

Invitation To Tender



Title: Chillers , Air Conditioning and Refrigeration

Date: 15/5/2018

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Owner: David Shadwell

Client: The Pirbright Institute

Version No: 1

1 Document History

1.1 Document Location

N:\E&M Dept\Private\EMS\Procurement\Contracts Finder\Chillers and Air Conditioning

1.2 Revision History

Version	Date	Details	Author
1	15/05/2018	First Issue	DB

1.3 Approvals

This document requires the following approvals.

Name	Title	Signature	Issue Date	Version
David Shadwell	Senior Capability Leader		15/05/2018	1

1.4 Issue History

In addition to the approvers, this document has been issued to:

Name	Purpose	Date of Issue	Version
Potential Suppliers & Contracts Finder	For Tender	14/6/18	

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3 Introduction

The Pirbright Institute (TPI) is inviting tenders for the provision of a Standard Site wide Chillers, Air Conditioning System and Refrigeration maintenance contract.

3.1 Document Purpose

The primary purpose of this document is to provide potential suppliers with the information required to tender for the works.

3.2 Contract Details

The notice for this contract was placed on contracts finder on the 14th June 2018 by TPI.

Contract Type: Service Contract

Contract Start Date: 1st August 2018

Contract End Date: 31st July 2021

4 Contract Specification / Works Information

The contract is for a single supplier to provide annual maintenance to TPI's Chillers, Air Conditioning and Refrigeration Systems.

The specification for this contract will be of a performance specification type.

The full specification / Works Information will be issued to interested tenderers as part of the shortlisting process.

5 Instructions to Tenderers

5.1 Location of Works

The works will take place at the following address:

The Pirbright Institute
Ash Road
Pirbright, Surrey
GU24 0NF

5.3. Procurement Timetable

The timetable for this tender is anticipated as below:

Tender Activity	Date
Interested Tenderers to submit PQQ	25 th June 2018
Shortlisting of Tenderers to be completed by	29 th June 2018
Site Visit to take place on	4 th July 2018
Tender documents to be submitted by	11 th July 2018
Assessment of tenders and contract drafted by	26 th July 2018
Award of Contract	27 th July 2018

5.2. Shortlisting of Interested Tenderers

All interested tenderers are initially required to complete a Pre-qualification questionnaire (PQQ) (see Appendix A).

The PQQ's will be assessed by the TPI team and a shortlist of interested tenderers will be created. This will potentially include contacting references given.

Shortlisted tenderers will be invited for a site visit and will be sent:

- Specification / works information documentation
- Evaluation Scoring Matrix

5.4. Tender Submission Requirements

Tenderers should ensure that their Tender is submitted on company headed paper and confirm the following:

- Points of contact for tender submission
- Annual contract price with breakdown for each year of the contract
- Payment terms
- Details of how the specification will be met including how supply chain / labour issues will be addressed.
- Details of the service provider team
- Training records of operatives carrying out service tasks
- Any Relevant accreditations e.g:

- Quality ISO9001.
- Environmental ISO14001.
- Health & Safety ISO45001.
- Example of Risk Assessment and Method Statement for similar works
- Statement of acceptance of The Pirbright Institute's Terms and Conditions (see appendix B)
- Statement of acceptance of ITT Confidentiality statement and conditions of tender

5.5. Tender Submission and Clarifications

The TPI contact for queries and clarifications is the TPI Estates Management Services (EMS) Commercial Officer:

Holly Collen
 holly.collen@pirbright.ac.uk
 01483 232441 ext 1169

Where appropriate, clarifications to queries will be shared with all shortlisted tenderers.

5.6. Tender Evaluation

Tender Submissions will be evaluated by members of the TPI Estates Management team.

Tenders will be evaluated based on a value for money and quality basis.

Evaluation will take the form of scoring via a scoring matrix which will be provided to tenderers as part of the shortlisting process.

Clarifications will be sought by TPI from tenderers where required, before scoring is performed.

Interviews are not envisaged for this tender process.

5.7 TPI Terms and Conditions

The TPI T&Cs are included as Appendix B

5.8 Confidentiality Statement

By submitting a tender proposal in response to this ITT the tenderer is agreeing to the following: All information supplied to you by The Pirbright Institute, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response.

There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Customer Organisation has given express written consent to the relevant communication.

This ITT and its accompanying documents shall remain the property of The Pirbright Institute. The Pirbright Institute reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the Customer Organisation. The Pirbright Institute further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below).

By participating in this Procurement Process, you agree to such disclosure and/or publication by the Customer Organisation in accordance with such rights reserved by it under this paragraph. The Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies, including the placing of contract award notices on the Contracts Finder database, apply to The Pirbright Institute (together the “Disclosure Obligations”).

You should be aware of The Pirbright Institute’s obligations and responsibilities under the Disclosure Obligations to disclose information held by The Pirbright Institute. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by The Pirbright Institute under the Disclosure Obligations, unless The Pirbright Institute decides that one of the statutory exemptions under the FOIA or the EIR applies.

If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, you must provide clear and specific detail as to:

- The precise elements which are considered confidential and/or commercially sensitive.
- Why you consider an exemption under the FOIA or EIR would apply.
- The estimated length of time during which the exemption will apply.

The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process you agree that The Pirbright Institute should not and will not be bound by any such markings.

In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that The Pirbright Institute accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to The Pirbright Institute, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made.

You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to The Pirbright Institute on the basis that it may be disclosed under the Disclosure Obligations if The Pirbright Institute considers that it is required to do so and/or may be used by the Customer Organisation in accordance with the provisions provision of this ITT.

Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in

performance of this Contract in accordance with The Pirbright Institute's instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on The Pirbright Institute's behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

5.9 Conditions of Tender

- In submitting a proposal in response to this invitation to tender tenderers do so on the conditions specified or referred to herein and on the following express conditions.
- Tenderers should consider only the information contained within this invitation to tender, or otherwise communicated in writing to tenderers, when making their offer.
- Information supplied by TPI is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of such information. TPI cannot accept responsibility for any inaccurate information obtained by Tenderers.
- Tenderers shall not, before the date and time specified for return of the tender, communicate to any person the amount or approximate amount of the tender or proposed tender
- The tender shall be a bona-fide tender and shall not be fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.
- Tenderers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from tendering or between you agree as to the amount of any other tender to be submitted.
- TPI shall not be liable for, or pay any direct or indirect costs howsoever incurred by any Tenderer in the preparation of their tender, or for the costs of any post-tender clarification meetings, presentations, demonstrations or by any Tenderer who fails to respond by the deadline set.

6 Appendices

Appendix A – Pre Qualification Questionnaire

Appendix B – TPI T&Cs