**Small Lot Request for Proposal for**

**Provision of College Coach Services (Lot: OX2)**

**The Public Contracts Regulations 2015 (6(14)(15))**

**TENDER CLOSING DATE: 12:00Hrs on 26th June 2019**

Request for Proposal for the Provision of College Coach Services (Lot: OX2)

You are invited to submit a proposal for the provision of coach services to The Henley College. This small lot competition is being transacted in accordance with The Public Contracts Regulation 2015 (6(14)(15).

The College is an open access sixth-form college delivering post-16 education, combining a wide range of academic and vocational courses, as well as work-based learning provision for full and part-time students drawn from a radius of some twenty miles from Henley. The College currently has approximately 1,650 students and 200 staff, both full and part-time.

A copy of the Report and Financial Statements for the Year ended 31st July 2018, and the 2019/20 College Prospectus are attached below for your information.

 

The contract for the provision of coach services will be awarded for the 2019/20 academic year beginning 9th September 2019.

**Services Requirements**

The College would like to procure a weekday, term time only coach service. Our provisional 2019/20 term dates can be viewed on our website (<http://www.henleycol.ac.uk/about/college-term-dates/>) however these are subject to change, resulting in approximately 180 coach service days.

The proposed OX2 route and timetable is provided below. At this time we are unable to confirm the exact number of student travellers for the route and the college expects to be able to confirm the required coach capacity in early September 2019. As such you are asked to provide your daily rates for all available coach sizes within your fleet on the attached pricing schedule below.

 

The coach service provided must comply with all relevant legislation and maintain appropriate safeguarding practices for all users of the service. The coach service provided must also support the college by accommodating, our College Coaches Terms and Conditions, including but not limited to coach timetables and routes being subject to change or withdrawn at any time by the college. Furthermore it is required that should the proposed route be withdrawn by the college, then the contract is terminated without further cost either with immediate effect or on the date specified by the college. A copy of our College Coaches Terms and Conditions is attached below.



**Evaluation Criteria**

On receipt of the request for proposal responses, they will be evaluated using the following criteria:

* Proposed Rates
* Capability and Resilience to Deliver the Service
* Added Value

|  |  |
| --- | --- |
| **Overall Award Criteria** | **Weighting** |
| **Proposed Rates** | **80%** |
| **Capability and Resilience to Deliver the Service** | **15%** |
| **Added Value** | **5%** |

Please complete the two questions in the attachment below.



Scores will be allocated as per the criteria below.

|  |  |
| --- | --- |
| **Score** | **Criteria for awarding score** |
| **0** | No response, or response shows an unacceptably poor level of understanding of the requirements, or completely fails to meet the required standard. |
| **1** | Response shows an inadequate understanding of the requirements, or substantially fails to meet the required standard, or is inconsistent with other proposals in several significant respects. |
| **3** | Proposal shows a satisfactory understanding of the requirements and meets the required standard in most material respects, but falls short of achieving the required standard in several respects or is inconsistent with other proposals in at least one significant respect. |
| **6** | Proposal shows a satisfactory understanding of the requirements and is consistent with other proposals and meets the required standard in most material respects, but falls short of achieving the required standard in one material respect. |
| **10** | Proposal shows a satisfactory understanding of the requirements, and is consistent with other proposals and fully meets the required standard in all material respects. |

**Next stage**

The college anticipates being in a position to confirm the winning bidders by 3rd July 2019. Following this the college Procurement Officer will make a recommendation to the College Senior Leadership Team and Corporation Board for approval.

# **Additional Information**

For organisations who are not currently providing coach services to the college, please provide the names and contact details of at least two other schools or Colleges from whom we may take up references.

If you require additional information about the College to inform your proposal you are invited to contact Mark Randall (Procurement Officer) by e-mail: [mran@henleycol.ac.uk](mailto:mran@henleycol.ac.uk).

Please note that responses to any queries or clarification requests may be circulated to all request for proposal participants. The College reserves the right to issue supplementary documentation at any time during the process to clarify any issue or amend any aspect of the request for proposal.

# **Submission Deadline and Response Method**

The deadline for proposal responses is 12:00Hrs on 26th June 2019 and electronic copies should be emailed to: [mran@henleycol.ac.uk](mailto:mran@henleycol.ac.uk).

Please note that whilst the College intends to award a contract for College Coach Services, it is not legally bound to accept any of the proposals. The College accepts no liability for any costs resulting from any cancellation of this request for proposal process, nor for any other costs incurred by those responding.

**FORM OF TENDER**

To: The Henley College

Re: Lot OX2

Dear Sir or Madam,

1. I/we have read the information provided in your request for proposal and, subject to and upon the requirements contained therein, I/we offer to supply the services in such manner as may be required.
2. The prices quoted in this proposal are valid for acceptance until 9th September 2019 and I/we confirm that the terms of the request for proposal will remain binding upon me/us and may be accepted by you at any time before that date.
3. Law: I/we agree that the construction, validity, performance and execution of any contract that may result from this request for proposal shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.
4. I/we agree to bear all costs incurred by me/us in connection with the preparation and submission of this request for proposal and to bear any further costs incurred by me/us prior to the award of any contract.
5. I/we agree that any other terms or conditions of the agreement or any general reservation which may be printed on any correspondence emanating from me/us in connection with this request for proposal, shall not be applicable to the award of any contract.

Signature:

Print Full Name:

Date:

In the capacity of:

*(Please state official position, e.g. Director, Sales Manager, etc.)*

being a person duly authorised to sign tenders on behalf of:

Company Name:

Address: