Contract for the Purchase of Self-Charging Hybrid AWD

**PQQ/RFP**

 **Scope of Requirements**

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**ALL COMMUNICATIONS MUST BE SENT VIA THE ARIBA E-PROCUREMENT SYSTEM**

You are invited to tender after being shortlisted as part of the PQQ process.

This RFP is being conducted in line with the Utilities Contact Regulations 2016 using the negotiated procedure via Achilles UVDB qualification system notice.

The reference number used by the Official Journal of The European Union (OJEU) is 2023/S 000-003269

**Scope of Works**

**Scope**

Northern Gas Networks seek to establish a single supplier to provide a self-charging hybrid petrol vehicle to assist in the transportation of operational colleagues and equipment to respond to all works within NGN’s operational network. The vehicles must be the most efficient in terms of fuel use and emission standard engines and have 4x4 or All Wheel Drive capabilities. The vehicles on occasions will need to tow small trailers and/or plant and must be fitted with a fixed tow bar and electrics.

It is imperative that the successful supplier provides a vehicle that meets the following criteria:

* Self-Charging Petrol Hybrid
* 4x4 or All Wheel Drive
* Non-commercial vehicle to allow for personal use
* Must be white
* Driver & Passenger Airbags
* Roof Bars and Racks
* Fixed Towbar with electrics
* Satellite Navigation System
* Mobile Handsfree (Bluetooth)
* Cruise Control
* Front & Rear Parking Sensors
* Reversing camera
* Large Boot Space (Minimum of 500 Litres with rear seats up)
* Large Payload (Minimum of 450kg)
* Provides high fuel efficiency (Minimum 40mpg WLTP combined)
* Provides lowest emissions (Maximum 165CO2 g/km WLTP)
* Minimum of 5year / 100,000 miles warranty period.

Bidders must ensure that they are able to provide all the listed requirements in order to be invited to tender.

As part of this tender exercise, bidders will be required to submit their proposed make, model and derivative, provide confirmation of all options being included in the final cost and provide the relevant information in terms of kg, litres, mpg and CO2 g/km for the proposed make, model and derivative.

The supplier must also provide realistic lead times for proposed make, model and derivative.

The supplier must include delivery charge, first registration fee, road fund licence and discount rate for proposed make, model and derivative. In addition, it would be beneficial for the supplier to state what discounts will be applied, inc discount to additional options.

Northern Gas Networks will outright purchase the vehicles, suppliers must not bid if they intend to lease and/or hire the vehicles to Northern Gas Networks.

Contract award will be based on the most economically and advantageous outcome for NGN.

All design, fitting and modification work must comply fully with the vehicle manufacturers’ requirements and recommendations, latest versions. The specifications of all materials utilised must be in strict accordance with those specified within the appropriate section of the Vehicle Manufacturers Bodybuilders Instructions, latest version. All modifications (including conversion fitments), equipment, and bodywork must be carried out with the approval of the base product manufacturer to ensure any manufacturer warranties are not invalidated.

**Quantities**

NGN estimate the quantities of purchase of the proposed make, model and derivative to be 17. This is based on current operational workforce requirements and may fluctuate over the tender period and are subject to change throughout the life of the contract.

**Delivery**

The Supplier is required to deliver all vehicles within the scope of works to NGN’s delivery location:

* Northern Gas Networks, 1100 Century Way, Colton, Leeds, LS15 8TU

**Vehicle Movements**

All transport and movements will remain responsibility of the Supplier until documented receipt to the above NGN delivery location.

**Acceptance of Vehicles**

All vehicles supplied will be fit for the use and purpose intended and will compromise only materials and goods which are new, and all work.

If any vehicles are defective upon delivery NGN may reject defective vehicles and will notify the Supplier within 14days of delivery to the NGN location. The Supplier will have the opportunity to review and inspect reported defects to either make good or deliver a replacement.

**Dealership/Repair Centre Network**

The Supplier must have a comprehensive dealership / repair network to ensure any manufacturer specific, safety recalls or warranty repair works can take place within our Network and within our operating areas,

**Warranty & Aftersales Point of Contact**

The Supplier will provide and support a 5-year/100,000miles warranty from the date of first registration of the vehicle.

The Supplier will provide one or more senior point of contact who will assist with any warranty, aftersales works and fleet support issues for the duration of the 5year warranty.

 **Spare or replacement parts**

The Supplier will have a duty for the duration of the contract to notify NGN/Nominated fleet management provider, if the supplier intends to discontinue manufacture of any or all parts for the vehicles within this scope.

If the supplier intends to discontinue manufacture of parts, NGN/Nominated fleet management provider shall have a 180-day option from the supplier to order such quantities of parts as NGN shall require commensurate with the anticipated life of the vehicles at reasonable prices and on reasonable deliver and payment terms.

**SLA**

**Late Delivery**

The delivery lead times to NGNs vehicle conversion supplier for each vehicle purchase will be agreed upon receipt of purchase order between NGN and the supplier in writing. This SLA will be applied when vehicles that are delivered to NGNs final delivery location after the agreed lead time at the time of confirming the purchase order.

The supplier will compensate NGN £100 per vehicle per week, up to a maximum of £400 per vehicle with a 2-week grace period before the compensation charges is applied. Any compensation due will be deducted from the relevant vehicle order and the supplier’s invoice will be amended or credited accordingly.

**Environmental**

NGN have set a long term [Environment Strategy](https://www.northerngasnetworks.co.uk/wp-content/uploads/2020/05/ENVIRONMENT-STRATEGY-JUNE-2018.pdf)to continually improve our performance on all aspects of sustainability, including carbon emissions, material consumption and waste minimisation. NGN expects its major suppliers and contractors to support us in achieving our strategic aims and demonstrate their own commitment to continuous improvement. This questionnaire will help us to determine this.

NGN’s Environment Strategy commits us to:
- Take action against climate change
- Improve air quality
- Use resources responsibly
- Enhance life on land
- Enable lasting energy solutions

To deliver our Environment Strategy commitments during our RIIO-2 business plan period we have developed an [Environmental Action Plan](https://www.northerngasnetworks.co.uk/wp-content/uploads/2019/12/A8-NGN-RIIO-2-Enviromental-Action-Plan.pdf) with specific actions and deliverables for the 2021 to 2026 period. Of particular note to this tender opportunity are our commitments to achieve the following by 2026:

* Eliminate single use plastics from our offices and depots.
* Dispose of 0% recyclable or recoverable office and depot wastes to landfill; and
* Establish a Supplier Code requiring high standards of environmental management and sustainable practices and achieve compliance by 80% of our supply chain by value.

**Estimated Contract Timings –**

**ONE OFF PURCHASE**

The period of any contract(s) resulting from this procurement will be in place to cover the proposed warranty and service provisions on the offerings of the Suppliers submission. Any additional vehicles within this period can be purchased up to 10% of the contract value. Any further requirements . beyond this will be tendered under a new event/contract.

The length of the contract may be extended by NGN for a further 2 years, either a) 2 x 1 years or b) 2 years subject to not exceeding the 10% contract value.

Upon the initial term of the contract expiring the awarding supplier will be able to review their previously submitted rates in line with the CPIH inflation rate.

Prices and discount levels as submitted in the Proposal shall be fixed for the initial term from the commencement of the contract.

**Pre-qualification Questionnaire – Assessment / Evaluation**

All participating bidders will be required to score 60% or above in this pre-qualification stage to proceed to the next stage of the event – Request for Proposal (RFP) which includes passing all mandatory questions

**Request for Proposal - Tender Assessment / Evaluation**

The award will be based upon price & quality ratio. It is the intent that the award will deliver to NGN the total best value.

The evaluation criteria is 70% Commercial and 30% Non-Commercial. The individual scores for each section is indicated against the questions in the evaluation criteria document.

The assessment of price will be carried out independently of the quality assessment and scored against the methodology stated in the evaluation criteria document.

Best & Final Offer (BAFO) - Following the Tender Submission, a BAFO will be carried out to give the suppliers an opportunity to offer their best and final offer with regards to your commercial submission.

After Tender Submission has been finalised NGN will be awarding the contract to the highest scoring supplier.

Important Note

*If the difference between the first and second highest scoring bidder is less than 3% NGN reserves the right to award the tender to the bidder who provides the lowest price tender unless there are exceptional reasons.*

All bidders will be notified if they have been successful in the tender. The reasons for the decision, including the characteristics and relative advantages of the successful tender will be detailed within the notice of decision to award a contract(s) in line with regulation 101 of the UCR 2016.

**Evaluation Panel**

**2.7 Evaluation Panel**

NGN’s team to perform the evaluation of this tender process comprises the following:

|  |  |
| --- | --- |
| Name | Department |
| Donna Northern  | Commercial |
| Sarah Cooper-Birkenhead | Non Commercial  |
| Alex Walsh | Legal |

**2.6 Scoring Methodology**

For qualitative questions NGN will score on the following basis

|  |  |
| --- | --- |
| **Points** | **Interpretation** |
| **10** | **Excellent** –Overall the response demonstrates that the bidder exceeds all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.  |
| **8** | **Good** -Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested and any omissions in relation to the level of detail requested in terms of either the response or the evidence are trivial. This, therefore, is a good response that meets all aspects of the requirement which but may have a trivial level ambiguity due the bidder’s failure to provide all information at the level of detail requested.  |
| **5** | **Adequate** - Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested. |
| **2** | **Poor** – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement. |
| **0**  | **Unacceptable** - The response is non-compliant with the requirements of the ITT and/or no response has been provided.  |

**Tender Response**

Responses must be submitted within the timeframe via the SAP Ariba Portal as a response to tender questions (responses should not be submitted via the Ariba messaging portal) with all attachments saved in a zip file, if you experience any technical difficulties please contact the person names in this document.

All bidders will be notified of outcome and provided feedback by the date specified on the procurement timetable.