

**PROCUREMENT GATEWAY 3 -  
CONTRACT AWARD REPORT - PART I**

Part I – Supply of Liquid Fuels  
No. 20520



**1. INTRODUCTION**

**2. BACKGROUND**

**3. PROCUREMENT PROCESS**

**4. PRE TENDER SELECTION CRITERIA & EVALUATION**

**5. TENDER EVALUATION CRITERIA**

**6. SUMMARY OF EVALUATION**

**7. FINANCIAL IMPLICATIONS**

**8. RECOMMENDATIONS**

**9. APPROVAL**

## 1. INTRODUCTION

The purpose of this report is to provide a summary of the tender process for the Supply of Liquid Fuels project and to issue project team's recommendations to award a contract for this provision to the winning bidder.

## 2. BACKGROUND

Plymouth City Council ("the Council") was seeking a supplier of various liquid fuels, such as diesel, gas oil, antifreeze, etc. for the Council fleet and heating oil for the following PCC sites: Prince Rock Depo, Chelson Meadow Recycling Centre and Mount Edgcombe.

A contract deriving from this procurement shall be awarded for an initial period of three (3) years with option of two further annual extensions. The total contract period shall not exceed five (5) years.

## 3. PROCUREMENT PROCESS

Value of this requirement exceeded OJEU threshold. In line with the Council's Contract Standing Orders and the Public Contract Regulations 2015 an OJEU compliant competitive process is required unless the Regulation 33 of the Public Contract Regulations 2015 for call-offs from a pre-determined OJEU compliant framework agreement could be satisfied.

The Procurement Services identified the Eastern Shire Purchasing Organisation (ESPO) Framework No. 301\_20 for the Provision of Liquid Fuels. This framework was set up with dual access:

- Call-off without a competition (direct award), or
- Further Competition

In order to secure the most competitive prices a decision was made to undertake a Further Competition under the Framework's Lot 9 - South West.

## 4. PRE TENDER SELECTION CRITERIA & EVALUATION

Not used in the Further Competition of a framework. ESPO had completed a pre-selection process through the means of a Selection Questionnaire.

### ESPO Framework award process

ESPO tender evaluation involved two stages, selection and award; those offers that met the selection criteria were then scored against the award criteria.

The selection criteria included assessment of: compliance of bid, financial stability, insurance levels, experience, quality, environmental and health & safety procedures, business continuity plans, compliance with contract regulations and compliance with the terms and conditions.

The award criteria were divided into five areas with the following specific weightings:

- Delivery and Ordering 36%
- Account Management 30%
- Quality Assurance 12%
- Environmental and Ethical Matters 12%
- Price 10%

**Further Competition**

Procurement Service worked with the ESPO Energy Team who sought written quotations from two suppliers named on Lot 9 of the ESPO framework.

Since all suppliers shortlisted on the Framework had passed qualitative evaluation while bidding for the framework agreement, this further competition was carried out based on 100% price evaluation.

Plymouth City Council provided a list of requirements for variety of fuel with past volumes as an indication of potential future usage. ESPO Energy Team issued these to both suppliers in an invitation to quote.

**5. SUMMARY OF EVALUATION**

ESPO Energy Team issued the Request for Quotation (RFQ) to two suppliers on Lot 9 – South West under the Framework Agreement on behalf of Plymouth City Council.

**Price**

Both invited suppliers submitted responses to the call for competition. Bidders provided prices against Plymouth City Council requirements. ESPO Energy Team conducted evaluation of submitted bids against pre-set price criterion.

**7. FINANCIAL IMPLICATIONS**


Financial provision has been made for this contract within the project budget. Details of the contractual pricing are contained in the confidential paper.

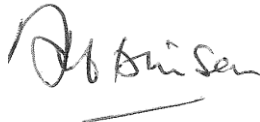
**8. RECOMMENDATIONS**

It is recommended to award the contract for Supply of Liquid Fuel to the highest scoring bidder. Details of the successful Tenderer have been set out in the confidential paper.

**9. APPROVAL**

**Authorisation of Contract Award Report**

<b>Author (Responsible Officer / Project Lead)</b>			
<b>Name:</b>	Gosia Anthony		
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<b>Additional Comments (Optional):</b>			
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<b>Head of Service / Service Director</b>			

[Signature provides authorisation to this award report and award of Contract]			
<b>Name:</b>	Philip Robinson		
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<b>Signature:</b>		<b>Date:</b>	03/09/2021