

1 Introduction

1.1 Background

- 1.1.1 **Bracknell Forest Council (BFC or the Council)** is located in central Berkshire, and was designated a New Town in 1949 but became a Unitary authority in April 1998. The Council's services are divided between four directories, Corporate Services, Adult Social Care and Health, Environment, Culture and Communities and Children, Young People and Learning.
- 1.1.2 The ITT has been produced in relation to the framework detailed below and should be read in conjunction with the Crown Commercial Services (CCS) framework documents:-

Reference RM1027 – Fuel Cards and Associated Services - Lot 1

For the associated CCS documentation, please visit the following:
<https://ccs.cabinetoffice.gov.uk/contracts/rm1027>

1.2 Outline Requirement

- 1.2.1 Bracknell Forest Council is looking for a contractor to provide a Fuel Cards Service.
- 1.2.2 This will ensure that the Council has a cash free way for drivers on Council business to purchase fuel without the need to go through the expenses system.
- 1.2.3 The cards are allocated to a diverse range of vehicles, including but not limited to School Minibuses, Pool Cars, Forestcare, Downshire Golf Course and Countryside Rangers.
- 1.2.4 Details of past fuel consumption and forecourt use can be found in the Specification Appendix A.
- 1.2.5 The contract duration will be for a maximum of 4 years.

1.3 Project Schedule

- 1.3.1 The following is the proposed timetable for the procurement and implementation of a Fuel Cards Service.

Issue Invitation to Tender			
Last Questions from Tenderers			
Issue Final Question & Answer Summary			
Receive Response from Tenderers			
Supplier Interviews			
Contract Start Date			

2 Instructions to Tenderers

2.1 General Instructions

- 2.1.1 If you intend to tender for the provision of the Fuel Cards Service to the Council, please read the following instructions carefully and prepare your tender accordingly.
- 2.1.2 The Council will not be responsible for any costs or expenses you incur in preparing or delivering or in the evaluation of the tender, nor with any costs or expenses incurred with the formation of a contract should you be successful.
- 2.1.3 You are deemed to have obtained at your own expense, all information necessary for the preparation of your tender.
- 2.1.4 Prior to the date for return of tenders, the Council may clarify, amend or add to the documentation. A copy of each such instruction will be issued by the Council to every contractor and shall form part of the tender documentation. No amendment shall be made to the tender documentation unless it is the subject of such an instruction. You should promptly acknowledge receipt of such instructions. If the Tenderer alters or seeks to alter the tender documents, other than as noted before, his tender may be rejected.
- 2.1.5 Clarifications of the invitation to tender documents must be made by email to the following:
 - 2.1.6 As soon as practical after receipt of any request for clarification, the Council will respond in writing to all tenderers except where the clarification has been identified by the tenderer, and subsequently agreed by the Council, as being commercially sensitive. The Council will not be bound to respond to any request for clarification of the Invitation to Tender which is received later than Monday 1 December 2014.
 - 2.1.7 Only clarifications made in writing by the Council will form part of the Invitation to Tender documents.
 - 2.1.8 All questions submitted to the Council in writing and answers, will be logged, summarised and issued to all tenderers as per the above timetable 1.3.1.
 - 2.1.9 All information contained in the invitation to tender shall be treated as confidential except insofar as is necessary to be disclosed for the purposes of obtaining quotations essential for the preparation of your tender.

2.2 Tender Response

- 2.2.1 Please submit your quotation by email to Emails larger than 30Mb will be held by ICT pending manual release and emails above 50Mb will be rejected. For this reason, we recommended that you split into separate emails below 30Mb, clearly marked as 1 of 3, 2 of 3, etc., in the subject. Most business file types are acceptable; however any file containing code, password protection or seemingly inappropriate images will be automatically rejected. We are unable to accept quotations on USB stick.
- 2.2.2 Your tender must be divided into two sections and contain the information called for in each section below:

The **technical** section should include:

- Service Delivery Questions detailing the means of meeting the requirements of the Council and covering in particular (though not exclusively) the following: (Schedule 1)
 - Coverage
 - Invoicing
 - Customer Service
- Specification Compliance Statement (Schedule 2)

No pricing should be included in the technical section.

The **commercial** section should include:-

- Firm prices in sterling for the Goods/Services must be entered on the Schedule of Rates & Specification – (Schedule 3)
- The Form of Tender statement (Schedule 4) completed, signed and dated
- Tender Checklist (Schedule 5) should be completed and comments added if required.

2.2.3 Respond to all sections in the Schedules 1-4.

All sections must be responded to even if simply “Understood” or “Agreed”.

2.2.4 The Council may have indicated a maximum number of words against some questions. The number indicated includes words in any charts, appendices and diagrams which are incorporated into the tenderer's response unless otherwise clearly indicated. In the event that the number of words is exceeded, the Council will only consider the first part of the tenderer's response up to the maximum allowed.

2.2.5 Where any external reference material, such as brochures, specifications and system descriptions, is used to support your tender, any statements within the reference material which may allow change to obligations or reduce liability, such as "specifications subject to change without notice", or other disclaimers will be regarded as void and shall not form part of the contract in the event that the tender is accepted.

2.2.6 Where a particular section of the tender response relates to information given in another section or in external reference material, then you must ensure that the response is clearly cross-referenced.

2.2.7 All pricing should be stated exclusive of VAT.

2.2.8 Tenders shall remain open for an initial acceptance for a minimum of 90 calendar days, although the Council may ask you to extend of the period of validity.

2.3 Submission of Tenders

2.3.1 The original, signed, tender must be returned by no later than

Please email to:

; ensure that you include “Fuel Cards and Associated Services” in the subject of the e-mail

2.3.2 Do not include your organisations name in the email in the subject as your tender may be rejected. Tenders received after the tender submission date/time may also be rejected.

2.4 Tender Decline

If you decide not to respond to this ITT, please let the contact in Section 2.1.5 know as soon as possible, giving a brief reason(s).

2.5 Evaluation of Tenders

2.5.1 The Council may seek confirmation that suppliers meet the Council’s minimum levels of economic and financial standing or technical or professional ability, originally stated in the contract notice, at any time.

2.5.2 Suppliers must be financially sound. We use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base.

2.5.3 The contract will be awarded on the basis of the most economically advantageous offer having regard to:

2.5.4 The **Total Cost** of the service (70% of the total score)

2.5.5 The **Quality** of the solution in terms of functionality and infrastructure (30% of the total score) takes into account issues such as; customer service, invoicing and coverage.

2.5.6 The **Total Cost** score is out of 100 marks and will be awarded based on a mathematical formula taking into account the overall weighting allocated to this particular section. In this instance, it is calculated by taking the lowest Total Cost divided by the next lowest Total Cost and multiplied by 100. As a result, the lowest Total Cost (subject to the provisions of regulation 30(6) of the Public Contracts Regulations 2006) will be awarded a score of 100 for price alone, with tenderers thereafter being allocated a relative score. This will be combined with quality, to give an overall score for each tenderer.

2.5.7 The Council’s evaluation may include supplier interviews. Further detail will be sent out after tender submission if you are invited for interview.

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2.5.8 The headline **Quality** evaluation criteria are as follows:-

Criteria	Weighting %	Applicable Document(s) & Section(s)
Q.1 Coverage 10 miles from RG12 7QT	25	Schedule 1
Q.2 National Coverage	20	Schedule 1
Q.3 Invoicing	20	Schedule 1
Q.4 Rebate System	10	Schedule 1
Q.5 Customer Service	20	Schedule 1
Q.6 Added Value	5	Schedule 1
	100	

2.5.9 The evaluation spreadsheet which details any **sub-criteria** and formulae used is attached as Appendix B of this ITT.

2.5.10 A CCS Framework Order Form will be completed and sent to the successful tenderer which will finalise the contract terms:



Attachment 4 - Call Off Agreement.docx

2.5.11 The Council shall be under no obligation to award a contract for all or any part of the requirement set out in the Invitation to Tender, to any tenderer or at all.

2.5.12 You may be required to answer any Council queries on your proposal and to attend formal meetings with the Council during the tender evaluation period. Additionally the Council may wish to visit tenderers' premises to view the facilities and systems that may be used to deliver the service.

2.6 Canvassing

Any contractor who directly or indirectly canvasses any member or official of the Council concerning the award of the contract for the provision of the Goods/Services, or who directly or indirectly obtains or attempts to obtain information from any such member or official concerning any other tender for the Goods/Service will be disqualified. If discovery occurs after the award of the contract, the Council shall then be entitled to summarily terminate the contract.

2.7 Whistle blowing policy

Your attention is drawn to the Council's whistle blowing policy which can be found on the Procurement website at: www.bracknell-forest.gov.uk/procurement

Specification for Fuel Card Supplier – 2014

1. Introduction and Key Objectives

- 1.1 Bracknell Forest Borough Council (BFC) requires a fuel card supplier which can deliver an efficient and economic fuel card solution for a small sized vehicle fleet comprising of mainly cars, mini-buses and small LCVs.

The majority of fuel purchases will take place within a 15 mile radius of RG12 7QT however National coverage will also be required albeit on a smaller scale.

The projected yearly spend by BFC on fuel for its Road Transport Operation is £40 - £50K with the rough split between fuel commodities:

- Diesel – 90%
- Petrol – 10%

This projection is unlikely to increase significantly over the life of the contract and there are no current plans to introduce LPG vehicles.

2. SUMMARY OF REQUIREMENTS

- 2.1 Please see summary of requirements listed below:

- Vehicle assigned and bearer cards
- Monthly electronic invoices
- Flexible suit of Management reports
- Detailed Management Information
- 24/7 Online account management
- Over 90% coverage of all fuel outlets within 15 mile radius of RG12 7QT
- Weekly fixed pricing below retail rate of fuel

3. FUNCTIONAL REQUIREMENTS

3.1 Cards - Mandatory

90% vehicle assigned cards and 10% bearer cards.
Smart chip cards

3.2 Invoicing – Mandatory

Monthly electronic invoicing for Parent and sub accounts as per example embedded below. This is the minimum requirement.



Fuel invoice
example.xls

3.3 Online Management - Mandatory

Order cards online.

Ability to stop, amend and cancel cards in real time.

Full access to change and update card security limits.

3.4 Management Suite - Mandatory

Detailed Management Information (MI) regarding usage down to individual Cost Centre and vehicle level.

Volume restriction per transaction.

Volume restriction per card per day

Days of week card can be used.

3.5 Preferred Forecourts & Transaction Fees

Preferred forecourts both within 15 mile radius of RG12 7QT and nationally to be clearly identified prior to award of contract.

Transaction Fees (if any) to be clearly identified.

3.6 Other requirements

24 hour telephone Support.

3.7 Council's responsibilities

To take all reasonable steps to ensure the physical security of cards and fraud prevention through Education and enforcement.

4. Implementation requirements

4.1 The successful supplier is to provide adequate training for online account management prior to the account becoming live.

5. Contract/service management requirements

5.1 Dedicated Account Manager to be available during normal office hours.