



Invitation To Tender

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Part A – General Information and Explanatory Notes

1. Introduction

This Invitation to Tender (ITT), which comprises Parts A and B, sets out the process for tendering to London Bus Services Limited (hereinafter referred to as "the Corporation" or "LBSL") for contracts to operate bus services on the London bus network.

The Corporation operates a Qualification System for bus operators. Prior to tendering, prospective bus operators need to meet the requirements of the Corporation's Qualification System and have been accepted as potential bus operators on the London Buses Tender List (LBTL).

The Corporation requires all Tenderers to submit a complete set of Management Documents twice yearly, on specified dates. Management Documents will be read in conjunction with individual Tenders and will be considered to form part of the Tender. It is therefore important that Management Documents are comprehensive. Should Tenderers require any clarification they should contact the Contracts Tendering Manager, London Buses at the address shown in section 6 of Part B.

The Corporation operates a continuous Tendering Programme, with ITTs being issued on a frequent basis. The Tendering Programme is issued to all bus operators on the LBTL on an annual basis, with updates issued from time to time. The Tendering Programme and evaluation process is fundamentally a route based system, however, due to the ongoing and continuous nature of route tendering for the London Bus Network, the Corporation also considers information in the Management Documents and information available to it outside of that provided in individual route tenders. Further detail in relation to this is provided in paragraph 9.6 of the ITT.

Tenderers should note that each ITT will be issued pursuant to the EC Directive 2004/17/EC as implemented in the UK by the Utilities Contracts Regulations 2006 and that any Route Agreement, if awarded, will be let under the Negotiated procedure.

In accordance with European procurement legislation, each ITT will be made available to, and each Tender should be submitted by, a company on the LBTL.

The documents contained within this ITT (including specific requirements in respect of a particular route), together with information contained within your Tender, your Management Documents or supplied in response to any subsequent clarifications or negotiations shall form the basis of any Route Agreement that may ensue.

Tenderers should note that the Corporation (in accordance with procurement regulations and clause 16 of the Framework Agreement) intends to publish in such a manner as it thinks fit and/or to make available to any third party (including any individual or organisation) who may request details, the results of the Tender process in respect of each ITT. The type of information that the Corporation will make available shall include, without limitation, the following:

The number of Tenders received
The highest price Compliant Tender
The lowest price Compliant Tender
The price of the successful Tender
The cost per mile
The name of the successful Tenderer
The reason(s) for selecting a higher priced Tender if the lowest priced Tender is not successful

In submitting a Tender, Tenderers acknowledge and agree that the Corporation shall be free to make Tender information available, irrespective of whether or not the Corporation accepts their Tender.

2. Tender Process

The process described in this document will apply to each route being tendered and may be amended or supplemented by the Corporation in each ITT.

Stage 1:

The Corporation will issue, by email, an Expression of Interest (EOI) for each Tranche to all bus operators on the LBTL detailing the routes for which Tenders are being invited within the Tranche.

Operators must respond to the EOI by the date specified in it (which will normally be 5 working days).

The completion of the EOI will be considered to be a declaration of intent to submit a Tender for said route(s). Operators are advised that if they fail to submit their request within the required timescale, the Corporation will assume the Operator has no interest in receiving ITT documentation and is not intending to submit a Tender for any route(s) within the Tranche.

An example of an EOI form is set out in Appendix A.

Stage 2:

Operators who have expressed an interest to receive the ITT document will be sent the document for the route(s) requested.

The ITT will be issued by email to the same address as the EOI. It is the responsibility of each Tenderer to ensure that the Corporation has up to date contact details.

Operators on the LBTL are supplied with the ITT document which the Corporation may update from time to time, in which case a new version of the ITT document will be issued. The ITT document will apply to each Tranche and the Corporation will issue only the Service Specification (which is section 7 of Part B of the ITT) for each route within a Tranche.

An example of the Service Specification which will be issued for each route is set out in Appendix B. The Service Specification that is issued for each route should be read in conjunction with the entire ITT documentation.

Stage 3:

On the same day that the Service Specification is issued, Tenderers will also receive schedule data via the Caesar System, for each route being tendered. This data will be sent by way of an Electronic Transfer, the method for which is set out in Annex C of the Framework Agreement – Code of Practice C-VII refers. The data issued to Tenderers will take the form of schedule headers as described in Appendix C, attached.

Stage 4:

Generally Tenderers will be given six weeks to prepare their Tenders. When completing their Tenders, Tenderers must comply with the Instructions to Tenderers set out in section 6 of Part B together with the Tender Requirement details set out in section 8 of Part B of the ITT.

Tenders must be submitted using the documents set out in section 11 of Part B of the ITT. These documents will not be issued each time a route is tendered. Tenderers should hold copies or request additional copies from LBSL for each Tender and complete all of the required documents in the format shown, unless marked optional.

Tenderers must submit their Tender by noon on the deadline stated in the Service Specification, the "Date of Tender". Two complete sets must be submitted. Both sets must be signed by a Director of the company submitting the Tender and clearly marked on the front cover with the words "ORIGINAL" or "COPY" as appropriate. Each version shall also show on the front cover the route number and the name of the Tenderer.

Tenders must be submitted using the Tender return labels supplied with the ITT.

Stage 5:

Tenders will be evaluated as described in sections 9 and 10 of Part B of the ITT.

Stage 6:

Following the completion of the evaluation process:

The successful Tenderer will be contacted in writing by the Contracts Tendering Manager, to be informed that they are the preferred Tenderer subject to standstill and not to incur any expense, or place orders, until such time as the contract award is confirmed after the Standstill Period (15 working days from the date of the letter), has elapsed.

Unsuccessful Tenderers will also be notified in writing. This will include the name of the successful Tenderer, the contract price the Corporation is intending to award the Route Agreement at, the reason(s) for the decision and the earliest date that the Corporation intends to enter into a binding contract with the successful Tenderer.

Stage 7:

Following the expiry of the Standstill Period, the Corporation will advise the successful Tenderer in writing, that they have been awarded a Route Agreement to operate a bus service. The successful Tenderer will be required to acknowledge and confirm acceptance of the basis of award within 10 working days.

Stage 8:

Prior to the Commencement Date, a Route Agreement will be drawn up and issued to the successful Tenderer for signature.

3. Service Specification – Explanatory Notes

Generally, only the Service Specification will be issued for each route being tendered, however this may be supplemented with additional information from time to time.

Full descriptions of the content of the Service Specification are detailed in these explanatory notes and this information will assist in the completion of Tender Submission(s).

Each Service Specification will contain the following sections:

Cover Sheet

This section will detail the key route-specific information regarding the basis on which Tenders are being sought, including but not limited to:

Route Number(s)

Terminal Points

Contract Basis

Commencement Date

Vehicle Type – Where the specified vehicle type exceeds the dimensions of those currently approved, LBSL will arrange a route test.

Minimum Performance Standards & QSI Threshold

Advertising Rights – the Corporation’s current policy is that for the majority of routes the advertising rights remain with the operator.

Notes

This section will include any proposed changes to the route and the requirements for registration, if applicable. Hail and Ride operation and limited stop/express sections will also be detailed here.

Schedule Requirements and Pinchpoints

Required first and last departure times from each terminal point and frequencies required throughout the day in each direction will be presented here. The first departure from each terminal point must be no later than the first time stated, although it may be earlier, and the last departure may not be any earlier than the last time stated, although it may be later. The service required is described in either or both of these ways;

- journeys with specific start times - these times must be strictly adhered to; and
- the frequency of service required, eg “every 12 minutes”.

The intention is to ensure that the stated interval between scheduled buses is achieved at the point(s) of greatest passenger demand. Where necessary, these “pinchpoints” are defined and the time period of maximum usage is given. This is to ensure that the frequency required to provide adequate capacity on the route is achieved in Tenders submitted.

At other times not defined above, Tenderers are encouraged to provide a completely regular service, aiming to minimise any irregular timings apart from those arising from increases or decreases in running time. Differential running times are encouraged to ensure that predictable variations in journey times at different times of the day or week are accommodated.

When running times between consecutive journeys increase or decrease, care should be taken to ensure that frequencies do not drop below that specified at any point along the route. However if strict adherence to this results in increased prices (eg: an additional peak bus), Tenderers should identify this in their Tender. To ensure that frequencies are maintained during a period of sharp increases in running time, it may be necessary to consider scheduling buses departing from the starting point at a closer interval than that shown in the ITT.

Similarly, during a period of sharp reductions in running time it may be necessary to consider scheduling buses arriving at the finishing point at a closer interval than that shown in the Service Specification to avoid a significant loss in capacity.

This section may also include special requirements, for example schoolday-only journeys, where appropriate. Timetables for schoolday-only services are designed to meet the start and finish times of specific schools. It is possible that these times may alter during the life of the contract and Tenderers are required to indicate whether they are able to adjust the times of the journeys by up to 20 minutes without alteration to the contract price. It may also be necessary to operate earlier than stated at the end of term and on other occasions at short notice.

In order to meet reliability standards, Tenderers may wish to consider the inclusion of a boarding time allowance on certain routes and should identify this within the Tender.

Tenderers should consider if school holiday Schedules, incorporating running time reductions are desirable for the route being tendered. In this event, Schedules and prices must be submitted separately.

Tenderers should carefully check the existing running times to ensure that they are appropriate in present traffic conditions.

Pinchpoints

The location on the route at which buses must meet specific headway requirements at defined periods of the day will be detailed here.

QSI Monitoring Points and Mileage

The points at which the route will be monitored and the intended number of samples taken per quarter will be detailed in section 4 of the Service Specification.

Tenderers should note that the objective shall be to operate all scheduled mileage and adhere fully to the Working Timetable.

However, the Corporation recognises that this is not always possible. The Service Specification includes the minimum standards of acceptable performance for the route in terms of Average Excess Wait Time for high frequency routes and % of buses Departing On Time for low frequency routes and mileage operated for both.

The Minimum Performance Standards (MPS) will form part of the Route Agreement for the route.

Tenderers should note the previous performance of the route, provided in the Invitation to Tender, and its relationship to the expected standards and construct their proposals to achieve, or better, the required standards throughout the full life of the Route Agreement.

The QSI Threshold is the minimum standard of performance to be achieved by the Operator in order to qualify for an offer of an automatic contract extension (in accordance with Schedule IX of the Framework Agreement dated January 2011, which should be referred to for full details).

For more information, please refer to Monitoring QSI, Route Categorisation and Minimum Performance Standards, as contained in Annex C of the Framework Agreement dated January 2011.

Operational Considerations

This section includes information that the Corporation has on present operating considerations/constraints or those anticipated during the life of new contract. This includes for example, width/height/length/weight restrictions, rail connection times or requirements for interworking with other routes etc.

Current Performance, Route Description and iBus Mileage

Current performance statistics based on a 12 week rolling data.

Route Description

This section contains full details of the terminal points including the required blind displays, toilet provision and stand capacity, the roads to be served in each direction and approved curtailment points.

iBus Mileage

These measurements are accurate at the time of ITT issue. Out of service stand working have not been measured and are not included within the above measurements. Point to point measurements will be agreed once the contract has been awarded.

4. Glossary

The words and terms contained within this ITT will have the following meanings. Other capitalised terms used in the ITT are as defined in the Framework Agreement:

Alternative Tenders	As described in paragraph 8.4 of Part B of the ITT.
Caesar System (Central Automated Electronic Schedules Application and Repository)	A central database designed for storing and validating bus schedules to allow the electronic delivery of data to departments across LBSL. The database (CAESAR) is integrated with existing LBSL systems allowing bus schedules data to be transferred accurately and efficiently for a variety of business processes. The CAESAR database interfaces with bus operators' existing schedule compilation systems to ensure timely and accurate data delivery.
Compliant Tender	A Compliant Tender means that all parts of the Tender documents as set out in section 11 have been completed and received by the Corporation by the Date of Tender. The Tender must be fully completed in the required format, in accordance with the Instructions to Tenderers. A Compliant Tender must comply fully with the requirements of the Framework Agreement and adhere to the requirements of the Service Specification and, unless stated otherwise, will require new vehicles.
Commencement Date	The date set out in the Route Agreement (Form of Contract), being the date on which the Services commence or such other date as may be notified by the Corporation to the Operator.
Corporation, London Bus Services Limited or LBSL	London Bus Services Limited and its successors in title.
Corporation's Primary Objective	To deliver a safe, high quality, accessible and environmentally sustainable bus service, in line with the Mayor's Transport Strategy and the Transport for London Business Plan, which continually develops to respond to the transport needs of Londoners.
Date of Tender	The Date by which Tender(s) must be received by the Corporation in order to be considered for evaluation and potential contract award. The Date of Tender is set out in the Service Specification for each route.
Expression of Interest (EOI)	The form that must be completed by the Tenderer to indicate that they are interested in tendering for specific route(s), an example of which is supplied in Appendix A.
Framework Agreement	The agreement entered into by the Corporation and the Operator dated January 2011 (and as amended from time to time), to govern the terms upon which the Operator provides or will provide certain bus passenger services to the Corporation, the particulars of which are contained in the Route Agreement.
Joint Bids	A bid as described in paragraph 8.5 of Part B of the ITT.

London Buses Tender List, LBTL	The list of prospective bus operators who have met the requirements of the Corporation's Qualification System.
Management Documents	These are the documents submitted twice yearly by the Tenderer in accordance with the Corporation's requirements.
Qualification System	The Corporation's qualification system for potential bus operators established under a call for competition made in accordance with Article 42.1 (b) of EC Directive 2004/17/EC.
Route Description	A description of the street names that the bus route will serve along the line of route. This will also detail the standing arrangements and turning points appropriate to the route.
Schedule	The timetable to which a bus service runs consisting of out and back directions, linked to a service change number. The schedule includes, the route id, the number of trips a bus will make, the bus running number, the duty numbers and the garage.
Schedule Headers	A document which sets out route destinations, timing points, nodes and stops. This is sent to the tenderer along with specific day types and the date of when the route is due to change.
Service Specification	The document describing information specific to the route being tendered. This includes terminal points, vehicle type, Minimum Performance Standard, extension threshold, Minimum Operated Mileage Standard and other related issues. The schedule requirements and pinchpoints, QSI and mileage, operational considerations, current performance, route record and mileage.
Services	The bus services to be provided under a Route Agreement.
Standstill Period	The period of time between the date the successful and unsuccessful Tenderers being notified of the potential award of a Route Agreement and the earliest date that the Corporation will enter into a Route Agreement with the successful Tenderer.
Tender	The document(s) submitted by the Tenderer for the route being tendered together with the Management Document.
Tenderer	The company on the LBTL, who is submitting the Tender.
Tendering Programme	A timetable detailing the indicative dates that LBSL are intending to issue ITTs, issued annually and updated as appropriate.
Tranche	Is a group of routes or an individual route being tendered at a specific time.
TUPE	Means the Transfer of Undertakings (Protection of Employment) Regulations 2006.

5. Appendices

Appendix A

Example Expression of Interest – Tranche xxx

Tenders will shortly be invited for the provision of the following bus services:

ROUTE	TERMINUS	TERMINUS
X	A	B
X	C	D
X	E	F
X	G	H

Tenderers are required to request the issue of the required ITT and schedule headers from contracts.tendering@ffl.gov.uk by no later than _____.

If a request is not received by this deadline, it is assumed the operator has no interest in receiving the ITT and is not intending to submit a Tender(s) for any routes within the Tranche.

Tenders must be received by no later than 12.00 noon on _____, the Date of Tender.

LBSL intends to announce the award of these routes in _____.

Appendix B

1. EXAMPLE SERVICE SPECIFICATION

Route: _____

Contract Reference: QC _____

This Service Specification forms section 7 of the ITT and should be read in conjunction with the ITT document, Version X dated XX Month Year.

You are formally invited to tender for the provision of the bus service detailed below and in accordance with this Service Specification. Tenderers must ensure that a Compliant Tender is submitted and this will only be considered for evaluation if all parts of the Tender documents, as set out in section 11, have been received by the Corporation by the Date of Tender. The Tender must be fully completed in the required format, in accordance with the Instructions to Tenderers. A Compliant Tender must comply fully with the requirements of the Framework Agreement; adhere to the requirements of the Service Specification; and reflect the price of operating the Services with new vehicles.

Terminus Points	West Middlesex Hospital and Staines Bus Station
Contract Basis	Incentivised
Commencement Date	
Vehicle Type	Single deck, dual door, 60 capacity
Current Maximum Approved Dimensions	10.1 metres long and 2.4 metres wide
New Vehicles Mandatory	Yes
Hybrid Price Required	No
Sponsored Route	Yes
Minimum Performance Standard	No less than 82.00% departing on time
Extension Threshold	86.00% departing on time
Advertising Rights	Operator
Minimum Operated Mileage Standard	No less than 98.00%

The Date of Tender for this ITT is: No later than 12 Noon on _____.

2. NOTES

Proposed Changes:

At this time, the Corporation expects to implement a change to the existing service prior to the commencement of the new Route Agreement for Route No. 117:

On 30th October 2010, ex West Middlesex Hospital, the line of route from the stand is revised due to the introduction of a one-way road system in the hospital grounds.

Tenderers should note that there are no changes proposed as part of this Service Specification for Route No. 117.

Requirements for Registration:

The section of Route No. 117 between Staines Bus Station and the Surrey County Boundary at Ashford Road, Challenge Road will need to be registered with the Traffic Commissioner for the South Eastern and Metropolitan Traffic Area 56 days before the operation commences. The registration should be sent to:

South Eastern and Metropolitan Traffic Area Office
Hillcrest House
386 Harehills Lane
LEEDS
LS9 6NF

Copies of the registration should be sent to:

Principal Transport Officer
Passenger Transport
Surrey County Council
County Hall
Penrhyn Road
KINGSTON UPON THAMES
KT1 2DY

and to:

Licensing Manager
TfL Surface Transport
11th Floor
Palestra
197 Blackfriars Road
London
SE1 8NJ

The price of this and any future variation to this registration are to be met by the Operator.

3. SCHEDULE REQUIREMENTS & PINCHPOINTS

3.1. MONDAY TO FRIDAY SCHEDULE REQUIREMENTS & PINCHPOINTS

West Middlesex Hospital to Staines Bus Station			Staines Bus Station to West Middlesex Hospital		
First departure no later than 0550.			First departure no later than 0530.		
0545 - 1950	Every 20 minutes		0525 - 2010	Every 20 minutes	
1951 - 2355	Every 30 minutes		2011 - 2345	Every 30 minutes	
Last departure no earlier than 2350.			Last departure no earlier than 2340.		
Pinchpoints					
Ashford, Royal Hart	0730 - 0830	20 minutes	Hounslow Bus Station, London Road	0730 - 0830	20 minutes
	1515 - 1615	20 minutes		1530 - 1630	20 minutes

3.2. SATURDAY AND GOOD FRIDAY SCHEDULE REQUIREMENTS & PINCHPOINTS

West Middlesex Hospital to Staines Bus Station			Staines Bus Station to West Middlesex Hospital		
First departure no later than 0550.			First departure no later than 0530.		
0545 - 0720	Every 30 minutes		0525 - 0730	Every 30 minutes	
0721 - 1920	Every 20 minutes		0731 - 1940	Every 20 minutes	
1921 - 2355	Every 30 minutes		1941 - 2345	Every 30 minutes	
Last departure no earlier than 2350.			Last departure no earlier than 2340.		
Pinchpoints					
Ashford, Royal Hart	0930 - 1030	20 minutes	Hounslow Bus Station, London Road	0930 - 1030	20 minutes

3.3. SUNDAY AND PUBLIC HOLIDAY SCHEDULE REQUIREMENTS & PINCHPOINTS

West Middlesex Hospital to Staines Bus Station			Staines Bus Station to West Middlesex Hospital		
First departure no later than 0620.			First departure no later than 0615.		
0615 - 2355	Every 30 minutes		0610 - 2345	Every 30 minutes	
Last departure no earlier than 2350.			Last departure no earlier than 2340.		
Pinchpoints					
Ashford, Royal Hart	1030 - 1230	30 minutes	Hounslow Bus Station, London Road	1030 - 1230	30 minutes

3.4. BOXING DAY SCHEDULE REQUIREMENTS & PINCHPOINTS

West Middlesex Hospital to Staines Bus Station		Staines Bus Station to West Middlesex Hospital	
First departure no later than 0820.		First departure no later than 0815.	
0815 - 2355	Every 60 minutes	0810 - 2345	Every 30 minutes
Last departure no earlier than 2350.		Last departure no earlier than 2340.	
Pinchpoints			
Ashford, Royal Hart	1030 - 1230	30 minutes	Hounslow Bus Station, London Road
			1030 - 1230
			30 minutes

4. QSI POINTS & MILEAGE

It is intended route 117 will have 80 surveys per quarter at the following locations:

QSI POINTS	
<i>Towards Staines Bus Station</i>	<i>Towards West Middlesex Hospital</i>
Hounslow\$	Staines
Feltham\$	Feltham\$
	Hounslow\$
MILEAGE: See Attached iBus Sheets	

\$This location recorded simultaneously in both directions - counted as two surveys.

5. OPERATIONAL CONSIDERATIONS

- 5.1. Route No. 117 can suffer from unpredictable delays in the Hounslow and Feltham areas.
- 5.2. The railway bridge in St. John's Road, near Isleworth Station, has a height restriction of 4.04 metres (13 feet 3 inches), which precludes the use of double deck buses under this bridge at any time. Double deck buses are therefore not suitable for operation on Route No. 117 under any circumstances.
- 5.3. The 2012 Olympic Games open on Friday 27th July and close on Sunday the 12th August. The 2012 Paralympic Games start on Wednesday the 29th August and close on Sunday the 9th September. The games will result in additional passenger demand across the network, requiring additional capacity on some routes. There will also be a number of road closures in the event areas resulting in route diversions. Tenderers should be aware there will be implications to them during this time. Full details and any extra resource required will be negotiated with the operator at a later date.

6. CURRENT PERFORMANCE, ROUTE RECORD & IBUS MILEAGE

- 6.1. Current Performance - as detailed in the attached forms.
- 6.2. Route Description - as detailed in the attached.
- 6.3. iBus Mileage - as detailed in the attached forms.

6.3 IBUS MILEAGE

The details below provide an illustration of the mileage information that will be contained within the Service Specification for the route being tendered.

Transport for London - Live Mileage List

Route	117
Service change	22316
Date	30 September 2009

OUT DIRECTION				
Timing Point Code	Stop Number	Stop Name	Metres	Miles
WMDXHP S	WMDXHP S	WEST MIDDLESEX HOSPITAL		
WMDXHP	BP4200	West London Mental Health Trust	0	0.00
	BP1557	West Middlesex Hospital	256	0.16
	36625	Ashford War Memorial	354	0.22
ASHFRH	16847	Dudley Road	366	0.23
	16848	Ashford Station	317	0.20
	16850	Stanwell Road	202	0.13
	16852	Chesterfield Road	418	0.26
	16854	Ferndale Road	467	0.29
ASHFDP	16857	The Dog & Partridge	467	0.29
	16858	Petersfield Avenue	271	0.17
	2740	Fenton Avenue	265	0.16
	4579	Worple Road	357	0.22
	1569	Staines Police Station	219	0.14
	BP2426	South Street	300	0.19
STNSBS9	OC711	Staines Bus Station	355	0.22
	STNSBS9S	Staines Bus Station, Stand 9	0	0.00
TOTAL ROUTE MILEAGE - OUT DIRECTION			17636	10.96
			metres	miles

BACK DIRECTION

Timing				
Point Code	Stop Number	Stop Name	Metres	Miles
STNSBS9S	STNSBS9S	Staines Bus Station, Stand 9		
STNSBS9	OC711	Staines Bus Station	0	0.00
	9427	High Street	388	0.24
	1568	Staines Police Station	241	0.15
	16861	Staines Station	282	0.18
	34375	Knowle Green	448	0.28
	4580	Worple Road	415	0.26
	2739	Fenton Avenue	231	0.14
	16859	Petersfield Avenue	290	0.18
ISLEFS	6200	West Thames College	205	0.13
	H372	Rennels Way	325	0.20
	15229	St John The Baptist	311	0.19
	15226	Grainger Road	221	0.14
	6368	Mandeville Road	534	0.33
	BP4199	West Middlesex Hospital	392	0.24
WMDXHP	BP4200	West London Mental Health Trust	209	0.13
	WMDXHP S	WEST MIDDLESEX HOSPITAL	0	0.00
	0	0	0	0.00
TOTAL ROUTE MILEAGE - BACK DIRECTION			17363	10.79
			metres	miles

Appendix C

SCHEDULE DATA (VIA CAESAR)

On the day of the ITT document is issued, schedule headers will be issued to those operators who have requested the ITT document for the route(s) being tendered.

The schedule headers will include the Date of Tender, the date the ITT was issued and a set of day types. Standard day types are sent as specified below and extra day types can be added at anytime at the request of a Tenderer.

Standard day types:

Monday to Friday
Monday to Friday Schoolday
Monday to Friday Non Schoolday
Saturday
Sunday
Boxing Day

Night Routes:

Friday - Saturday Nights/Saturday - Sunday Mornings
Sunday -Thursday Nights/Monday – Friday Mornings
Monday -Thursday Nights/Tuesday-Friday Morning
Friday Night/Saturday Morning
Saturday Night/Sunday Morning
Sunday Night/Monday Morning

Tenderers must submit the Schedules via the Caesar System by the Date of Tender. These Schedules will form part of the Tender and must therefore be submitted on time in order for the Tender to be considered Compliant.

If Tenderers experience any problems receiving schedule headers or submitting their schedules, they should email the Corporation quoting the ITT Reference Number at the following email address:

Email: contracts.tendering@tfl.gov.uk

Part B – Invitation To Tender

6. Instructions to Tenderers

6.1 General

- 6.1.1 This ITT is provided on condition that it is used only in connection with the Tender submission and for no other purpose whatsoever.
- 6.1.2 Tenderers should note that each Tender should remain open for acceptance by the Corporation for one hundred and twenty (120) calendar days from the Date of Tender. If a Tender is accepted, the Contract Price will be adjusted annually in accordance with paragraph 9 of Schedule IVB of Annex B of the Framework Agreement. The first such adjustment shall be effective from the anniversary of the Date of Tender.
- 6.1.3 Whilst the information within the ITT has been prepared in good faith, the Corporation does not accept any liability or responsibility for the adequacy, accuracy or completeness of, or make any representation or warranty, express or implied, with respect to, information contained in the ITT or on which such information is based or with respect to any written or oral information made or to be made available to any Tenderer and any liability therefore is hereby expressly disclaimed. Tenderers shall take no advantage of any apparent errors or omissions. In the event that you discover any such errors or omissions, you shall immediately notify the Corporation at the address detailed above.
- 6.1.4 Nothing in the ITT document is, or should be relied on as, a promise or representation as to the future. The Corporation does not undertake to provide Tenderers with access to any additional information or to update the information in the ITT or to correct any inaccuracies which may become apparent.
- 6.1.5 Any further information required during the tendering period, shall be requested, in writing by post or e-mail, quoting the ITT Reference Number(s) at the following address:

Contracts Tendering Manager,
London Bus Services Limited,
10th Floor, Palestra,
197 Blackfriars Road,
LONDON, SE1 8NJ.

e-mail: Simon.Thomas@tfl.gov.uk

Tenderers are advised that pertinent additional information given to any Tenderer, shall be forwarded to all Tenderers. Any such further information must be requested no later than seven working days prior to Date of Tender.

6.2 Tender Preparation

- 6.2.1 Each Tender Declaration (Part 1 of the Tender documents refers) shall be signed by a Director of the company submitting the Tender, authorised to do so. The name and title of the authorised person signing shall be written beneath their usual signature.
- 6.2.2 In the event of a change in structure of the Tenderer's organisation prior to the Date of Tender, which results in the Tender being submitted in a name other than the name of the recipient company of the ITT, then a comprehensive explanation must be provided immediately to the Corporation. Failure to provide such an explanation may result in the Tender being rejected.
- 6.2.3 The price submitted in Part 10 of the Tender must reflect the full price of providing the Services in accordance with the Framework Agreement.
- 6.2.4 Tenderers must make their own independent assessment of the subject matter of the Tender after making such investigation and taking such professional advice as they deem appropriate.
- 6.2.5 Tenderers should ensure that the Tender is complete in all respects, such that the Corporation may undertake a complete and meaningful evaluation. Tenders which are incomplete or which contain erasures or alterations may be rejected.
- 6.2.6 Tenderers must include a sample Route Risk Assessment within their Management Document. Should a Route Agreement be awarded, the Tenderer will be required to submit a Risk Assessment for the route concerned.

6.3 Tender Submission

- 6.3.1 Tenderers must submit their Tender by noon on the date stated in the ITT Service Specification, the 'Date of Tender'. Two complete sets must be submitted. Both sets shall be signed as indicated below and clearly marked on the front cover with the words "ORIGINAL" or "COPY" as appropriate. Each version shall also show on the front cover the route number and the name of the Tenderer.
- 6.3.2 The Tender must be submitted in the name of the recipient company of the ITT. Any proposals to sub-contract all or part of the bus service(s) tendered must be made clear in the Tender.
- 6.3.3 Tenderers must use the Tender return labels supplied with this ITT.
- 6.3.4 Tenderers must submit the Schedules via the Caesar System for the bus service(s) being tendered within this ITT, including any options, in accordance with the timescale detailed within this ITT. These Schedules will form part of the Tender and must therefore be submitted on time in order for the Tender to be considered Compliant.

7. Service Specification:

Route: _____

Contract Reference: QC _____

This Service Specification forms section 7 of the ITT and should be read in conjunction with the ITT document, Version 1 dated 29 September 2011.

You are formally invited to tender for the provision of the bus service detailed below and in accordance with this Service Specification. Tenderers must ensure that a Compliant Tender is submitted and this will only be considered for evaluation if all parts of the Tender documents, as set out in section 11, have been received by the Corporation by the Date of Tender. The Tender must be fully completed in the required format, in accordance with the Instructions to Tenderers. A Compliant Tender must comply fully with the requirements of the Framework Agreement; adhere to the requirements of the Service Specification; and reflect the price of operating the Services with new vehicles.

Tenderers should refer to section 3 of Part A for the Service Specification Explanatory Notes and Appendix B of section 5 for the Example Service Specification.

8. Tender Requirements

8.1 A Tender will only be considered for evaluation if it is Compliant. The Corporation reserves the right to reject any Tender which is not Compliant.

8.2 Tenderers must comply with the Instructions to Tenderers detailed in section 6. In submitting its Tender(s) the Tenderer should note that:

8.2.1 Tenderers are required to demonstrate their ability to manage bus services in an urban environment and are expected to have familiarised themselves with the operating conditions, contractual requirements and regulatory and statutory framework applicable to the Corporation's bus network in sufficient detail to complete the Tender documents to a high standard. In particular, Tenderers should fully familiarise themselves with the variable operating conditions on the route for which a Tender is being submitted so that the Tender will satisfy the Corporation that all the quality requirements specified can be met. Tenderers who do not feel they have sufficient familiarity with the Corporation's bus network should address any questions to the Contracts Tendering Manager, London Bus Services Limited at the address shown in section 6 of this Part B.

8.2.2 Section 11 of the ITT contains the list of documents that must be completed as part of the Tender for this route. This includes a Check List that must be completed by the Tenderer and submitted with the Tender. Tenderers must complete **all** of the required documents in the format shown. For the avoidance of doubt, a Tender will only be considered Compliant if all parts are fully completed for each Tender. In the event of difficulty completing the Tender documents or uncertainty regarding the Corporation's requirements, the Tenderer should request clarification from the Corporation in good time and in any case no later than 7 working days before the Date of Tender.

8.3 The Corporation is in possession of a range of information as referred to in paragraph 9.6 which will be used in the evaluation of Tenders as appropriate. It is the Tenderer's responsibility to ensure that:

8.3.1 if the Tenderer considers that information available to the Corporation may require updating or supplementing, the Tenderer clarifies this as part of the Tender.

8.3.2. if the Tenderer considers information would be material in the evaluation of its Tender and the Corporation may not be aware of the relevance or importance of such information, the Tenderer clarifies this as part of the Tender.

8.4 Alternative Tenders - Optional

Alternative Tenders are also welcomed, provided they are submitted in addition to, a Compliant Tender. By way of illustration but without limitation, the following Alternative Tenders may be of interest to the Corporation:

8.4.1 Vehicles

Existing vehicles that meet the Corporation's refurbishment specification, which are available from within the Tenderer's own fleet or from alternative sources may be considered. Generally, vehicles that would be no greater than eight years old at the Commencement Date of the Route Agreement will be considered for a full contract term.

8.4.2 Schedules

Alternative Schedules which offer a price reduction may also be considered. Examples could include timing adjustments to make more efficient use of resources, including the interface between day/night services, or use of the Tenderer's garage as a terminal point.

8.5 Joint Bids - Optional

8.5.1 In addition to a Compliant Tender for each route individually, Joint Bids for the award of more than one Route Agreement are welcomed by the Corporation where these lead to a discount(s) to reflect, for example, reduced overheads. A Tenderer may offer any number of different Joint Bids which will be evaluated using the same technical criteria as detailed in section 9 of this Part B.

8.5.2 Joint Bids for routes tendered in the same Tranche are particularly welcome.

8.5.3 The Corporation will also give consideration to Joint Bids that may be offered across different tranches that are being tendered with overlapping timescales, subject to the consideration of these being compatible with the evaluation process described in section 10 i.e. new Joint Bids will not normally be considered after step 4 of the evaluation process has been completed.

9. Evaluation Criteria

Introduction

- 9.1 Tenderers should note that the Corporation may accept the Tender submitted without further reference to the Tenderer. Tenderers should therefore ensure that the Tender they submit is the best offer that they can make.
- 9.2 Notwithstanding that the Corporation may accept any Tender submitted, the Corporation may also seek clarification or revised offers from, or negotiate with, some or all Tenderers at any stage in the process in respect of any aspect(s) of the Tender.
- 9.3 Unless the context indicates otherwise, references in this section 9 to Tender includes any Alternative Tenders and Joint Bids.
- 9.4 Any Route Agreement, if awarded, will be awarded to the Tenderer submitting the most economically advantageous tender capable of supporting the delivery of the Corporation's Primary Objective from the Commencement Date and throughout the duration of the Route Agreement. This will not necessarily be the lowest price Tender submitted, but will be determined in accordance with the evaluation of the price and of the following technical criteria which are all weighted equally, noting that price will be considered separately.

Technical Criteria

- 9.5 Central to the evaluation, is the Tenderer's ability to deliver the Services in accordance with the performance requirements specified in the Framework Agreement and Service Specification. In particular the Tenderer's attention is drawn to Schedule V of Annex B of the Framework Agreement which includes a description of passengers' priorities in respect of the Services, the Operator's obligations in respect thereof and the monitoring that will be undertaken by the Corporation. Tenderers are advised that Tenders will be assessed in accordance with information contained within the Tender, the Management Documents and the additional information available to the Corporation as described in paragraph 9.6 and in line with the following technical criteria:

- 9.5.1 **Resource and Schedule Proposals and Performance Assessment (Tender Document Part 2A and 2B).** The Tender must satisfy the Corporation that it has scheduled sufficient vehicles and drivers to enable a high quality service to be operated under the variable conditions experienced on the route, throughout each time period and day of the week and that the mileage and reliability standards specified by the Corporation, including the requirements set out in Schedules VI and VII of Annex B of the Framework Agreement and the Service Specification will be achievable for the duration of the Route Agreement. The Tenderer's performance in the delivery of any existing contracts and any of the information outlined in paragraph 9.6 below will also be considered.

- 9.5.2 **Service Control and Supervision Proposals and Performance Assessment (Tender Document Part 3).** The Tender must satisfy the Corporation that sufficient skilled and appropriately trained people and equipment will be allocated to the task of consistently maintaining a service that meets all the quality standards specified by the Corporation, including the requirements set out in Schedules VI and VII of Annex B of the Framework Agreement and the Service Specification. The Tenderer's performance in the delivery of any existing contracts and any of the information outlined in paragraph 9.6 below will also be considered.
- 9.5.3 **Driving Staff Proposals and Performance Assessment (Tender Document Part 4).** The Tender must satisfy the Corporation that proposals to recruit, develop, train and incentivise all staff (particularly driving and operational staff) to provide a safe, high quality customer service are appropriate and will be effective in meeting the Corporation's Primary Objective. The Tenderer's performance in the delivery of any existing contracts and any of the information outlined in paragraph 9.6 below will also be considered.
- 9.5.4 **TUPE (Tender Document Part 5).** The Tender must satisfy the Corporation that the Tenderer is able to manage a transfer of staff under the Transfer of Undertakings (Protection of Employment) Regulations 2006, as amended, (where applicable) in the best interests of the staff affected and the Corporation and in maintaining the service provided under the Route Agreement. Experience in effectively managing TUPE as described above in the course of any previous contract awards or losses will also be considered.
- 9.5.5 **Vehicle Specification Proposals (Tender Document Part 6).** The Tender must satisfy the Corporation that the vehicles proposed meet the requirements specified in the Service Specification and Schedule II of the Framework Agreement.
- 9.5.6 **Garage Location and Staff, Operational and Engineering Proposals and Operational/Engineering Performance Assessment (Tender Document Part 7).** The Tender must satisfy the Corporation that the proposed garage and any associated facilities from which it is intended the Route Agreement shall operate, including staff working conditions, welfare facilities, equipment available for vehicle maintenance and the availability of skilled staff, will ensure consistent provision of a high quality, safe, accessible service with well presented vehicles to meet the requirements of the Route Agreement on a daily basis. The Tenderer will be required to demonstrate a high standard of engineering quality and the Tenderer's performance in the delivery of any existing contracts, any action by regulatory authorities and any of the information outlined in paragraph 9.6 below will be considered.
- 9.5.7 **Ability to meet the Corporation's Route Agreement Commencement Date (Tender Document Part 8).** The Tender must satisfy the Corporation that proposed arrangements for the commencement of the operation of the Route Agreement on time are appropriate and will deliver the specified standards from the Commencement Date. This includes availability of facilities, staff and vehicles.

- 9.5.8 **Ability to Manage Changes in the Volume of Work and Assessment of any previous material changes to Work (Tender Document Part 8).** The Tender must satisfy the Corporation that the Tenderer will apply sufficient resources to and effectively manage the volume of changed, new, or additional work being sought by the Tenderer.
- 9.5.9 **Management Proposals.** The Tender must satisfy the Corporation that the Management and Supervisory structure proposed within the Tender is capable of supporting the performance of the Route Agreement and the Corporation's Primary Objective. The Corporation will take account of the Tenderer's structure and management approach in establishing constructive and positive relationships with the Corporation, at group (where applicable), company, and garage level. All relevant information should be up to date and contained within the Tenderer's Management Document, supplemented, as appropriate, in Part 11 of the Tender Document.
- 9.5.10 **Health, Safety and Environment and Performance Assessment.** The Tender must satisfy the Corporation that the Tenderer is able to and will throughout the Route Agreement meet statutory requirements and legislation in respect of Health, Safety and the Environment and further that it will comply with the Corporation's Health and Safety and Environmental policies and guidance as notified to it from time to time. All relevant information should be up to date and contained within the Tenderer's Management Document supplemented, as appropriate, in part 11 of the Tender Document. The Tenderer's performance in the delivery of health, safety and environmental standards under any existing contracts and any of the information outlined in paragraph 9.6 below, will also be considered.

9.6 The Corporation will also make use of the following in the evaluation of Tenders:

- 9.6.1 Information provided in the Tender.
- 9.6.2 Information provided in the Tenderer's Management Document.
- 9.6.3 Relevant performance data held by the Corporation at company, garage and route level for up to one year prior to the Date of Tender. This will include information in respect of:
- 9.6.3.1. Safety
 - 9.6.3.2. Mileage Operated
 - 9.6.3.3. Reliability of Service
 - 9.6.3.4. Engineering Performance and Quality
 - 9.6.3.5. Driver Quality
 - 9.6.3.6. Mystery Traveller Surveys
 - 9.6.3.7. Contract Compliance Audits
 - 9.6.3.8. Actions by regulatory bodies
 - 9.6.3.9. Passenger comments
 - 9.6.3.10. Any responses to the Corporation and action taken by the Tenderer in relation to any performance issues under existing Route Agreements

- 9.6.4 The approach of the Tenderer in establishing and maintaining a constructive and positive relationship with the Corporation which supports delivery of the Corporation's Primary Objective.
- 9.6.5 Information obtained by the Corporation in the course of dealing with the Tenderer and / or from references about a Tenderer's business and performance that the Corporation may have obtained from other organisations.
- 9.6.6 Information that is in the public domain.
- 9.7 The Corporation shall take reasonable measures to satisfy itself about the accuracy of information considered in Tender evaluation.

Price Evaluation

- 9.8 All prices offered in Parts 9 and 10 of the Tender or during any subsequent clarifications or negotiations will also be considered by the Corporation in reaching its decision as described in steps 4 – 6 of section 10.
- 9.9 The Corporation will assess the financial sustainability of a Tender in the context of the Tenderer's current portfolio of Route Agreements and financial resources (including those of any parent group). The Corporation will also assess the Tenderer's ability to sustain the standards specified over the full term of the Route Agreement and will consider overall value of the Tender.

10. Evaluation Process

10.1 The process for evaluation of Tenders is:

- Step 1 – Check for Compliance.
- Step 2 – Evaluation of technical criteria (paragraphs 9.5.1 through to 9.5.10 inclusive) including Alternative Tenders.
- Step 3 – Preliminary Shortlisting of Tenders
- Step 4 – Review of prices including Joint Bids and selection of final shortlist.
- Step 5 – Selection of preferred Tender.
- Step 6 – Finalisation and award of Route Agreement to most economically advantageous tender.

10.2 Clarification or negotiation of elements of the Tender as referred to in paragraph 9.2 may take place at any of the steps within the process and the information obtained in such clarifications or negotiations and any further or revised information provided as a result will be taken into account in assessing Tenders.

10.3 Alternative Tenders and Joint Bids will be evaluated using the same technical criteria as Compliant Tenders. In reaching a decision on whether to accept Alternative Tenders and / or Joint Bids, the Corporation will take account of the amount of any additional value offered and the extent to which the award of a Route Agreement(s) on the basis of an Alternative Tender and / or Joint Bid(s) will meet the Corporation's Primary Objective, achieve the objectives of the Service Specification, and meet the quality standards specified.

Step 1 – Check for Compliance

10.4 Tenders will only be considered for evaluation if they are a Compliant Tender or they are an Alternative Tender or Joint Bid submitted with a Compliant Tender.

Step 2 – Evaluation of Technical Criteria including Alternative Tenders

10.5 The technical criteria detailed in paragraphs 9.5.1 through to 9.5.10 inclusive will be assessed and classified using the following method.

Green: Meets the requirements fully.

Amber: Generally meets the requirements, but with minor deficiencies requiring improvement, in one or more areas.

Red: Does not meet the requirements at all or with deficiencies that are more than minor.

A "Flag" will be noted for any elements of any Tender(s) which are considered worthy of note, in either a positive or negative way, and that should reasonably be taken into account in differentiating between Tenders in step 5 (selection of preferred Tender).

10.6 Clarifications may be sought from Tenderers in relation to Tender(s) with a red or amber rating in any criterion. The Tenderer may submit revisions to its Tender(s) in response to such clarification (including consequential price

changes) which will be reconsidered by the Corporation in accordance with paragraph 10.5 above to determine whether any red or amber rating can be revised.

- 10.7 Tenders assessed with a red rating in any criterion (following any clarifications as appropriate) will not be taken forward for further consideration.

Step 3 - Preliminary Shortlisting of Tenders

- 10.8 Tenders (including Alternative Tenders) assessed with a green rating for all technical criteria will be taken forward for further evaluation (step 4 onwards).
- 10.9 Tenders (including Alternative Tenders) with an amber rating(s) in any criterion will only be taken forward where there are insufficient Tenders with entirely green ratings. In such cases the Tenders with any amber ratings taken forward for such further evaluation will be determined according to the number of amber and any positive and/or negative flags noted in the assessment. The number of Tenders taken forward following such further evaluation will be determined in order to ensure an appropriate level of competition.

Step 4 - Review of prices including Joint Bids and selection of final shortlist

- 10.10 The prices of Tenders successfully shortlisted in step 3 including Joint Bids will be assessed to ensure that they are considered sustainable as described in paragraph 9.9.
- 10.11 If a Tender(s) is not considered sustainable clarifications may be sought from Tenderer(s) and the Tenderer may submit consequential price changes which will be reconsidered by the Corporation.
- 10.12 Tenders that are not considered sustainable after any clarification or price changes in accordance with 10.11 above will not be considered further.
- 10.13 The remaining Tenders, including Joint Bids will be further considered and appropriate clarifications may be sought and/or negotiations held in relation to the achievement of the Corporation's Primary Objective.
- 10.14 The final shortlist will then be selected based on the prices offered and the number, nature, and impact of the amber related criteria and any positive and/or negative flags noted in the technical evaluation.

Step 5 – Selection of Preferred Tender

- 10.15 The preferred Tender will then be selected from the final shortlist as the lowest price tender that best meets the Corporation's Primary Objective.
- 10.16 If there is no material difference between two or more bidders as assessed in 10.15, the Corporation shall also consider:
- 10.16.1 The degree of disruption to passengers, to staff that operate the service, and to the Corporation that might reasonably be expected from awarding the Route Agreement to each Tenderer.

10.16.2 The impact on the Corporation's ability to meet its Primary Objective and statutory obligations to provide efficient and economic transport services in London that might reasonably be expected from awarding the Route Agreement to each Tenderer including the impact on competition in the London bus market.

Step 6 - Finalisation and award of Route Agreement to most economically advantageous tender.

10.17 The Corporation will engage with the preferred Tenderer to agree final details and, subject to the Corporation being able to agree the final details of the proposed Route Agreement to its satisfaction, the Tenderer will be agreed as submitting the most economically advantageous tender and will be the successful Tenderer.

10.18 If the Corporation is not able to agree the final details of the proposed Route Agreement with the preferred Tenderer then the Corporation will return to an appropriate earlier step in the Tender evaluation process until the Corporation is satisfied that it has identified the most economically advantageous tender, or may decide to restart the tender process.

11. Tender documents

This section includes the documents that must be completed as part of the Tender submission for this route. This includes a Check List that must also be completed by the Tenderer and submitted with the Tender. Tenderers must complete **all** of the required documents in the format shown, unless marked optional.

For the avoidance of doubt, a Tender submission will only be considered Compliant if the requisite forms are fully completed in the prescribed format for each route. Tenders that do not comply with the prescribed format may be rejected.

The documents to be completed are listed below:

- Part 1 - Tender Declaration
 - Part 2A - Electronic submission of Schedules via Caesar system
 - Part 2B - Resource and Schedule Proposals
 - Part 3 - Service Control and Supervision Proposals
 - Part 4 - Driving Staff Proposals
 - Part 5 - Management of the transfer of staff under TUPE Regulations
 - Part 6 - Vehicle Specification Proposals
 - Part 7 - Garage Location and Description of Staff Operational and Engineering Facilities
 - Part 8 - Ability to meet Route Agreement Commencement Date and management of changes to volume of work
 - Part 9 - Alternative Tender Options (optional)
 - Part 10 - Price Proposals
 - Part 11 - Supplementary Information
 - Part 12 - Tender Checklist
- Tender Return labels

PART 1 – Tender Declaration

Contracts Tendering Manager,
London Bus Services Limited,
10th Floor, Palestra,
197 Blackfriars Road,
London, SE1 8NJ.

ITT - Contract Reference QC

We confirm that this offer shall be valid for acceptance for one hundred and twenty (120) calendar days from the Date of Tender of the Invitation to Tender ("ITT"), and will not be withdrawn by us before this time, and that our Tender is in strict accordance with the ITT document.

We confirm that if our Tender is successful, the provision of bus services for the route(s) detailed below ("the Services") shall be governed by and operated in accordance with the Route Agreement Terms and Conditions contained in Annex B of the Framework Agreement (* as referenced below) between our company and London Bus Services Limited ("the Corporation") (hereinafter referred to as "the Framework Agreement").

We confirm and agree that if our Tender is accepted, our Tender shall remain valid and fixed until such time as the Services under the Route Agreement commence.

We hereby certify that this is a bona fide Tender, intended to be competitive and the amount has not been fixed or adjusted by any agreement or arrangement with any other person or persons.

Further we certify that we have not and will not undertake any of the following acts prior to the award of a formal Route Agreement:

- a) Communication to a person or persons other than the party calling for this Tender, the amount or approximate amount of the Tender or any part thereof except where strictly necessary, in confidence, to obtain quotations required for the preparation of this Tender.
- b) Enter into any agreement or arrangement with any other person or persons that said person or persons will refrain from tendering or as to the amount of the Tender or any part thereof such person will submit.
- c) Offer, pay, give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person or persons for doing, agreeing to do or having done or causing, agreeing to cause or having caused to be done to any Tender for these services any act or thing of the sort described above.

("any person or persons" refers to any body or association, incorporated or unincorporated and any "agreement or arrangement" includes any such transaction, formal or informal and whether legally binding or not.)

Having examined the ITT document for the provision of the Services we offer to perform and complete the whole of the Services in full conformity with the completed Tender Documents for the rates and prices as set forth hereinafter.

We further confirm our understanding of the level of service required and the number of vehicles and staff required to achieve the Corporation's performance standards. Our Tender has been prepared in full cognisance of the requirements of the Service Specification. We certify that the resources required will be made available from the Commencement Date and throughout the duration of any ensuing Route Agreement.

We understand that the Corporation shall not be under any liability (contractual, tortious or otherwise) in the event that this Tender is, through any act or omission of the Corporation, its employees or agents not considered, either alone or in conjunction with all or any other Tenders submitted and the Corporation is under no duty to consider this Tender.

We understand that should our Tender be non-compliant with the ITT then this may lead to the rejection of our Tender.

The responses to Parts 1 – 12 attached hereto (or included in our Management Document where appropriate) are deemed to be an integral part of this Tender Declaration.

Tender for Route No: _____

ITT Version No: _____

Dated: _____

Signed:

Dated:

Name:

Position:

(Director)

For and on behalf of*

**Please state the full name of the company submitting the Tender.
Any ensuing Route Agreement will be between the Corporation and the said company*

PART 2A - Electronic Submission of Schedules via Caesar System

To ensure your Tender submission is Compliant, Tenderers must submit their proposed Schedules by the Date of Tender.

Failure to meet this deadline may result in your Tender submission being rejected.

For the avoidance of doubt, it will be the responsibility of the Tenderer to ensure that the Schedules have been submitted successfully.

PART 2B – Resource and Schedule Proposals

Any Route Agreement arising from a Tranche ITT will require the resources detailed below to be used by the Operator in providing the Services.

Route	Option								
	PVR				DAYS / NIGHTS PER ANNUM	SCHEDULED MILEAGE			
DAY	AM	MIDDAY	PM	EVENING		PER DAY		PER ANNUM	
					LIVE	DEAD	LIVE	DEAD	
Monday - Friday School Days					195				
Monday - Friday Non School Days					55				
Saturday & Good Friday					56				
Sunday & Public Holidays					57				
Boxing Day					1				
TOTAL					364				
NIGHT									
Sunday - Thursday					259				
Friday					52				
Saturday					52				
TOTAL					363				
TOTAL DAY & NIGHT									
GRAND TOTAL									

Driver Resource Proposals	DAY	NIGHT
DUTIES		
Monday - Friday School Days		
Monday - Friday Non School Days		
Saturday / Good Friday		
Sunday / Public Holidays		
Boxing Day		
Duties per week		
Rota Lines		
Spare / Holiday Cover		
TOTAL	0	0

Vehicle Resource Proposals	
PVR	
SPARE	
TOTAL	0

PART 3 – Service Control and Supervision Proposals

You are required to complete the questionnaire below, and include it as Part 3 of your Tender, detailing the service supervision you plan to adopt.

Radio / iBus	
iBus Location(s)	
Hours of operation	
Number of Controllers per shift	
Number of routes and vehicles currently supervised by these Controllers	
iBus – describe Control Strategy for above route	

Please summarise your proposals for providing mobile and/or specific roadside supervision, together with any further information including, for example, any strategy proposed for dealing with major disruption, both planned and unplanned (please use additional pages if required).

Supplementary Supervision
Maintaining the Service - Strategic Plans

PART 4 – Driving Staff Proposals

You should complete the following table for drivers applicable to this Tender.
The information provided below should be the information you anticipate would apply from the Commencement Date.

		*Grade 1:	*Grade 2:	*Grade 3:	*Grade 4:
1.	£ per hour – basic	£	£	£	£
a)	Mon-Fri				
b)	Sat				
c)	Sunday / Public Holidays				
d)	Unsocial hours uplift (specify hours covered)				
2	<i>Bonuses</i>				
3.	Average rostered weekly wage				
4.	Average rostered hours				
5.	Actual hours paid per week				

Grade definitions

- 1: _____
 2: _____
 3: _____
 4: _____

Supplementary Information:	
6.	Are meal breaks paid?
7.	Are spreadover shifts paid throughout?
8.	Minimum length of meal breaks
9.	Other paid time, eg travelling, booking on. Please specify

Please give details of other forms of remuneration. Please indicate whether any probationary period applies before facility awarded.

Description With Details	
10.	Pension
11.	Sick pay
12.	Other benefits
13.	Salary review date:

You should also provide additional information about staff remuneration and training and development on a separate sheet.

PART 5 - Management of transfer of staff under TUPE Regulations

The Tenderer must satisfy the Corporation that it is able to manage a transfer of staff under the Transfer of Undertakings (Protection of Employment) Regulations 2006, as amended, (where applicable) in the best interests of the staff affected and maintenance of the service provided under the Route Agreement. The above applies at both contract commencement and expiry.

1. Any information relevant to this Tender, which is different or additional to that contained in your Management Document must be included here.

PART 6 - VEHICLE SPECIFICATION PROPOSALS

You are required to complete and provide the following summary of vehicle details.

Any Route Agreement arising from this ITT will specify the vehicles to be used by the Operator in providing the Services. You should tender on the basis of providing vehicles to the capacity specified. Note all new (compliant) vehicles and any existing vehicles alternatives must fully meet the relevant LBSL specification. The current Vehicle Specification to which Tenderers must refer was issued to all bus operators on the LBTL in February 2011. The Corporation will issue amendments to the Vehicle Specification from time to time.

New Vehicles

Quantity	LBSL Ref No.	Chassis Supplier	Body Supplier	Year of Manufacture	Overall Length/ Width	Euro Engine Rating	Maximum Capacity Seated / Standing	Additional Features (including Engine Exhaust Treatments)	Manufacturers Delivery Lead Time	Purchase or Lease

Existing Vehicles

Quantity	LBSL Ref No.	Chassis Supplier	Body Supplier	Year of Manufacture	Overall Length/ Width	Engine Euro Rating	Maximum Capacity Seated / Standing	Additional Features (including Engine Exhaust Treatments)	Manufacturers Delivery Lead Time	Purchase or Lease

Source of Existing Vehicles

Date of availability

Date of Refurbishment

PART 7 - Garage Location and Description of Staff and Engineering Facilities

Current PVR at this garage

Overall capacity at the garage

Are the buildings on site of permanent or temporary construction?

Are there any current planning issues or constraints with this site?

If yes, please provide details

How many engineers are employed at this garage?

How many vehicle inspection pits are available at this garage?

How many sets of vehicle lifts are available at this garage?

Does the garage have the following facilities?

Canteen Out of hours refreshments facilities

Toilets Cycle facilities

Car parking Other staff amenities (please provide details below)

Please provide the distance to both termini of the route and any changeover points used, the time allowed and the method used to reach the relevant point.

Terminus or changeover point	Distance (in miles)	Time Allowed	Method used (bus, tube, ferry car, walk)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART 8 - Ability to meet Route Agreement Commencement Date and management of changes to volume of work

Please describe your proposals for ensuring the Route Agreement starts on the Commencement Date and your company's proposals to manage any changes to volume of work.

Vehicles:

Contingency proposals for late delivery of vehicles:

Staff:

Provide brief details of your recruitment and training plan for all staff for this route. Include the anticipated start date for staff, route and type training details for BTEC/CPC training procedures:

Management and Supervision:

Do you anticipate that additional managerial and supervisory staff will be required to operate this route? If yes, detail the additional positions that will be required:

Outline your proposals to ensure that the route operates to the required standards:

Garage:

Is the Tender for this route based on existing garage premises. Yes/No?

Does the existing garage have sufficient existing capacity for this route. Yes/No?

If no, what are your plans to accommodate this route? Include details of all proposed reallocations to other garages:

If the tender is based on new premises, provide details below. Indicate if the premises are already acquired and include the current status of any planning applications that may be required on these premises, status of any construction work required and the name of the person leading the project.

--

PART 9 – Alternative Tender Options

The submission of Alternative Tenders and/or Joint Bids is optional.

If you intend to submit Alternative Tenders/Joint Bids, please refer to paragraphs 8.4 and 8.5 where the submission of Alternative Tenders and Joint Bids is described in more detail.

PART 10 – Price Proposal – Annual Price

Tenderers must complete this form as shown and must not make amendments.

	Route	Option	Diesel £ pa	Hybrid £pa
1	Materials			
	a) Fuel			
	b) Tyres			
	Sub-total			
2	Labour			
	a) Drivers wages inc NI and Pensions			
	b) Conductors (where applicable)			
	c) Supervision / Control			
	d) Recruitment and training			
Sub-total				
3	Vehicles			
	a) Vehicle price:			
	b) Insurance			
	c) Maintenance including labour			
	d) Cleaning including labour			
Sub-total				
4	Overheads			
	a) Premises and plant, inc rent, tax			
	b) Admin support			
	Sub-total			
5	Other *			
6	Income (Advertising)			
	TOTAL PRICE			
7	Profit			
	TOTAL PRICE			
DAY SERVICE £ PA:				
NIGHT SERVICE £ PA:				

* Any prices included in this section must be fully explained.

PART 11 – Supplementary Information

Any information to supplement your Management Document together with any other information as referenced in paragraph 8.3 which the Tenderer wishes to be taken into account by the Corporation when evaluating this Tender should be supplied here.

PART 12 - Tender Checklist

The documents detailed below must be completed and submitted with your Tender, including this Part 12.

Part	Title	Completed
1	Tender Declaration	
2A	Electronic submission of Caesar Schedules	
2B	Resource and Schedule Proposals (PVR)	
3	Service Control and Supervision Proposals	
4	Staffing Proposals	
5	Management of the transfer of staff under TUPE Regulations – Proposals and past examples	
6	Vehicle Specification Proposals	
7	Garage Location and Description of Staff, Operational and Engineering Facilities - Route specific	
8	Plans to meet Route Agreement Commencement Date and proposals to manage changes to volume of work	
9	Alternative Tender Options including price (optional)	
10	Price Proposals - Compliant	
11	Supplementary Information	
12	Tender Checklist	
	Tender Return Labels - attached	

Tender Return Labels

The labels below should be completed and used for each individual Tender submission.

<p>Contracts Tendering Section London Bus Services Limited 10th Floor Y3, Palestra 197 Blackfriars Road London SE1 8NJ <u>RECEPTION PLEASE CONTACT: 804</u> TENDER – STRICTLY CONFIDENTIAL ROUTE NO: ENQUIRY NO: QC e</p>	<p>Contracts Tendering Section London Bus Services Limited 10th Floor Y3, Palestra 197 Blackfriars Road London SE1 8NJ <u>RECEPTION PLEASE CONTACT: 804</u> TENDER – STRICTLY CONFIDENTIAL ROUTE NO: ENQUIRY NO: QC e</p>
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