

## Request for Quotations

### Provision of Haulage and Trailer Rotation Services (PO/2022/RFQ33)

Isle of Man Post Office (IOMPO) has over 48 years of experience in the mailing industry. As the single postal authority for the Isle of Man, we carry almost 20 million letters and parcels each year and deliver to each household and business on the Island. The Mails Division delivers letters and parcels to approximately 44,000 addresses Island-wide and collects mail from more than 400 individual sites.

As part of our mails and parcels operation, we are seeking a supplier to provide haulage. This covers the collection and return of trailers between Douglas Port (Sea Terminal Building, Douglas, Isle of Man IM1 2RF) and IOMPO Postal Headquarters HQ (Spring Valley Industrial Estate, Douglas, Isle of Man IM2 1AA) and to move trailers on or between IOMPO sites, when required.

IOMPO cannot guarantee the volumes during the term. Currently the service is required daily to match the morning and afternoon ferry schedule; Monday to Saturday. There will be occasional variations to the ferry schedule due to tidal changes, bad weather and special events.

During the months of November and December additional container movements and shunting of containers will also be required (both at the Port and IOMPO due to space limitations). The services will not be required on bank holidays, with the exception of Isle of Man Senior Race Day, which is a working day for IOMPO.

IOMPO will pay for this service monthly in arrears via online bank transfer.

Requirements
<p>The Contractor must:</p> <ul style="list-style-type: none"> <li>collect trailers as required from Douglas Port and deliver them to IOMPO HQ within 15 minutes of being off the boat and available to haul</li> <li>on arrival at IOMPO HQ estimated unloading time is 30 to 40 minutes</li> </ul>
<p>The Contractor must:</p> <ul style="list-style-type: none"> <li>collect trailers as required from the IOMPO HQ and deliver them to the Douglas Port for return to the UK</li> </ul>
<p>The Contractor must be:</p> <ul style="list-style-type: none"> <li>available to attend ad-hoc call-outs not related to trailer movements between Douglas Port and IOMPO HQ within one hour of initial contact. This may involve travel to another IOMPO property on the Island in Ramsey, Peel or Ballasalla.</li> </ul>
<p>The Contractor must:</p> <ul style="list-style-type: none"> <li>provide a monthly statement of trip levels, to IOMPO for billing purposes</li> <li>ensure that staff undertaking the service are background checked due to the content of the goods being transported</li> <li>provide IOMPO with mobile phone number for contacting driver for any variations</li> </ul>

Generally, the trailer movements operate on a cycle of: Morning ferry - take empty trailer back to Port from previous evening, collect full (mail) trailer and deliver to IOMPO. Collect full (parcel) trailer and deliver to IOMPO. Take empty trailer(s) back to Port. Afternoon ferry - collect full (mail) trailer and deliver to IOMPO. Additional container movements may be required on an ad-hoc basis.

The appointment will be for one year.

In their response potential suppliers must include how they plan to comply with above requirements, including:

1. Provision of References \*
2. Completion of Form of Acknowledgement \*
3. Completion of Schedule of Confidential Information \*
4. Completion of standard Supplier Questionnaire \*
5. Completion of Supplier Assurance – Policy Declarations \*
6. Confirmation of acceptance of standard terms and conditions for goods/services  
[https://www.iompost.com/uploads/iompo\\_standard-terms-and-conditions-for-goods-and-or-services.pdf](https://www.iompost.com/uploads/iompo_standard-terms-and-conditions-for-goods-and-or-services.pdf)
7. Any proposed variations in the specification of requirement(s)

\* These documents can be obtained from the below contact.

### Quotation Evaluation Criteria

The quotation response will be evaluated by an approach that takes into account both the price and quality in order to determine the “most economically advantageous quotation”. The weighting split used to evaluate the responses will be Price 50% and Quality 50%.

*Weighting* - Each question is allocated a weighting that contributes to the 50% quality element of the quotation evaluation. The weighting, represents the significance and importance of the quality question to the service provision/evaluation team.

*Scoring* - In order to ensure the evaluation of quality is applied consistently, requirements are marked using a scoring system of zero (0) to five (5).

Score	Criteria for awarding score
0	Completely fails to meet required standard or does not provide a proposal
1	Proposal significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals
2	Proposal falls short of achieving expected standard in a number of identifiable respects
3	Proposal meets the required standard in most material respects, but is lacking or inconsistent in others
4	Proposal meets the required standard in all material respects
5	Proposal meets the required standard in all material respects and exceeds some or all of the major requirements

### Minimum Score

A number of requirements have been identified that are fundamental to the delivery of the Service, these requirements are annotated “Minimum score applies”. Only quotation responses that score a minimum of **three** (3) in each of these requirements will be considered for contract award.

In order to ensure that your response has the best chance of success, please answer all of the questions. It is the answers to these questions that will determine the mark awarded for the quality element of your response.

Service Requirements		
Req. No.	Mandatory, Desirable, Minimum Score	Scope
3.1	Mandatory	Companies must provide an explanation of how they comply with current legislation covering the vehicle(s). The evidence may include

	Minimum Score	items such as: annual road-worthiness test certificate, insurance certificate, registration number, etc.
	Weighting 30	
3.2	Mandatory Minimum Score	Companies must provide an explanation of how they comply with current legislation covering any proposed driver(s). The evidence may include items such as: security vetting, driver/operator licence, provision of PPE, etc.
	Weighting 30	
3.3	Mandatory Minimum Score	Provide details about the propose vehicle(s) including: make, vehicle type, registration number, year of manufacture, number of axles, maximum gross weight, un-laden weight and last 12 months service history.
	Weighting 30	
3.4	Mandatory Minimum Score	Provide a brief explanation of how your company would handle the additional workload during the peak period of November and December.
	Weighting 20	
3.5	Mandatory	Provide a brief outline of your policy regarding the use of sub-contractors or partners (if applicable) and the extent to which you might envisage using them for delivery of the proposed services.
	Weighting 10	
3.6	Mandatory	Companies must describe how you will provide a senior point of contact within your company for the management of the ongoing service delivery and the relationship with IOMPO.
	Weighting 10	
3.7	Mandatory	Companies should provide an indicative date for when they could commence the proposed service.
	Weighting 10	
<b>Local Economic Factors</b>		
3.8	Mandatory	Please identify what benefits your company would bring to the Isle of Man economy as a direct result of undertaking this contract. This may include economic contribution such as personnel, income tax, travel or social contribution such as training and development to the wider community.

	Weighting 10	
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#### Quotation Price

Description	IOMPO to Douglas Port	Douglas Port to IOMPO	3 x Sites
Charge for each movement			
Ad-hoc charge for movement			
Standard hourly rate £ (excluding VAT)			

Failure to address any areas requested above may disadvantage the assessment of your submission.

Please be aware that neither the Isle of Man Post Office nor any other part of Government or any other organisation assisting with the procurement process, will accept any charges for expenses or losses incurred by any interested party as a result of responding to this enquiry.

IOMPO does not bind itself to accept the lowest or any quotation, and reserves the right to accept a portion of any quotation, unless the supplier expressly stipulates otherwise in their quotation.

IOMPO will evaluate responses to shortlist the top two highest scoring organisations to deliver a presentation based on their submission. Allocated presentation dates/times will be confirmed in writing after the closing date for responses has passed.

If you need to seek further information, please do not hesitate to submit your request by email (to [procurement@iompost.com](mailto:procurement@iompost.com)).

The quote will remain available for Expressions of Interest until noon on Wednesday 16<sup>th</sup> March 2022.

Should you wish to respond to this opportunity, your response must be returned by **noon on Tuesday 22<sup>nd</sup> March 2022**, electronic responses are acceptable to the above email address. Late responses will not be considered.