



Invitation to Quote

Invitation to Quote (ITQ) on behalf of **MRC London Institute of
Medical Science**

Subject **UK SBS M&E and Roof Works**

Sourcing reference number **UK SBS FM16206**

UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25
Copyright (c) UK Shared Business Services Ltd. 2014

UKSBS

Shared Business Services

Table of Contents

Section	Content
1	<u>About UK Shared Business Services Ltd.</u>
2	<u>About our Customer</u>
3	<u>Working with UK Shared Business Services Ltd.</u>
4	<u>Specification</u>
5	<u>Evaluation model</u>
6	<u>Evaluation questionnaire</u>
7	<u>General Information</u>
Appendix	
Appendix 1	MRC Roof Works Drawing
Appendix 2	Roof Layout Drawing
Appendix 3	PHE Schematic Drawing

Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by its customers, UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Customers.

Our Customers who have access to our services and Contracts are detailed [here](#).

Section 2 – About Our Customer

Medical Research Council (MRC)

The Medical Research Council is a publicly-funded organisation dedicated to improving human health.

The organisation supports research across the entire spectrum of medical sciences, in universities and hospitals, in its own units, centres and institutes in the UK, and in our units in Africa.

Supporting scientists

- Around 5,700 research staff are supported by the MRC, either employed directly in our institutes and units or funded through grants and fellowships.
- We spent £86m on training awards for postgraduate students and fellows in 2011/12, including those in the MRC's own institutes and units.
- At March 2012 there were around 1,900 MRC-funded PhD students and around 400 MRC fellows in higher education institutes and MRC research establishments.

Research examples

- The benefits of MRC research have a national and global impact; from infections in Africa, stem cell advances that can potentially combat brain and heart diseases and improvements in the design of tests for treatments. As well as more and better healthcare, medical research can lead to wider impacts; many millions more lives saved, a vastly improved quality of life and hence a more productive workforce and economic benefits to nations.
- MRC researchers have found markers for cancer cells that may help detect thousands of new cases of cancer a year. The markers are already part of an MRC-developed device that screens for cancer of the oesophagus, are being trialled for cervical cancer screening and could potentially be used in a test for bowel cancer.
- The NHS newborn hearing screening programme, introduced in 2002, improves the early detection of hearing impairment in babies, allowing earlier and more effective treatment for the 900 babies born each year in the UK with permanent hearing loss.
- An estimated 73,000 adults are living with HIV in the UK, according to 2006 figures, but around a third of those people haven't been diagnosed and don't know they're infected. Black and ethnic minority populations accounted for just over half of all 7,000 new cases in 2006. Among many other aspects of HIV research, such as the molecular basis of the condition, treatments and diagnosis, MRC scientists are also researching social and behavioural factors.

<http://www.mrc.ac.uk>

Section 3 - Working with UK Shared Business Services Ltd.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Customer Name and address	Robert Steiner Building MRC LMS (London Institute of Medical Sciences) DU Cane Road London W12 0NN
3.2	Buyer name	Claire Wilding
3.3	Buyer contact details	FMPProcurement@uksbs.co.uk
3.4	Estimated value of the Opportunity	£200k - £250k
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	19/01/2017 Location: Contracts Finder
3.7	We strongly recommend that you attend a site visit in order to gain complete clarity of our requirements and the environment that you will be working in.	In order to book a site visit please submit the names of those that wish to attend through the message function on the E-sourcing portal . The following dates are available: <ul style="list-style-type: none"> • 27th January 2017 between 10am and 14:30 hours Timeslots will be allocated as 20 minutes per bidder
3.8	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	14:00 on 30/01/2017
3.9	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer	14:00 on 07/02/2017

	through Emptoris	
3.10	Latest date/time ITQ Bid shall be submitted through Emptoris	14:00 on 15/02/2017
3.11	Date/time Bidders should be available if face to face clarifications are required	N/A
3.12	Anticipated rejection of unsuccessful Bids date	28/02/2017
3.13	Anticipated Award date	28/02/2017
3.14	Anticipated Contract Start date	13/03/2017
3.15	Anticipated Contract End date	01/07/2017
3.16	Bid Validity Period	60 Days

Section 4 – Specification

M&E and Roof Works

1 **PRELIMINARIES**

1.1 General Provisions

- 1.1.1 The required works are for the replacement of the flat roof on Robert Steiner building

MRC London Institute of Medical Science
Du Cane Road
London W12 0NN
- 1.1.2 The Contractor shall install and carry out any necessary safety precautions before main site mobilisation and main body of works can commence.
- 1.1.3 The Contractor shall provide for all necessary general site labourers, banksman, gangers or other workmen plus sundry items to carry out all BWIC and other general and incidental works and good practices where not specifically mentioned in the accompanying schedules and documents but necessary to complete the project to expected standards, including site checks and site co-ordination to ensure optimum setting out and levels.
- 1.1.4 The Contractor shall appoint a dedicated working foreman to take charge of the site and be familiar with all aspects of the works. This person is to be the main point of contact for the Project Manager and the client. They will manage, process and resolve problems and complaints that may arise and keep a formal record for review at any point by the Project Manager.
- 1.1.5 The Contractor shall provide but not limited to all necessary or expected PPE, general staging, access equipment, lifting equipment, ladders, supports, propping, plant, task lighting, plant and tools, barriers, protections, waste chutes, sheeting, dust control, sundries and everything required to carry out and complete the works safely and correctly.
- 1.1.6 The Contractor shall take delivery, off-load, store and keep safe all free issue materials, fixtures or fittings (if any).
- 1.1.7 The Contractor shall provide for the removal of all waste, rubble and rubbish from the site on daily basis, including that caused by any sub-contractors, specialists or wrappings/boxing from free issue items and superfluous materials at regular intervals to suit site conditions, including on completion.
- 1.1.8 The Contractor shall be responsible for all associated fees and taxes for a legitimate licenced waste carrier.
- 1.1.9 The Contractor shall ensure that available power/electricity is suitable for the type of works listed here in and make additional temporary arrangements that may be required, including the use of generators (where necessary).

- 1.1.10 The Contractor shall provide for a suitable portable toilet with hand washing facilities, staff changing and rest area and maintain the same for the duration of the works. Site facilities will be located above access road to mortuary, mounted on specially designed scaffolding/steelwork.
- 1.1.11 The Contractor shall be responsible for the design supply and installation of the site cabins.
- 1.1.12 The Contractor shall maintain any existing drainage system/outlets and prevent debris and rubbish entering the drainage during the execution of the works (even if these are to be altered). Any blockages or damage caused to the existing retained drainage during the execution of the Works will be borne by the Contractor.
- 1.1.13 The Contractor shall be responsible to CCTV all drainage before and after the works and pressure wash the drainage.
- 1.1.14 The Contractor shall allow for parking arrangements, dispensations and suspensions that may be required to enable the proper attendances, deliveries and execution of the works or for safety purposes and compliance with all required provisions.
- 1.1.15 The Contractor shall comply with current Health & Safety regulations and take all due precautions and diligence in the safety of workmen, visitors and occupants/residents in the building.
- 1.1.16 The Contractor shall install and maintain all necessary signage and maintain a safe working environment.
- 1.1.17 The project is notifiable under The Construction (Design and Management) Regulations 2015 and an F10 Form will be served on the local authority on the client's behalf. A Health & Safety Advisor has been appointed to act as 'Principle Designer' to provide advice to the client and designers under CDM 2015. The Advisor will also provide and monitor the Construction Phase Plan to you, which you are to observe and maintain throughout the Construction Phase and to insert/record your method statements.
- 1.1.18 Please note that the minimum level of Public Liability Cover to carry out the works in this building is £1m and the minimum cover for Contractors All Risks is £250k.

2 ROOF WORKS

2.1 Site Preparations

- 2.1.1 The Contractor shall provide for necessary scaffolding at the rear and enable safe access for the works and materials. Safe access to mortuary must be maintained at all time.
- 2.1.2 The Contractor shall allow for extra over scaffolding and temporary sheeted scaffolding roof, to be supported at the rear from the ground.
- 2.1.3 The Contractor shall remove existing roof felt including all covering (stones) and AC units.
- 2.1.4 The Contractor shall allow for exposed structure to be inspection by Building Control and/or engineer to check adequacy.

- 2.1.5 The Contractor shall carefully degas and lift existing air-condition units, place them on site to reused them. Make sure temporary units are provided to maintain services to the building.
- 2.1.6 The Contractor shall ensure insulations and boarding to flat roof using insulation Kingspan Thermawall TW55 and over-clad with 22mm Roof Sterling Board.
- 2.1.7 The Contractor shall ensure external insulation and roofing.
- 2.1.8 The Contractor shall bond 180mm Kingspan Thermarroof TR21 (paper faced product - not foiled) to ply 22 mm Sterling Board to form warm roof.
- 2.1.9 The Contractor shall lay down two coats 4 mm underlay with two coats 4 mm top layer with last coat chirping felt.
- 2.1.10 The Contractor shall allow for all necessary Code 4/5 leadwork for soakers for flat roof and expected and necessary flashings in accordance with The Lead Sheet Association Guidelines, to all necessary and expected junctions and abutments.
- 2.1.11 In your tender please allow for:
- 10% of tender sum for professional/consultant fees paid by the contractor
 - 15% of tender sum for contingency
 - £15K provisional sum of alteration of internal drainage systems and decorations.

Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UK SBS, the Customer and any specific external stakeholders UK SBS deem required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6 = 16 \div 3 = 5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E-invoicing
Price	AW5.6	Implementation of E-invoicing
Commercial	AW4.1	Contract Terms
Commercial	AW4.2	Contract Terms
Quality	AW6.1	Compliance to the Specification

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	60%
Quality	PROJ2.2	Risk	15%
Quality	PROJ2.3	Method Statement	10%
Quality	PROJ2.4	Special Controls	10%
Quality	PROJ2.5	Team Continuity	5%

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ($60/100 \times 10 = 6$)

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.

40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 $(80/100 \times 50 = 40)$

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's ☹

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, UK SBS may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to UK SBS during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.41 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

UK SBS reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)