**RFP**

 **Scope of Requirements**

Facilities Management – LOT 2 Waste Management

**The Project/Scope of Requirements**

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

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

**Project Scope (Works Information)**

NGN will be looking to appoint a single supplier to carry out the following Waste Management services

**Waste Management & Disposal and Ad-Hoc Waste**

The supplier shall provide Waste Services on each site where required to enable NGN to comply with the waste hierarchy whilst also encouraging Offices and Depots to keep waste to a minimum by preventing, reusing and recycling. The supplier is required to support NGN to achieve its target of reducing overall waste generation (by weight) by 20% between 2017 and 2026. This includes the requirement to bring opportunities to reduce waste generation and landfill disposal to the attention of NGN in a timely manner.

The Supplier will;

* Achieve 0% disposal of recyclable or recoverable waste to landfill throughout the duration of the contract.
* Provide appropriate secure segregated waste storage on all sites allowing for separate collection of recyclables, hazardous and residual wastes.
* Provide all office, kitchen and workshop areas with sufficient segregated waste and recycling bins each with clear labelling regarding what waste should be placed in each bin to enable our colleagues to participate in waste segregation and recycling. Bins should be labelled to reflect the relevant waste types accepted at that particular location. As a minimum, each office, kitchen and workshop area should be provided with separate waste containers for recyclable waste, paper and cardboard, glass (if not accepted within recyclable waste), batteries and general waste. Consideration should also be given to provision of separate containers for food waste.
* Actively manage and monitor the usage of waste and sanitary disposal bins and will advise the Customer if the frequency, type or size of collection needs to be amended as appropriate.
* Centrally store all waste disposal documentation (including waste carrier and waste disposal licenses, consignment notes, annual waste transfer notes (AWTNs), hazardous waste transfer notes (HWTNs) etc.) and provide assurance of compliance with the Waste Management Duty of Care Code of Practice.
* Comply with all Waste Regulations and NGN Waste Management Policy and Procedure **Appendix 1 - Waste Matrix.**
* Complete Duty of Care compliance checks on all waste carriers and receiving waste facilities utilised under the contract at the first time of use and at minimum annual intervals thereafter. The findings of these checks are to be provided to NGN within 10 working days of completion.
* Utilise local waste facilities in preference to remote facilities to help NGN minimise the fuel consumption and resultant carbon emissions associated with our supply chain.
* Provide NGN with monthly and annual reporting of waste collection and disposal data to include:
	+ Cost of collection and disposal per site, per waste type.
	+ Frequency of collection per site, per waste type.
	+ Quantity of waste collected per site, per waste type.
	+ Destination of waste collected.
	+ Quantity and percentage of waste recycled, recovered, landfilled at each collection location and cumulatively.
	+ Fuel consumption associated with collection of NGN waste (only) during the specific month in litres of fuel with fuel type specified.
	+ Exact reporting dates to be agreed with NGN but reports would be required one month plus five working days in arrears.
	+ Data to be made available to NGN in electronic format in a manner to be agreed with NGN.

The main waste streams are, but are not limited to the following:

* General
* Recyclable (Paper, Cardboard, Metal, Wood, Plastic etc)
* Construction
* Hazardous
	+ Asbestos (small quantities)
	+ Anaerobic Materials (Methacrylate Based)
	+ Aerosols (WD40, spray paint, etc.)
	+ Fluorescent Tubes
	+ Batteries (Alkaline, lithium, zinc carbon, lead acid and NICAD)
	+ Electrical Goods (inc computers)
	+ Foams (two part material with isocyanate hardener)
	+ Odorant Filters (adhoc request)
	+ Oil (from workshops)
	+ Oil Contaminated Materials (rags, used spill kits)
	+ Pigging Waste (waste extracted from gas pipes)
	+ Sharps
	+ Interceptor Waste
	+ Mains Dust (containing traces of Naturally Occurring Radioactive Material “NORM” with activity

levels <14.8 Bequerels per gm)

* + Syphon Water with >25% Monoethylene Glycol concentration
	+ Syphon Water from mains (containing Syphon Water)

**On Demand Waste/Ad-Hoc**

The supplier will also be expected to provide ad hoc waste management services for unanticipated waste streams. Circa 20-25% of NGN’s waste is made up of ad-hoc waste. This could change over the duration of the contract but highlights the importance of ad-hoc Waste in this contract.

Ad-hoc waste requirements will be communicated to the supplier and pick ups should be planned within 24 hours.

Ad-hoc waste will include providing waste streams for network maintenance sites, construction sites and depots as required. Please refer to the ad-hoc waste tab within Appendix 1 – Waste management for waste types that fall under ad-hoc/on demand waste.

All Waste Management activities must comply with appropriate legislation and best practice including;

* The Environment Protection Act 1990 (including Duty of Care regulations)
* The Controlled Waste (England and Wales) Regulations 2012
* The Hazardous Waste Directive
* The Carriage of Dangerous Goods Regulations
* Waste Regulations 2011

Appendix 1 – Waste Matrix



**Estimated Contract Timings**



**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 50% commercial, 50% non-commercial. The individual score 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.

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.

**Evaluation Panel**

**2.7 Evaluation Panel**

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

|  |  |
| --- | --- |
| Name | Department |
| Harriet Wilkes | Procurement |
| Alex Walsh  | Legal |
| Chris Snowden | Facilities |
| Paul Bolton | Facilities |

**2.6 Scoring Methodology**

For qualitative questions NGN will score on the following basis

|  |  |
| --- | --- |
| **Points** | **Interpretation** |
| **9-10** | **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.  |
| **6-8** | **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.  |
| **3-5** | **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. |
| **1-2** | **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 Ariba Portal as a response to Section 2 - 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.