**MINIBUS LEASES - QUALITY SECTION QUESTIONS (40% OF TOTAL SCORE)**  

*With any enclosures bidder must signpost evaluators to the relevant sections within enclosures*

Please ensure that you understand the requirement to each section below as referred to in the Service Specification document.

The scoring sections for Invitation to Tender (ITT) have been agreed by the Project Group is as follows:

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| **REF NO.** | **SECTION** | **PERCENTAGE WEIGHTING** |
| 1 | Maintenance | 30% |
| 2 | Scenarios | 40% |
| 3 | Accessible Vehicle Provision | 15% |
| 4 | Sustainability | 10% |
| 5 | Added Value | 5% |

**NB Please remember that the following questions require sufficient detail in order for us to assess your capability and are scored only on the information you provide in this document. If you already have contracts with the College you should not assume that we already know how you operate.**

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| --- | --- |
| **Maintenence Marks Available 30%** | |
| 1.1 | **Please detail the planned maintenance regime you will implement to ensure all vehicles comply with relevant legislation, including requirements under a Section 19 Permit. Your response should cover inspection intervals, preventative maintenance schedules, safety checks, and record-keeping processes.**  **Max 1000 words** |
|  | **Sub Weighting – 20%** |
|  | [Tender Response] |
| 1.2 | **Please explain how you will minimise disruption to the College’s transport services while vehicles are undergoing maintenance. Include contingency arrangements, access to replacement vehicles, and communication protocols**  **Max 1000 words** |
|  | **Sub Weighting – 10%** |
|  | [Tender Response] |

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| **Scenarios Marks Available 40%** | |
| 2.1 | **Please describe your organisation’s approach to managing instances where the leased minibus is temporarily unavailable, such as due to a breakdown or technical issue. The response should outline how these situations are handled and what measures are taken, if any, to support uninterrupted transport provision for the College.**  **Max 1,500 words** |
|  | **Sub Weighting – 20%** |
|  | [Tender Response] |
| 2.2 | **Please describe how your organisation responds to tyre-related incidents during the lease period. You may wish to include details of any arrangements, timelines, and support that would be relevant in managing these situations**  **Max 1,500 words** |
|  | **Sub Weighting – 20%** |
|  | [Tender Response] |

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| **Accessibility Marks Available 15%** | |
| 3.1 | **Please describe the accessibility features provided in your vehicles. Include details of any removable, adjustable, or temporary adaptations available (e.g. ramps, lifts, securing systems), and confirm any associated additional costs if applicable.**  **Max 500 words** |
|  | **Sub Weighting – 5%** |
|  | [Tender Response] |
| 3.2 | **Please outline the maintenance plan for accessible vehicles included in the lease. Your response should also explain how you will ensure continuity of service for the College during periods when accessible vehicle/s are undergoing maintenance. Include your procedures for providing suitable replacement vehicles and maintaining service standards**  **Max 1,000 words** |
|  | **Sub Weighting – 10%** |
|  | [Tender Response] |

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| **Sustainability Marks Available 10%** | |
| 4.1 | **Please describe how your company promotes sustainable practices, this should include details of the full environmental lifecycle of the vehicles that you have quoted on.**  **Also, include the plans for the disposal of the lease vehicles.**  **Max 1,500 words** |
|  |  |
|  | [Tender Response] |

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| **Added Value Marks Available 5%** | |
| 5.1 | **Please detail what added value you can provide to the College.**  **Max 500 words** |
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|  | [Tender Response] |