

## Request for Quotations

### Provision of Car Park Resurfacing Isle of Man Post Office HQ (PO/2023/RFQ44)

Isle of Man Post Office (IOMPO) employs around 310 people and has 50 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.

IOMPO has the largest retail network on the Island with two internally operated and nineteen independently run post office locations, which offer customers the opportunity to post letters and parcels, pay bills, renew licenses and undertake a range of banking services.

As part of our maintenance programme, IOMPO is interested in receiving quotations from suitably qualified and experienced companies, who are interested in the resurfacing, removal/replacement of drainage and line marking of the IOMPO Headquarters staff car park.

This is within the Postal Headquarters, Spring Valley Industrial Estate, Braddan, Douglas IM2 1AA. A site inspection of the area must be undertaken prior to submission of the response. To arrange a suitable date/time, please refer to the below contact.

IOMPO expects companies to be members of the Construction Isle of Man Accredited Scheme (ex-Manx Accredited Construction Contractors Scheme). This is to provide support to both the local construction industry and to maintain good standards of service. The Contractor must maintain their accreditation during the term of the engagement.

<b>Improvements, repair and resurfacing IOMPO Staff Car Park</b>
The contractor will be required to provide the following to complete the removal and replacement of existing drainage, resurfacing and car park lining
The Contractor must: <ol style="list-style-type: none"> <li>1. Sweep the entire car park to remove loose material</li> <li>2. Excavate out the existing gravel traffic island and kerbs to a depth of 150mm</li> <li>3. Plane out potholes and damaged areas</li> <li>4. Lifting of existing metalwork (manhole covers/gullies)</li> <li>5. Removal and replacement of dished concrete drainage channel</li> <li>6. Plane surface as required to tie in to drainage</li> <li>7. Lay a limestone type I aggregate at 100mm consolidated depth in excavated area (gravel traffic island)</li> <li>8. Regulating as required</li> <li>9. Base tarmac to potholes, damaged areas and gravel traffic island</li> <li>10. Spray area with herbicide/bitumen tack coat</li> <li>11. Supply and lay 6mm stone mastic asphalt at a minimum consolidated depth of 50mm (machine laid)</li> <li>12. Small areas outside fencing and carpark entrance to be manually laid and chamfered as required</li> <li>13. Carry out a final sweep including cleaning out the gullies</li> <li>14. Removal of all spoil and disposal</li> <li>15. Clear site on completion</li> <li>16. Re-set out and install thermos plastic road markings (standard parking size)</li> <li>17. Ensure the site and employees are compliant to all health and safety requirements</li> </ol>

<b>Requirements and staff</b>
<ol style="list-style-type: none"> <li>1. All staff should be background checked, trained and comply with relevant legislation</li> <li>2. All staff must wear appropriate clothing and personal safety protection</li> <li>3. All staff must be identifiable as contracted staff</li> <li>4. The Contractor will be required to attend onsite meetings during the delivery of the services and for final acceptance.</li> </ol>

<b>IOMPO Responsibilities</b>
Access and closure to IOMPO Staff Car park will be made by mutual agreement by both party's once contract awarded for works to take place

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 (construction) 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).

<b>Score</b>	<b>Criteria for awarding score</b>
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 and Pass/Fail**

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.

A requirement has been identified as “Pass/Fail” and is deemed a core requirement. Only quotation responses, which “pass” the requirement, 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 or Pass/Fail	Mandatory
3.1	Mandatory  Pass/Fail	IOMPO expects companies to be members of the Construction Isle of Man Accredited Scheme (ex-Manx Accredited Construction Contractors Scheme). Please confirm that you can comply with this core requirement and provide a list of the specific categories covered by the company.
	Weighting 30	
3.2	Mandatory	Companies should provide a method statement for the provision of repairing, improving and resurfacing the car park.
	Weighting 30	
3.3	Mandatory	Companies should provide a brief method statement and proposed layout plan for the provision of re-setting out the car park spaces and line marking. Consideration should be made to the use of larger post office vehicles in this area.
	Weighting 20	
3.4	Mandatory	Companies should identify any tasks/responsibilities that they require IOMPO to undertaken in addition to those identified above.
	Weighting 10	
3.5	Mandatory	Due to the proximity of the car park to the main exit used by all operational vehicles, it is essential to keep the main gate area clear. This is also used on a daily basis by HGV/trailers. Therefore, consideration must be taken to prepare/maintain a safe working environment for staff of IOMPO, the Contractor and neighbouring businesses. Companies should identify any risks and how they will mitigate them, to deliver the Service.
	Weighting 20	
3.6	Mandatory	Companies should provide an indicative date and high-level plan of activities for when they could commence the proposed works.
	Weighting 20	

3.7	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	

Tenderers must identify any proposed sub-contractor(s) below:

Works to be undertaken by sub-contractor(s)	Name of sub-contractor(s)

Environmental and Sustainability		
3.8	Mandatory	The Isle of Man Government is committed to achieving net zero greenhouse gas emissions by 2050 <a href="http://www.gov.im/climatechange">http://www.gov.im/climatechange</a> and is committed to the reduction of single use plastic <a href="#">Isle of Man Government - Plastics</a> . In no more than 400 words, please identify how your company supports these commitments and provide details of your organisation's wider policies on environmental and sustainability issues.
	Weighting 10	

Local Economic Factors		
3.9	Mandatory	In no more than 400 words, 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	

### Quotation Price

Description	Total £ (excluding VAT)
Charge for the provision of all works	
Charge for the provision of line painting	
<b>Total</b>	

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.

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 Friday 8<sup>th</sup> December 2023.

Should you wish to respond to this opportunity, your response must be returned by **noon on Monday 11<sup>th</sup> December 2023**, electronic responses are acceptable. Late responses will not be considered.