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Tender

## **Dynamic Purchasing System for Taxis, Minibus and Wheelchair Accessible Vehicles**

Caerphilly CBC

F02: Contract notice

Notice identifier: 2024/S 000-009235

Procurement identifier (OCID): ocds-h6vhtk-044b58

Published 21 March 2024, 4:01pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Caerphilly CBC

Ty Penallta House

Ystrad Mynach, Hengoed

CF827PG

#### **Contact**

Helen Sellwood Sellwood

#### **Email**

[SellwHL@caerphilly.gov.uk](mailto:SellwHL@caerphilly.gov.uk)

#### **Fax**

+44 1443863167

## **Country**

United Kingdom

## **NUTS code**

UKL16 - Gwent Valleys

## **Internet address(es)**

Main address

<http://www.caerphilly.gov.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0272](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0272)

## **I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://supplierlive.proactisp2p.com/account/login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/account/login>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://supplierlive.proactisp2p.com/account/login>

## **I.4) Type of the contracting authority**

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Dynamic Purchasing System for Taxis, Minibus and Wheelchair Accessible Vehicles

Reference number

DPS1004301/24/HS

#### **II.1.2) Main CPV code**

- 60120000 - Taxi services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Caerphilly County Borough Council ('the Council') is seeking to establish a Dynamic Purchasing System ('DPS') for high quality and cost-effective transport for taxis, minibus and wheelchair accessible vehicles.

The DPS will cover the services by the Integrated Transport Unit, but also makes provision to be utilised by any departments within the Council.

The estimated value includes all possible extensions of up to five years.

The Council is establishing a Dynamic Purchasing System and is managing this procurement process in accordance

with the Public Contracts Regulations 2015 (the "Regulations"), in line with the Restricted Procedure Regulation 28 and Dynamic Purchasing Systems Regulation 34.

#### **II.1.5) Estimated total value**

Value excluding VAT: £50,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 60120000 - Taxi services
- 34114400 - Minibuses
- 60171000 - Hire of passenger cars with driver
- 60170000 - Hire of passenger transport vehicles with driver
- 60000000 - Transport services (excl. Waste transport)

### **II.2.3) Place of performance**

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

Within Caerphilly Borough and surrounding areas on request.

### **II.2.4) Description of the procurement**

Caerphilly County Borough Council ('the Council') is seeking to establish a Dynamic Purchasing System ('DPS') for high quality and cost-effective transport for taxis, minibus and wheelchair accessible vehicles.

The DPS will cover the services provided by the Integrated Transport Unit (ITU), but also makes provision to be utilised by any other departments within the Council and schools.

The nature of the DPS is to provide transport routes via a broad range of appropriate vehicles. Wheelchair accessible

vehicles will form part of the requirement. Service Providers are not necessarily expected to have the full range of vehicles stated.

The nature of the DPS is to establish a list of providers to deliver designated taxis, minibus and wheelchair accessible vehicles to service users who are in receipt of free transport.

The aim of the service is to provide safe, reliable and sensitively provided transport for service users:

Safe: The safety of each service user under your care is the most important element

Reliable: the correct vehicles must arrive at the right location and on time, with the correct driver and where applicable, escort

Sensitively provided: Service providers and their staff should understand the needs of the service users and treat them appropriately

The DPS shall cover Home to School / Social Services and any adhoc requirements for any other departments within the Council and maybe schools.

### Selection Criteria

Providers are invited to submit a request to participate in the DPS via the e tendering system. Providers must satisfy the selection criteria in order to be admitted to the DPS. The selection criteria consists of pass / fail and information questions. Providers will be required to Pass all elements of the Selection criteria in order to be admitted to the DPS. Any Provider receiving a “Fail” will be eliminated from the process at this stage.

Providers who fail to successfully meet the selection criteria, will have further opportunity to re-submit their offer during the period of validity of the DPS.

### Call for Further Competition

Once the DPS has been established, further competitions shall be run off the DPS with all the approved service providers awarded to the DPS via the e-tendering solution.

During the period of the DPS approved Service Providers will be expected to work with the Council to deliver Social Value and other initiatives.

Time limits for the all contract route(s) opportunities issued under the DPS will vary depending on the requirement.

Sufficient time shall be provided to all Providers awarded to the DPS when being requested to provide prices for

contract route(s). Providers shall be requested to respond by a set time and date via the e-tender system, Proactis Portal.

Providers will need to confirm within the Proactis Portal they are in mutual agreement for the following times for receipt of contract route(s).

Normal Requirements between 5 – 10 days

Urgent Requirements between 2 hours and 5 days.

There will be occasions where emergencies may arise, and transport is required at short notice (e.g. same day/next day).

## SPECIAL REQUIREMENTS

There will be circumstances in which the Council is required to make a professional judgement in matching a particular

service users needs to a Service Provider. The Council reserves its right to make these professional judgements based on the needs of the service user and a confirmed need to maintain continuity or based on an individual's particular

behavioural needs

## E-Auctions

The Council may utilise E-Auctions

The Council reserves the right to select a service provider listed within the DPS, but without competition

The contract period for Individual contracts (routes) shall vary depending on the specific requirement. Full details shall be provided at the call for further competition.

Full details of the DPS and its mechanism can be found in Proactis Plaza in the ITT documents.

## **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

## **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

There is an option to Extend for Up to A Further Period of Five Years on an Annual Basis.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**

This DPS is to replace an existing DPS and all new further competitions shall be run off this new DPS from the 01 July 2024

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

2 May 2024

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

2 May 2024

Local time

12:00pm

Place

Electronically - Penallta House



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

PLEASE NOTE REGISTERING AN INTEREST IN THE SELL2WALES NOTICE IS NOT

REGISTERING AN INTEREST IN THIS TENDER YOU MUST FOLLOW THE INSTRUCTIONS BELOW IN ORDER TO SUBMIT A TENDER:

1. Log in to the Proactis Supplier Portal at:

<https://supplierlive.proactisp2p.com/Account/Login> ;

2. Click the 'Sign Up' option on the Portal homepage (If already registered go to point 11);

3. Enter your correct Organisation Name, Details and Primary Contact Details;

4. Make a note of the Organisation ID and User Name, then click 'Register';

5. You will then receive an email from the system asking you follow a link to activate your account;

6. Enter the information requested, clicking on the blue arrow to move on to the next stage and follow the instructions ensuring that you enter all applicable details;

7. In the Classification section ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice, it is essential that only CPV Codes specific to your organisation are added to your profile;

8. Buyer Selection — At this stage you are required to indicate which Buyer Organisations you would like to register with. Remember to register with Caerphilly this ensures that you will be alerted to all relevant opportunities;

9. Terms and Conditions — Read the terms and conditions of the use of this Supplier Portal and tick the box to denote you have read and understood the terms and that you agree to abide by them. If you do not agree you cannot complete the registration process. Once you have agreed click on the blue arrow to move on to the next stage;

10. Insert a password for the admin user and repeat it. The password Must be between 6 and 50 characters in length. It must contain at least 2 number(s). Once completed select 'Complete Registration' and you will enter the Supplier Home page;

11. From the Home Page, go to the 'Opportunities' icon, all current opportunities will be listed.

Click on the blue arrow under the field 'Show Me' of the relevant opportunity then click to register your interest on the applicable button;

12. Refresh your screen by clicking on the opportunities icon located on the left hand side, to view the opportunity click the blue arrow;

13. Note the closing date for completion of the relevant project. To find all available documentation drop-down the 'Request Documents' option and click to download all documents;

14. You can now either complete your response or 'Decline' this opportunity.

All queries are to be made via the messaging system on the Proactis portal. We will not accept any questions/queries via telephone/email.

A supplier guide is available via the portal detailing how to use the Proactis Plaza system.

If you require assistance please contact the team on 01443 863161

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=139417](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=139417).

(WA Ref:139417)

The buyer considers that this contract is suitable for consortia.

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom