

Occupational Health at Volvo Group UK Limited

Reference Doc770071619

Request for Information

1. Introduction and Background

1.1. Introduction

Volvo Group UK Limited (hereinafter referred to as “Volvo”) “, is seeking to award a contract.

“You”/ “Your” or “Potential Provider” means the organisation, business or company which is completing this Request for Information (“RFI”).

This RFI has been issued by Volvo to investigate the supplier market for national Occupational Health.

This RFI sets out the information which is required by Volvo in order to assess the suitability of Potential Providers in terms of their knowledge and experience, capability/capacity, organisational and financial standing as well as their competitiveness to meet the requirement. This also known as ‘Pre-qualification’. During the RFI stage, the intention is to arrive at a Short List of qualified Potential Providers for a formal Request for Quotation (RFQ) against the requirement as advertised.

No information contained in this RFI, or in any communication made between Volvo and any Potential Provider in connection with this RFI, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this RFI. Volvo reserves the right, to change without notice the basis of, or the procedures for, the competitive sourcing process or to terminate the process at any time. Under no circumstances shall Volvo incur any liability in respect of this RFI or any supporting documentation.

The object of the qualification process is to assess the responses to the RFI and select Potential Providers to proceed to the Award stage of the procurement.

In assessing the answers to the following questions, the Volvo will be seeking evidence of the Potential Provider’s suitability to perform the services in terms of economic and financial standing, technical and professional ability.

Volvo will not reimburse any costs incurred by Potential Providers in connection with preparation and submission of their responses to this RFI.

1.2. Background Information

1.2.1. Overview of the Volvo Group

The Volvo Group is one of the world's leading manufacturers of trucks, buses, construction equipment and marine and industrial engines. The Group also provides complete solutions for financing and service. The Volvo Group employs about 100,000 people, has production facilities in 18 countries and sells its products in more than 190 markets.

1.2.2. Global Strength

Since the streamlining towards commercial vehicles was initiated more than ten years ago, the Volvo Group has significantly strengthened its positions outside the traditionally big markets of Western Europe and North America. Positions have been moved forward by acquisitions in primarily Asia and expansion of the distribution and service networks in for instance Eastern Europe and South America.

1.2.3. Strong Brands

By selling products under different brands, the Volvo Group can penetrate many different customer and market segments in mature markets as well as growth markets. Our Brands are: Volvo, Renault Trucks, UD Trucks, Mack, Eicher, Volvo Penta, SDLG, Prevost, Nova Bus. Find more information on:

Volvo Group Webpage: <https://www.volvogroup.com/en-en/home.html>

Supplier Portal: <https://www.volvogroup.com/en-en/suppliers.html>

1.2.4. Volvo Group Purchasing IPS (Indirect Product and Services)

Volvo Group Purchasing IPS (Indirect Products and Services) is Volvo Group's global organization for sourcing of indirect products and services. Our strategy is to drive standardization wherever possible and establish a global supply base. We aim to develop long-term relationships with preferred, global and regional suppliers who can offer superior service and support to large and small Volvo entities worldwide.

1.3. Scope and Specification

To deliver occupational health and wellbeing solutions to all Volvo Group companies in the UK, including Volvo Group UK Limited, VFS UK & Ireland, Renault Truck Commercials across x sites in the UK. Range of services outlining this project are as follow:

- ✓ **Lead Physician Advice** – minimum 1 visit per year
- ✓ **Face-to-Face or Video consultation Support**
- ✓ **Assigned Doctor**
- ✓ **Maintenance of New Medical Records**
- ✓ **Online Case Management IT Platform**
- ✓ **Client Online Portal**
- ✓ **Account Management** – minimum 1 visit per year
- ✓ **Management Referrals**
- ✓ **Health Assessment Questionnaires**
- ✓ **Night Worker Questionnaire (“NWTD”)**
- ✓ **Health Surveillance/On site OHA/Technician service**
- ✓ **Additional Services:**
 - Wellbeing and Health Promotional Services
 - Dyslexia Assessments and Workplace Reviews
 - Functional Assessments
 - Executive Medicals
 - Drug & Alcohol Testing
 - Physiotherapy
 - Translation/Interpretation Services
 - Psychological Assessments/Referrals
- ✓ **Further Medical Evidence**
- ✓ **Cancellation of appointments**
- ✓ **Re-Referrals**
- ✓ **Re-arrangement Fees**
- ✓ **Medical Records**
- ✓ **Miscellaneous**
 - Pathology and other laboratory costs,
 - Reports from specialist consultants e.g. psychiatrists, cardiologists, HAVS assessments etc,
 - Vaccination programmes,
 - Medical and other consumable materials including First Aid items and equipment,
 - The costs of transporting medical equipment between locations,
 - Advice to Pension Fund Trustees in relation to Ill Health Retirements,
 - Site visits by Consultant Occupational Health Physicians
 - The provision of on-site nurse

1.4. Time Plan

Set out below is the proposed procurement timetable. This is intended as a guide and, whilst Volvo does not intend to depart from the timetable, it reserves the right to do so at any time

Date	Activity
22/10/2021	Publish Request For Information (RFI)
05/11/2021	Return RFI by 17:00 pm
12/11/2021	Shortlist by Volvo Project Group
19/11/2021	Issue Request For Quotation (RFQ)
17/12/2021	Return RFQ by 17:00 pm
10/01/2022	Evaluation commences
24/01/2022	Shortlisted Interviews if required
14/02/2022	Appoint Contractor by
01/03/2022	Implementation of Contract

1.5. Volvo Contact Point

All contact with regard to this RFI must be made only through the Volvo Representatives. Discussion with other parties within or associated with Volvo may result in disqualification from this process. For the purposes of this RFI, the Volvo representatives are:

Name: David Onion

Address: Volvo Group UK Limited, Wedgnock Lane, Warwick, CV34 6RF

Tel: 07595 446661

eMail: david.onion@volvo.com

Name: Marketa Young

Address: Volvo Group UK Limited, Wedgnock Lane, Warwick, CV34 6RF

Tel: 07715 798462

eMail: marketa.young@volvo.com

SECTION A

i. Organisation Details

No	Information required	Your response and description of information expected, which will be taken into account in selection.	Answer
1	Full name of organisation	Organisation either bidding or acting as lead contact where a consortium bid is being submitted	
2	Registered office address	Property name, street name, town, county, postcode, country	
3	Company registration number		
4	VAT registration number		
5	Name of ultimate parent company		
6	Type of organisation	E.g. PLC, limited company, LLP, other partnership, sole trader, other (please specify) If PLC, limited company or LLP please provide Companies House registration number	
7	Are you a Small, Medium or Large organisation	Enter the word 'Small', 'Medium' or 'Large' based on the following Companies House definitions: To be a small company, at least two of the following conditions must be met: <ul style="list-style-type: none"> • Annual turnover must be £2.8 million or less • The balance sheet total assets must be £1.4 million or less • The average number of employees must be 50 or less To be a medium-sized company, at least two of the following conditions must be met: <ul style="list-style-type: none"> • Annual turnover must be £11.2 million or less • The balance sheet total assets must be £5.6 million or less • The average number of employees must be 250 or less To be a large company you will be greater than all of the foregoing.	
8	Contact details for enquiries	Contact name, title, address, eMail, telephone number	

No	Information required	Your response and description of information expected, which will be taken into account in selection.	Answer
9	Is your organisation: a) bidding to provide the services required itself? b) Bidding in the role of Prime Contractor and intends to use subcontractors to provide some services	Indicate: a), (No supporting Annex required) or b) (provide supporting Annex of the proposed supply chain, identifying the different service/product deliverables and which organisation, where known, will provide them),	
10	In which country is your server?		
11	Is your organisation registered with the appropriate trade or professional register(s) in the	Answer: 'Yes' and provide summary details or 'No' and give reasons why not or 'Not applicable' and state reasons why	

SECTION B

No	Your response and description of information expected, which will be taken into account in selection.	
1	Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Answer 'Yes' or 'No'
(a)	conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended);	
(b)	corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);	
(c)	the offence of bribery;	
(d)	fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:	
	(i) the offence of cheating the Revenue;	
t	(ii) the offence of conspiracy to defraud;	
	(iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;	
	(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;	
	(v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;	
	(vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or	
	(vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;	
(e)	money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	
(f)	any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.	
2	Is any of the following true of your organisation?	Answer 'Yes' or 'No' if 'Yes', inc Annex Reference

(a)	<u>being an individual,</u> is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay a debt or has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;	
(c)	<u>being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002</u> has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	
3	Has your organisation:	
(a)	been convicted of a criminal offence relating to the conduct of your business or profession;	
(b)	committed an act of grave misconduct in the course of your business or profession;	
(c)	failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;	
(d)	failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or	
(e)	been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	

SECTION C

	i. Economic and Financial Standing		
No	Information required	Your response and description of information expected, which will be taken into account in selection.	Unique Annex reference
1	<p>We are required to make an assessment of your Economic and Financial Standing.</p> <p>The Authority may seek independent financial and market advice to validate information declared</p> <p>We require separately a statement of your below</p> <ul style="list-style-type: none"> • Turnover • Profit or Loss before Tax • Value of Trade Creditors • Value of Trade debtors 		Pass/Fail
a)	Details required from your accounts for 2020/21	Turnover (£)	
		Profit (loss) before tax (£)	
		Value of Trade Creditors in the accounts (£)	
		Value of Trade Debtors in the accounts (£)	
b)	Details required from your accounts for 2020/21	Turnover (£)	
		Profit (loss) before tax (£)	
		Value of Trade Creditors in the accounts (£)	
		Value of Trade Debtors in the accounts (£)	
c)	Details required from your accounts for 2020/21	Turnover (£)	
		Profit (loss) before tax (£)	
		Value of Trade Creditors in the accounts (£)	

		Value of Trade Debtors in the accounts (£)	
2	What percentage of your net sales did your biggest customer account for in the last fiscal year?		
3	Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least £2m million. Can you confirm that you have this in place or whether you intend to have it in place for commencement of the contract	Answer 'Yes' or 'No' or 'Intend'	
4	Public Liability of at Least £2m Can you confirm that you have this in place or whether you intend to have it in place for commencement of the contract	Answer 'Yes' or 'No' or 'Intend'	
5	Product Liability not exceeding the Total Value of the Contract	Answer 'Yes' or 'No' or 'Intend'	

SECTION D

ii. Technical and Professional Ability			
No	Information required	Your response and description of information expected, which will be taken into account in selection.	
1	Please provide three customer references of a similar nature to Volvo.	Contract 1 Customer organisation name: Customer contact name: Phone: eMail: Contract start date: Contract end date:	
		Contract 2 Customer organisation name: Customer contact name: Phone: E-mail: Contract Start Date: Contract End Date: Contract Total Value: £	
		Contract 3 Customer organisation name: Customer contact name: Phone: E-mail: Contract Start Date: Contract End Date: Contract Total Value: £	
iii. Health & Safety			

1	Provide evidence, if available, of accreditation	<p>Answer 'Yes' or 'No'</p> <p>Please provide a Statement of your Policy or certificate</p>	
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	iv. Environmental		
1	<p><i>Provide evidence of accreditation under Environmental Management System</i></p> <p>v.</p>	<p>Answer 'Yes' or 'No'.</p> <p>If yes, include details of attestation registrations (if any) for example under ISO14001 or equivalent and details of your approach to environmental management such as policies and procedures).</p> <p>If 'No', provide a statement as to if and by when you would have these in place</p>	Not scored

	vi. Equality		
1	Is it the Potential Provider's policy as an employer to comply with all Equality related legislation, and is it your policy not to treat any one group of people less favourably than others because of their age, disability, gender, race, religion/belief or sexual orientation?	Answer 'Yes' or 'No'.	Not scored

