

Request for Quotations

Provision of Electric Scissor Lift for Isle of Man Post Office HQ (PO/2024/RFQ45)

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 companies experienced in providing a scissor lift to IOMPO Headquarters for use in the warehouse and external building, where appropriate to use.

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

IOMPO expects companies to be licenced as necessary and be able to provide the machinery with all relevant paperwork, provide basic training and include on island support for the entire warranty period.

New Electric scissor Lift	
The Contractor will be required to provide the following:	
<ul style="list-style-type: none"> • scissor lift delivered to IOMPO headquarters • scissor lift for use primarily indoors but not excluding outdoor use • relevant safety paperwork to ensure safe operation of equipment in line with manufactures guidelines • training to ensure safe use including maintenance whilst under warranty 	
Scissor Lift - Specification	
<u>Reach/Weight</u>	
Platform height	7.5 metres (minimum)
Platform capacity - Indoor	200 kg (minimum)
Platform capacity - Outdoors	200 kg (minimum)
<u>Dimensional Data</u>	
Machine height - lowered	2.2 metres (maximum)
Machine height - rails folded	2.2 metres (maximum)
Machine length	2.0 metres (maximum)
Machine width	0.9 metres (maximum)
Platform extension length	0.8 metres (minimum)
Platform height - lowered	2.2 metres (maximum)
Platform railing height	Industry Standard
Requirements and staff	
<ol style="list-style-type: none"> 1. All staff should be background checked, trained and comply with relevant legislation 2. All staff must wear appropriate clothing and personal safety protection while on site 3. All staff must be identifiable as contracted staff 	

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| 4. The Contractor will be required to attend onsite meeting during the delivery of the equipment. |
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IOMPO Responsibilities

Access to the POHQ building with suitable safety measures in place for equipment arrival
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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 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
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 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.

Equipment Requirements		
Req. No.	Mandatory, Desirable, Minimum Score	Mandatory
3.1	Mandatory	Provide details of the manufacture and model/type of the proposed scissor lift, with delivery information to IOMPO headquarters. The response should also cover the association you have with the manufacturer for on-going warranty/parts.
	Weighting 30	
3.2	Mandatory	Provide a copy of the full data specification (referred to above reach/weight/dimensions) and manual/operating instructions.
	Weighting 30	
3.3	Mandatory	Provide details of the certification that the lift complies with, such as safety standards and regulations. The response should also cover how your company would inform IOMPO of any changes/updates in the future.
	Weighting 20	
3.4	Mandatory	Describe how you would provide training in the first instance to safely use the equipment in line with manufacturer's guideline and what/if any continuous training would be needed.
	Weighting 10	
3.5	Mandatory	Provide details of the proposed maintenance schedule for the period of warranty. The response should identify who is providing the warranty work.
	Weighting 20	
3.6	Mandatory	Provide details of the proposed warranty, duration, scope and any additional options for the future maintenance of the equipment.
	Weighting 20	
3.7	Mandatory	Provide details of infrastructure required to charge and store the scissor lift during times when not in use.
	Weighting 10	
3.8	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	
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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		
3.9	Mandatory	The Isle of Man Government is committed to achieving net zero greenhouse gas emissions by 2050 http://www.gov.im/climatechange and is committed to the reduction of single use plastic Isle of Man Government - Plastics . 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		
3.10	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 Scissor lift (including delivery and commissioning)	
Charge for the initial training	
Any ad-hoc costs such as post warranty, etc.	
Total	

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).

The quote will remain available for Expressions of Interest until noon on Wednesday 21st February 2024.

Should you wish to respond to this opportunity, your response must be returned by **noon on Friday 23rd February 2024** electronic responses are acceptable. Late responses will not be considered.