership CIO, whose decision on the matter shall be final. These instructions do not, however, form part of the Conditions of Contract.

#### 1 Tender Documents

- 1.1 The Tender Documents must be treated as private and confidential. You should not disclose the fact that you have been invited to tender or release details of the Tender Documents other than in confidence to those who have a legitimate need to know or whom you need to consult for the purpose of preparing the Tender.
- 1.2 The Tender Documents consist of Six parts:-
  - 1.2.1 "Invitation to Tender" which shows details of the contract times, locations, destinations and numbers of pupils/clients to be transported.
  - 1.2.2 "Tender Submission" in which full details of your Tender Submission should be given (it may be helpful if you retain a copy of your completed submission for your own records).
  - 1.2.3 "Daily Timetable" which must be completed for each route tendered for, including alternative tenders
  - 1.2.4 "General Information" which gives explanatory notes regarding the tender process.
  - 1.2.5 "Conditions of Contract" which is a legally binding document between the 106 Partnership CIO and the successful tenderer.
  - 1.2.6 "Information and Declaration Form" which must be completed and submitted with each tender submission
- 1.3 The Tender Documents should be examined to make sure you understand the general conditions and specific requirements for each Contract.
- 1.4 Any queries arising from the Tender Documents which may have a bearing on the offer to be made should be raised with the 106 Partnership 's representative as soon as possible through Libby Bateman (07759665233 mail@libbybateman.com) and in any case not later than ten working days before the closing date.
- 1.5 Tenders must not be qualified but must be submitted strictly in accordance with the Tender Documents. You must not make unauthorised changes to the Tender Documents. Tenders must not be accompanied by statements that could be construed as rendering the Tender equivocal and/or placing it on a different footing from other Tenders. Only Tenders submitted without qualification, strictly in accordance with the Tender Documents issued, will be accepted for consideration. The 106 Partnership 's decision on whether or not a Tender is acceptable will be final and the Tenderer concerned will not be consulted. Qualified Tenders will be excluded from further consideration and the Tenderer notified. (Please see Section 2 below about alternative Tenders).
- 1.6 If you wish to submit a Tender for one or more of the Contracts detailed in the "Invitation to Tender" you should complete the documents listed below and submit your bid via email to Mail@libbybateman.com. It must be submitted no later than **26<sup>th</sup> March 2018**. The following documents must be completed and submitted for your tender to be considered:

### *The 106 Partnership*

Registered Charity Number: 1176484

106 S W Simpson, Shap Wells Hotel, Shap, PENRITH. CA10 3QU

Tel: 01931 716628 ★ Fax: 01931 716377

Email: stevewshap@aol.com



## Information and Declaration

### Tender Submission

#### Daily timetable template (for every route you tender for including alternative bids)

The omission of any of the above forms will invalidate your tender submission

## 2 Alternative Tenders

- 2.1 You are welcome to submit an Alternative Tender for a modified route or timetable. Package Tenders are also encouraged for a combination of Contracts. Alternative Tenders should be identified on the tender form and full details submitted in the form of a daily timetable.
  - 2.2 If you are submitting a composite bid you are required to provide a breakdown price for each route within that bid.
  - 2.3 Any Alternative Tender will be assessed on its merits and if considered valid and value for money may be accepted without re-course to retendering.
  - 2.4 The 106 Partnership CIO will not consider any Alternative Tender unless a Tender for each Contract as specified in the "Invitation to Tender" is also submitted. Any Alternative Tender must also be free from qualification and fully priced.
  - 2.5 If you decide to submit an Alternative Tender it must be accompanied by supporting information, timetable, route details etc to enable its acceptability and price to be fully considered.
  - 2.6 A decision to adopt an acceptable modified route/ timetable will be based on its value for money compared with other Tenders.
3. The Contract will be awarded with regard to the price tendered.
  4. The 106 Partnership CIO does not bind itself to accept the lowest or any Tender.
  5. The 106 Partnership CIO is required by law to publish the score for the successful Tender and the name of the Tenderer.
  6. Any Tender which does not comply with these instructions will not be considered and receipt of such a Tender will not be acknowledged.

## LOCAL BUS SERVICES - REGISTRATION

Any journeys that are made on a regular basis to a timetable can be registered and if any passengers pay separate fares then the route **must** be registered.

The form used to register a service is PSV350. Copies will be sent free of charge from the Traffic Commissioner or can be accessed using the Department for Transport website, using the link <http://www.dft.gov.uk/vosa/forms/busserviceregistrationforms>. This is a straightforward form to complete but assistance is available from this office if necessary. There is a fee involved to register a local bus service which the operator is responsible for paying. Briefly the details that are required are as follows:

1. Route description
2. Timetable
3. Days of operation (e.g. school days only)
4. Route Map

If you register a service, you **must** submit a service variation (PSV 355) to the Traffic Commissioners every time any of the above details change.

Should you cease to operate the service or if the service will no longer be open to fare paying passengers then you **must** supply a service cancellation (also on a PSV 355 form), to the Traffic Commissioners.

A copy of all paper work involved in registration; variation or cancellation of services **must** be copied to the Integrated Transport Team at the same time as it is sent to the Traffic Commissioners Office

Vehicles used must comply with current legislation include The Public Service Vehicle Accessibility Regulations (PSVAR) 2000