**Invitation to Quote: Procurement and Distribution of Litter Picking Kits for Keep Northern Ireland Beautiful’s Adopt A Spot Project**

This is an invitation to submit a tender for the procurement and distribution of litter picking equipment/kits for Keep Northern Ireland Beautiful’s Adopt A Spot project.

# Background Information

Keep Northern Ireland Beautiful, an independent charity established in 2000, has run the Adopt A Spot project since 2015. Adopt A Spot enables individuals and groups across Northern Ireland to adopt an area of their choice to maintain. The goal is to inspire people to take pride in their surroundings and take greater responsibility for their local environment.

Through the Adopt A Spot project, Keep Northern Ireland Beautiful has provided individuals and groups with essential litter picking equipment free-of-charge. As the project continues to expand, alongside growing community demand, Keep Northern Ireland Beautiful now seek an experienced business or organisation to handle the procurement and distribution of our litter picking kits.

Further information on the Adopt A Spot project is available [here](https://liveherelovehere.etinu.net/cgi-bin/generic?instanceID=61).

# Specification of Requirements

Keep Northern Ireland Beautiful is pleased to invite you to submit a quote for the procurement and distribution of litter picking equipment (kits) for Keep Northern Ireland Beautiful’s Adopt A Spot project. Bidders should demonstrate how they can provide Keep Northern Ireland Beautiful with the following goods and services:

* **Procurement, storage and management of litter picking kits**: Each kit must include the following materials: litter pickers, pairs of adult gloves, Hi Vis vests (KNIB branded with 4 Black screen-print), handy hoop (optional), 1 x litre sharps bin, 1 x first aid kit, and KNIB branded bin bags (can be supplied by KNIB, if required). Bidders must demonstrate experience and capability of procuring, storing and managing of kits/subscriptions.
* **Distribution of litter picking kits**:Keep Northern Ireland Beautiful requires litter picking kits to be delivered across Northern Ireland. Kits are requested by project participants and must be delivered directly to them via postal service (i.e., each kit will go to a different address). All required personal and postal information will be obtained and managed by Keep Northern Ireland Beautiful. The successful bidder must coordinate the timely delivery of kits.
* **Data protection and GDPR compliance**: Bidders must comply with data protection and GDPR compliance legislation and have a retention and disposal policy in place. The successful bidder must sign and comply with a Data Sharing Agreement.
* **Tracking kit delivery**: Keep Northern Ireland Beautiful requires frequent updates (i.e. monthly) regarding status of kit delivery to ensure effective flow of information to project participants and funders.

# Budget and timeframe

The budget allocated for this project is **£18,760 exclusive of VAT.** £13,500 of this is to be allocated to the procurement and distribution of 100 litter picking kits. The remaining £5260 will be allocated to the procurement of litter pickers, branded Hi Vis vests and refuse bags, delivered to two separate locations in NI (Adopt A Spot Hubs).

Bidders must detail how many kits could be procured and delivered in line with the stated budget and requirements. Bidders are required to provide a detailed breakdown of the budget, including all anticipated costs related to products, delivery, and any other relevant expenses. Bidders should ensure that the proposed budget is reasonable, justifiable, and sufficient to deliver all the specified tasks and deliverables. The expected timeframes for delivery of Adopt A Spot kits will be determined following discussion with the successful tender.

# Criteria and scoring framework

Tenders will be evaluated based on the answers provided to the questions in the [Supplier Questionnaire](#_Supplier_Questionnaire), and the following weighting system will be used.

|  |  |  |
| --- | --- | --- |
| Question  | Title  | Weighting (%) |
| 6.1 | [Organisation](#_Organisation) | For information |
| 6.2 | [Bidder status](#_Bidder_Status)  | For information  |
| 6.3 | [Management and Delivery](#_Management_and_Delivery)Please provide details of your proposed approach to managing the procurement and delivery of litter picking kits(Max. 300 words)Please provide details of experience delivering previous similar works/projects(Max. 300 words) | 40% |
| 6.4 | [Sustainability and the Environment](#_Sustainability_and_the)Keep Northern Ireland Beautiful is committed to sustainable procurement and would wish to see tenderers adopt a positive environmental approach.Please provide details of your policies and procedures relating to environmental and sustainability issues. | 10% |
| 6.5 | [Financial and Economic Capability](#_Financial_and_Economic)  | In/Out  |
| 6.6 | [Equality and Diversity](#_Equality_and_Diversity)  | 5% |
| 6.7 | [Safeguarding Policy](#_Safeguarding_Policy)  | For information |
| 6.8 | [Pricing](#_Pricing)Please provide details of how a **£18,760** budget will be spent on goods and activities outlined in your overview. £13,500 allocated to the procurement and distribution of 100 litter picking kits. £5260 allocated to the procurement of litter pickers, branded Hi Vis vests and refuse bags, delivered to two separate locations in NI (Adopt A Spot Hubs). | 45% |
| Total  | 100% |

# Instructions

Prices contained in the quote must be **exclusive of VAT** and be in Pounds sterling and must include ALL fees, including delivery costs and any optional extras. Please provide a full pricing breakdown.

Please submit your quote, entitled ‘Litter Picking Kits’, by 12 noon on the **Friday 1st November** to adoptaspot@keepnorthernirelandbeautiful.org. Quotes received after this deadline will not be considered.

The successful bidder will be notified within two weeks after the submission deadline. The notification will be sent to the contact details provided in the tender submission.

If you require clarification on the contents of this brief, please get in touch via email.

# Supplier Questionnaire

The purpose of this document is to determine the suitability of your organisation to procure and distribute litter picking kits for Keep Northern Ireland Beautiful’s Adopt A Spot project.

If the question is not applicable, please put ‘N/A’. If you do not know the answer to a question, please put ‘Not Known’.

## Organisation

|  |  |
| --- | --- |
| Name of organisation  |   |
| Contact name  |   |
| Address  |      |
| Telephone number  |  |
| Email address  |  |
| Company registration number  |  |
| VAT registration number  |   |
| Website address  |   |

## Bidder Status

Please select (a) or (b) as applicable:

|  |  |
| --- | --- |
| (a) Your organisation is bidding to provide all the services required  | Y/N  |
| (b) Your organisation is bidding in the role of prime contractor and intends to subcontract some of the services to third parties to deliver the services  | Y/N |

## Management and Delivery

|  |  |
| --- | --- |
| Please provide details of your proposed approach to managing the procurement and delivery of litter picking kits(Max. 300 words)  |        |
| Please provide details of experience delivering previous similar works (Max. 300 words) |  |
| Please confirm that your organisation has a procurement policy/guidelines | Yes/No (You may be asked to provide a copy at a later date)  |

## Sustainability and the Environment

|  |  |
| --- | --- |
| Keep Northern Ireland Beautiful is committed to sustainable procurement and would wish to see tenderers adopt a positive environmental approach.Please provide details of your policies and procedures relating to environmental and sustainability issues (Max. 250 words)  |  (A copy of your environmental policy (if available) should be included with your tender submission)  |

## Financial and Economic Capability

|  |  |
| --- | --- |
| Please provide a copy of the most recently filed accounts for your organisation  | Yes/No  |

## Equality and Diversity

|  |  |
| --- | --- |
| Please provide a copy of your organisation’s Equal Opportunities Policy or any other details you have of equality, diversity and inclusion initiatives or policies you have in place. |  Yes/No |

## Safeguarding Policy

|  |  |
| --- | --- |
| Please confirm that your organisation has a safeguarding policy/guidelines. | Yes/NoIf yes, please provide a copy. |

## Pricing

Please provide details of how a **£18,760** budget will be spent on goods and activities as outlined in your overview.

|  |  |  |
| --- | --- | --- |
| Item/Task  | Detail  | Cost (exc VAT) £  |
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| Total costs:  | £  |

# Terms and Conditions

7.1 Acceptance of Tender Document

7.1.1 By submitting a tender, the tenderer acknowledges and accepts all the terms and conditions outlined in this tender document.

7.1.2 Keep Northern Ireland Beautiful reserves the right to accept or reject any tender, in whole or in part, based on its own evaluation criteria and without providing any justification for such decisions.

7.1.3 The submission of a tender does not constitute an offer of work, and Keep Northern Ireland Beautiful is under no obligation to award a contract or engage the tenderer's services.

7.2 Confidentiality

7.2.1 All information provided in the tender document and any subsequent communications shall be treated as confidential.

7.2.2 Tenderers shall not disclose any confidential information to third parties without prior written consent from Keep Northern Ireland Beautiful.

7.2.3 Confidential information includes but is not limited to project details, financial information, methodologies, and any other proprietary information shared by Keep Northern Ireland Beautiful.

7.3 Intellectual Property Rights

7.3.1 All intellectual property rights, including copyrights, arising from the tender submissions and any deliverables produced as part of the project, shall belong to Keep Northern Ireland Beautiful.

7.3.2 Tenderers shall not use, reproduce, or distribute any materials provided by Keep Northern Ireland Beautiful without explicit written permission.

7.3.3 Tenderers shall grant Keep Northern Ireland Beautiful a non-exclusive, royalty-free license to use, reproduce, modify, and distribute their tender submissions for the purpose of evaluation and selection.

7.4 Indemnification

7.4.1 Tenderers shall indemnify and hold Keep Northern Ireland Beautiful, its officers, employees, and agents, harmless against any claims, damages, losses, or liabilities arising from or related to the tenderer's actions, omissions, or performance under this project.

7.4.2 This indemnification includes, but is not limited to, any infringement of intellectual property rights, breach of confidentiality, or violation of laws and regulations.

7.5 Subcontracting

7.5.1 Tenderers may subcontract certain portions of the project with prior written consent from Keep Northern Ireland Beautiful.

7.5.2 The tenderer remains fully responsible for the performance, deliverables, and obligations of any subcontractors engaged.

7.5.3 Keep Northern Ireland Beautiful reserves the right to request information about subcontractors and their qualifications.

7.6 Compliance with Laws and Regulations

7.6.1 Tenderers shall comply with all applicable laws, regulations, and ethical standards in relation to their participation in the tender process and the execution of the project.

7.7 Modification of Tender Documents

7.7.1 Keep Northern Ireland Beautiful reserves the right to modify or amend the tender documents at any time prior to the submission deadline.

7.7.2 Any modifications or amendments will be communicated to all tenderers who have expressed interest in the project.

7.7.3 Tenderers shall review and consider the modified tender documents in their final submission.

7.8 Budget Amendment:

7.8.1 The allocated budget for the project specified in this tender document is subject to change.

7.8.2 Keep Northern Ireland Beautiful, in consultation with DAERA, reserves the right to amend the budget at any time prior to the contract award.

7.8.3 Tenderers will be notified of any changes to the budget, if applicable, and provided with an opportunity to revise their proposals accordingly.

7.8.4 Any proposed changes to the budget by tenderers must be clearly documented and justified.

7.9 Withdrawal of Tenders

7.9.1 Tenderers may withdraw their tender by providing written notice to Keep Northern Ireland Beautiful before the submission deadline.

7.9.2 Once the submission deadline has passed, tenders cannot be withdrawn or modified, except as specified in the tender documents or with the written consent of Keep Northern Ireland Beautiful.

7.10 Governing Law and Jurisdiction

7.10.1 This tender document and any disputes arising from or related to it shall be governed by and interpreted in accordance with the laws of Northern Ireland.

7.10.2 Any legal proceedings shall be subject to the exclusive jurisdiction of the courts in Northern Ireland.

7.11 Entire Agreement

7.11.1 This tender document, along with any annexures or addenda, constitutes the entire agreement between Keep Northern Ireland Beautiful and the tenderer.

7.11.2 Any additional terms or conditions must be agreed upon in writing by both parties.

7.11.3 No modification, alteration, or amendment to this agreement shall be valid unless in writing and signed by authorized representatives of both parties.