

Rules For Submitting Tenders

- 1) Ensure that your PC can send and receive e-mail you have Microsoft Word and Adobe Acrobat reader installed on your PC. Adobe Acrobat reader is usually installed as part of Windows or it can be downloaded free from Adobe at:

<http://get.adobe.com/uk/reader/>

- 2) PATS will send an Invitation To Tender (ITT) in Adobe Acrobat PDF format to all approved taxi companies by e-mail only.

- 3) All e-mails relating to tenders should be sent only to the dedicated PATS email address:

pats.taxi@leicester.gov.uk

- 4) Please don't reply at all if you are **not** submitting a tender.
- 5) Only tenders submitted using the PATS official form (which can be downloaded from the PATS web page) will be accepted. Tenders submitted by any other means will be rejected.
- 6) Tenders are to be submitted by e-mail only. The e-mail subject line is to contain only the Tender ID of the tender being bidded for e.g.

Tender ID: *number*

where *number* is the Tender ID shown at the top of the ITT

E.g.

Tender ID: 123456

- 7) The winning bidder will be notified by e-mail with the full pick up and drop off addresses and postcodes. The winning bidder should confirm acceptance directly with PATS.
- 8) Companies that have not received email within five working days of close date should assume that their bid has been unsuccessful.
- 9) All bids should be submitted to PATS by noon on the closing date for the tender.
- 10) Late bids will not be accepted.
- 11) No renegotiation of the tender after acceptance is permitted. In the event of a company being unable to fulfil a tender at the agreed price it will be re-tendered without exception.

- 12) Details of successful bids for all tenders will be available on the council's website at the end of each month showing the winning company, their bid and the highest bid for each tender.
- 13) Tenders will be awarded to the lowest bidder. Taxi company performance statistics (e.g. regarding reliability, complaints etc.) and the interests of passenger continuity may also be used to determine the winner, in particular where more than one company submits the same lowest bid.
- 14) PATS reserves the right to terminate an invitation to tender, and any transport ordered as a result of a tender, at any time and without explanation.
- 15) Tenders submitted to PATS will **not** be acknowledged with a receipt.