

PAN3059 Passenger Transport DPS

Invitation To Tender

Tender ID: [ID Number]

Tender Bid Close Time/Date: [Time & Date]

Dear Provider

You are invited by Taxi Brokerage Service to tender a price per journey based on the details below.

If you do not intend to quote for this journey, please do not respond to this Mini Competition.

To tender your price per day, submit it via the Proactis Portal before the Tender Bid Close Time/Date shown above.

Both successful and unsuccessful bidders will be informed via the e-tendering portal.

This Mini Competition is open to current DPS Providers who must accept full compliance with PAN3059 DPS

Agreement. By submitting a response, you confirm your agreement to be bound by PAN3059 Services Agreement if successful.

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Tender ID [ID Number]

Creation Date [Time & Date]

Category: [1 General / 2 Specialist]

Passenger Age/Gender (if applicable) [Free Text box]

Area [SEN, LAC, ASC, Staff]

Solo Journey [tick]

Pick Up Point(s) [Address incl. postcode]

Destination Address [Address incl. postcode]

Days And Times

MONDAY TO FRIDAY

PICK UP TIME XX.XXAM

RETURN TIME XX.XX PM

Journey Type Return

Total Number of Passengers 1

Number Of Wheelchair Passengers 0

Wheelchair Type None

Transport Start Date [Date]

Transport End Date [Date]

Transport Type Term Time Only

TUPE [Not applicable – new requirement// The preliminary view of the Council is that TUPE may apply but the existing provider has confirmed that TUPE does not apply// May apply and data attached]

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Escort Requirement Female Escort Only

Tail Lift Required Specify here

Special Seat Booster With Back

Harness Requirement Specify Here (5 Point Harness, Other – see comments, N/A)

Time Critical Specify here

Special Needs and Requirements Specify here

Comments And Schedule Variations None/ Specify here

Financial Standing Threshold

[As per RTP/ Minimum Turnover of £XX,XXX.00 required]

Commissioning Worker Name [Name]

Commissioning Cost Centre [Cost Centre No]

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[Date]

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#### Instructions for crew

- Only children/passengers stated in this ITT can travel together, do not share with any other job
- No other children/passenger are allowed in the vehicle during this journey and sharing is not permitted with other contracts to ensure the safety of the vulnerable children/passenger, please consult Taxi Brokerage team if required.
- Must be consistent and regular crew
- Child Seat required up to age 13 - all seats to meet the following standard: in this case ECE R 44/04
- Booster with back – all seats to meet the following standard: in this case ECE R 44/04
- Children/passenger will require constant supervision and MUST NOT be left unattended at any time
- Taxi Crew to follow the handover procedure at each pick-up/destination.
- Unless instructed, Passenger Assistant must sit at the back with student

**For LAC/Contact Journeys, please consider the below before bidding as these journeys are subject to changes at very short notice:**

- Amendment in pick-up/destination points
- Additional Journeys (You must be able to provide the revised cost at the time of request or within 2 hours)

#### TUPE

It is the Provider's responsibility to ensure they have sufficient TUPE information to submit an ITT. The Council cannot warrant or verify the accuracy of the information provided by the existing provider and therefore the Council has no liability in respect of such information. The Provider is strongly advised that they should seek independent professional advice on the consequences for them about TUPE if they are the successful tenderer and the TUPE Regulations do apply.

#### Return of this ITT

The Authority will set a time limit for the submission of the ITT award. This shall be appropriate to the Services and may take into account the urgency and complexity of the Services.

If a Provider's response contains omissions, the Authority reserves the right (at its discretion) to disqualify the entire ITT or to seek further clarification regarding the omission. In practice, if there are significant omissions the authority is likely to exercise its discretion to disqualify the entire ITT. Any liability is hereby expressly excluded, and no costs or expenses incurred for preparing or producing of the ITT will be accepted by the Authority.

[Date]

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