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CONFIDENTIAL
BUYING GUIDE

CONTRACT FOR THE PROVISION OF: VEHICLE HIRE			
FROM: 1 st April 2017		PERIOD TO: 31 st March 2020-2021	
CONTRACT REF: VEH3085NW	ISSUE No: 2019-1	DATE OF ISSUE: 4-12-2019	
CONTRACT OFFICER: Ian Husson	TEL No: 8611/7710		
AGREEMENT TYPE: NUWPC Framework Agreement			

PURPOSE OF BULLETIN: Contact and pricing information for the hire of externally supplied vehicles where a facility under the University's fleet is not available

TARGET: Officers in Faculties, Institutes/Directorates who are **authorised** to **Hire Vehicles**

1.0 APPROVED CONTRACT SUPPLIER DETAILS				
1.1	Enterprise Rent-A-Car UK Ltd Enterprise House Delta Way Egham, Surrey TW20 8RX	Key Account Manager: Oz Choudri (Head of Public Sector)		
		Mob : 07831 671542	Tel: 01784 485717	
		Email: oz.choudri@erac.com		
		All Reservations to be placed via: Mob : 07976 648606 Tel: 020 82830300		
		Regional Business Rental Sales Manager – South East & London: Adrian Bewley		
		Email: adrian.bewley@erac.com		
	Web site URL : http://www.enterprise.co.uk :			
1.2	Europcar Group UK Ltd 168 LEE HIGH ROAD SE13 5PL LONDON United Kingdom	Key Account Manager:		Sam Sterry
		Mob : 07969086744		Tel:
		Email: sam.sterry@europcar.com		
		All Reservations to be placed via Tel:		
		Mob : 03713845950		
		Email: sam.sterry@europcar.com		
	Web site URL: www.europcar.com			
1.2	Car Hire (Days of Swansea) Ltd t/a Days Rental Swansea Road, Garngoch, SWANSEA SA4 4LL	Key Account Manager:		
		Mob :		Tel:
		Email:		
		Client Manager - South:		
		Email:		
		All Reservations to be placed via:		
		Email: hire@days.co.uk		
Tel: 01792-222133 or 0800-389-7626				
Web site URL: www.days.co.uk				

1.6	Scot Group Ltd t/a Thrifty Car & Van Rental Scot House, Matford Park Road, Marsh Barton Trading Estate, Exeter, EX2 8AW	Key Account Manager: Tracey Hayfield	
		Mob :	Tel: 01494 751 523
		Email: tenders@thrifty.co.uk	
		All Reservations to be placed via:	
		Email: tenders@thrifty.co.uk Tel: 01494 751 523	
Web site URL: www.thrifty.co.uk			
1.7	SHB Hire Ltd 18 Premier Way, Abbey Park Industrial Estate, Romsey, Hants, SO519DQ	Key Account Manager: Nina Pinard	
		Mob : 07825 356862	Tel :
		Email: n.pinard@shb.co.uk	
		All Reservations to be placed via:	
		Email: tenders@shb.co.uk Tel: 07825 356862	
Web site URL:			
1.10	Wessex Fleet Solutions Ltd Unit 6, Wilton Shopping Village, Salisbury, SP2 0RS	Key Account Manager: Kayleigh Potter	
		Mob : 07830469038	Tel : 01722 444683-88
		Email: kayleigh@wessexfleet.co.uk simon@wessexfleet.co.uk tracey@wessexfleet.co.uk	
		All Reservations to be placed via:	
		Email: carental@wessexfleet.co.uk Tel: 01722 444577	
Web site URL: http://www.wessexfleet.co.uk			
2.0 SPECIAL ORDERING INSTRUCTIONS			
2.1	SPECIAL INSTRUCTIONS		
2.1	All suppliers are able to provide rental cars, minibuses and vans on a hire basis to Faculties, Institutes and Directorates of the University.		
2.2	Current Daily Rental Pricing is contained in Appendix 1 to this Buying Guide and any Discounts can be found under this Contract Information Buying Guide or on the Approved Contract Supplier(s)' web pages.		
2.3	Please ensure you use only the specific contact details highlighted in green above when making enquires and placing reservations.		
2.4	If assistance is required identifying a particular vehicle category that is not on the Core Lists please contact Procurement & Business Services on ext. 8611 or contracts@gre.ac.uk		
2.5	An updated Buying Guide will be issued following a Mini-Competition.		
3.0 STANDARD INSTRUCTIONS			
3.1	CONTRACT AWARD		
3.1.1	In compliance with the University's Procurement Policy & Standard Procedures and good procurement practice to achieve value for money, competitive tenders have been obtained for the above contract. After comparative analysis and evaluation, the contract was awarded to the Supplier(s)/Service Provider(s) offering the best Value for Money in terms of the most economically advantageous and favourable service level overall.		

3.2	SCOPE AND STATUS OF THE CONTRACT
3.2.1	Please refer to the Contract Schedules for the particular Supplies or Services to ascertain the full scope of the arrangements.
3.2.2	This Contract is an agreement between the University of Greenwich and the Contract Suppliers or approved sources under a Consortia or National arrangement. No other suppliers may be used to provide the goods and/or services covered by the contract without prior consultation with and approval of Procurement & Business Services .
3.3	CONTRACT REFERENCE
3.3.1	When placing Purchase Orders the Contract Reference provided in this Contract Information Buying Guide and Schedules must be quoted to ensure that preferential prices and delivery terms are secured.
3.4	PURCHASE ORDERS AND AUTHORISED EXPENDITURE
3.4.1	Before placing a Purchase Order ensure that you have adequate approved budgetary provision and where necessary make suitable arrangements to cover the total whole life cost. Your Purchase Order via the Parabilis e-Procurement system must be properly coded with Organisation and Account Codes .
3.5	PURCHASE AND Parabilis e-PROCUREMENT SYSTEM
3.5.1	Ordering is now streamlined and efficiency achieved by the roll-out and use of the Parabilis e-Procurement system. The use of “Call-Off” Purchase Orders is currently restricted to Services Contracts for a realistic or nominal value followed by a Purchase Order Variation for each subsequent purchase via the original “Call-Off” Purchase Order.
3.5.2	The correct and specific product or commodity code must be used for ordering Supplies via the Parabilis e-Procurement system as and when required. The availability of Catalogues and Punch-out facilities on Parabilis will be gradually introduced and notice given in future Contract Information Buying Guide and Newsfeeds . The “Free Text” facility should not generally be used for ordering Supplies.
3.5.3	Please ensure that any genuinely urgent Purchase Order placed by telephone is immediately confirmed by issue of an individual Purchase Order, otherwise payment of the supplier’s invoice will be delayed and the supplier will be reluctant to supply items on that basis in the future.
3.6	SPECIFICATIONS, SUSTAINABILITY AND PRICING
3.6.1	Please refer to the Specifications and Pricing Schedule to ensure that you are ordering the right items utilising any discounts and paying the right price. Where possible a special Sustainable Products Price List will be compiled and included in the Contract Information Buying Guide site for use.
3.7	“BEST FIT” REPLACEMENTS
3.7.1	Where an intended purchase is to replace an existing suite or range of items within an Office, School, Department or Institute, similar compatible products should be ordered to ensure proper co-ordination and maintenance of the approved style. The availability of “ green ” or Sustainable alternatives from the approved Contract Supplier should be considered in deciding on “best fit” or compatible replacements.
3.8	LARGE PURCHASES AND ADDITIONAL SUPPORT
3.8.1	When large or high value purchases are being considered, client representatives are advised to contact Procurement & Business Services via Contracts@gre.ac.uk for assistance and advice, so that additional discounts and other advantageous terms can be negotiated.
3.9	DELIVERIES
3.9.1	Delivery times where quoted in the schedules are realistic estimates and are subject to fluctuation particularly during peak demand, immediate pre- and post public holiday and manufacturers’ factory closure periods (usually during July and August). Clients and customers are advised to check delivery dates with the Contract Supplier before placing a Purchase Order.
3.9.2	If access to the intended delivery point is restricted, please specify this on the Purchase Order and state any special arrangements, convenient delivery times and provide adequate contact details of the nominated person who will receive the delivery.

3.10	COMPLAINTS (e.g. QUALITY, DELIVERY, PERFORMANCE)
3.10.1	Where supplies delivered or services provided are found to be defective , damaged, or of unsatisfactory or inferior quality or accompanied by incorrect documentation, please inform the supplier or service provider immediately so as to register the problem and instigate corrective action.
3.10.2	If the supplier or service provider fails to resolve the defect satisfactorily or the problem becomes repetitive, please contact Procurement & Business Services for assistance or provide feedback by completing the Client/Customer Opinion Survey form at: https://docs.gre.ac.uk/rep/procurement/procurement-and-business-performance-survey
3.11	HEALTH & SAFETY, COSHH REGULATIONS
3.11.1	Where the purchase of hazardous supplies is possibly subject to the COSHH (Control of Substances Hazardous to Health) Regulations, any such product must not be used in the University until operatives are familiar with information contained in the appropriate Health & Safety Data Sheet, a COSHH assessment has been made and the University's Health & Safety Advisor has considered the use of the product acceptable under specified conditions.
3.11.2	All Service Providers and Contractors are required to submit Method Statements prior to commencing service delivery, maintenance, installation or construction work and agree to comply with the Code of Practice for Contractors working on University premises. Clients are advised to monitor the methods used and inform the Health & Safety Unit, ext 9001 of potential contraventions.
3.12	INVOICE PROCESSING AND PAYMENT
3.12.1	Supplier and contractors will submit invoices for supplies or services delivered and should contain the relevant Account Reference, Order Number, Delivery Note Number(s) and Requisition Order Number where appropriate.
3.12.2	Clients are responsible for checking invoices against the appropriate Delivery/Packing Notes and any Collection Notes and details contained in the Contract Buying Guide to confirm that the correct charged only for supplies and services delivered. Any detected anomalies in invoices received must be reported to the supplier so that immediate and corrective action can be taken.
3.12.3	Please note that failure of the University to make payment for correct invoices can result in the supplier levying a late payment claim which will have to be met from the relevant client's budget, therefore delays in checking, reconciling and passing invoices for payment should be avoided.
3.13	CONFIDENTIALITY
3.13.1	All Contract details are Strictly Confidential and must not be disclosed to suppliers or persons outside of the University's employ, or employees unless necessary for performance of their official duties.
3.14	HELP AND ADVICE
3.14.1	If you have any queries regarding this Contract Information Buying Guide contact the Contract Administrator . For assistance on Procurement matters please contact 020 8331 8175/ 8294/8899.





Vincent M John, Director of Procurement & Business Services

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APPENDIX 1: DAILY RENTAL PRICING

**Prices are fixed for a period of 12 months from the start date of the Framework Agreement.
Prices shown are per day and exclude VAT but include Road Fund Licence and a 24 hour
emergency roadside assistance service.**

Car Hire (Days of Swansea) Ltd t/a Days Rental	 days_rental_lot_1_v ehicle_hire_price_lis:
Enterprise Rent-A-Car UK Ltd	 enterprise_rent_a_c ar_uk_ltd_lot_1_veh:
Europcar Group UK Ltd	 europcar_lot_1_veh: cle_hire_price_list_cu
Scot Group Ltd t/a Thrifty Car & Van Rental	 thrifty_lot_1_vehicle _hire_price_list_curre
SHB Hire Ltd	 shb_hire_ltd_lot_1_ vehicle_hire_price_li:
Wessex Fleet Solutions Ltd	 wessex_lot_1_vehicl e_hire_price_list_cur