

**[DRAFT FOR COMMENT]**

**[TO BE PUT ON ABP HUMBER LETTERHEAD]**

**[INSERT ADDRESS]**

13 March 2020

Dear Directors,

**TENDER RELATING TO THE PROVISION OF DEDICATED TOWAGE SERVICES AT ASSOCIATED BRITISH PORTS (“ABP”) PORT OF GRIMSBY (“Port”).**

ABP is seeking to appoint a dedicated supplier of towage services for customers of dock services in the Alexandra Dock and Royal Dock at the Port (“**Tug Services**”) and will enter into a contract with the supplier for the provision of the Tug Services as more particularly detailed in the proposed form of contract attached at Appendix 4 (“**Proposed Contract**”)

ABP intends that the Proposed Contract will enable the provision of dedicated towage services at the inner-docks of the Port for a period of three (3) years.

ABP hereby invites **[insert name of Company]** (“**Company**”) to tender for the Proposed Contract.

Please find attached the following documents to assist your preparation of a tender proposal for the Proposed Contract:

1. Appendix 1 - Grimsby & Immingham Code of Practise for Harbour Towage;
2. Appendix 2 – Historic number of towage acts for the Port’s docks during the 2018 and 2019 periods; and
3. Appendix 3 – Tug Specification
4. Appendix 4 – Proposed Contract

Please note that Appendix 2 is supplied for guidance purposes only and should not be relied upon as a guarantee of the number of towage acts for any one year.

The Company’s tender should include the following:

- a) Background of the Company, including:
  - i. registered name of the Company (plus trading name, if different); and
  - ii. key qualifications of the Company, including detail of its track record and experience in delivering similar services to the Tug Services intended to be

provided under the Proposed Contract, and any relevant supporting information.

- b) Detailed documentation to evidence the Company's ability to comply with Appendix 1;
- c) Details of the tugs that you propose would be deployed under the Proposed Contract and would provide the Tug Services, pursuant to Appendix 3; and
- d) Details of the Company's proposed rates that will be payable by customers and third parties in relation to the provision of the Tug Services.

The information supplied in the Company's tender should be sufficiently detailed in order to allow ABP to make an informed assessment of the Company's ability to provide the Tug Services.

Should you have any questions regarding the Proposed Contract or the tender process, please forward them to [pchristy@abports.co.uk](mailto:pchristy@abports.co.uk).

Tender proposals should be submitted to Phil Christy via the above email address. The deadline for submission of the Company's tender proposal is [insert date which is 30 days from the date of this letter] ("**Submission Deadline**").

ABP will, subsequent to the expiry of the Submission Deadline, assess the Company's:

- a) financial and commercial stability;
- b) track record and experience in providing services similar to the Tug Services, with particular emphasis on any experience and track record with ABP's stakeholders; and
- c) capability to deliver the Tug Services and wider capabilities to deliver additional services; including the ability to meet the tug specification provided in Appendix 3 of the proposed form of contract.

Once ABP has reached a decision in respect of the award of the Proposed Contract, it will notify all parties who have submitted proposals of that decision. ABP will not be obliged to discuss reasons for declining any tender in respect of the Proposed Contract.

Yours faithfully

Phil Christy

Immingham and Grimsby Dock Master