

# Melton Borough Council

## Invitation to Tender for

### Electrical Testing, Rewire, Upgrading and Storage Heaters Programme

OJEU Reference: 2017/S 158-327214

## **DOCUMENT ONE: INSTRUCTIONS TO BIDDERS**

Thank you for expressing interest in this procurement.

We now invite you to submit a tender.

Further stages of the process are outlined in this document.

To assist you in this, four documents have been provided:

- Document One – Information and instructions (including the timetable) (this document)
- Document Two – General Terms and Conditions\* (see Specification)
- Document Three – Specification
- Document Four – Tender Response Document

**STAGE TWO - Tender Response Document - Document Four –  
to be received no later than noon Friday 17<sup>th</sup> November 2017.  
Late submissions will be disregarded.**

**Please ensure that you register your interest with the procurement contact  
named in this Document in order to receive updates, questions responses etc.**

**Please ensure you check the Contract Notice for this procurement on the  
Contracts Finder website for clarification notices and other communications  
regarding this tender**

# **TENDER DOCUMENT ONE**

## **INFORMATION AND INSTRUCTIONS**

### **CONTENTS**

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## SECTION 1: INTRODUCTION AND CONTACT DETAILS

- 1.1 Your organisation, along with others short-listed, is invited to submit a tender for the Electrical Testing, Rewire, Upgrading and Storage Heaters Programme (“Electrical Rewire”) Contract.
- 1.2 The deadline for submission of invited tenders is **noon Friday 17<sup>th</sup> November 2017.**
- 1.3 The information and instructions provided in this Invitation to Tender are designed to ensure that all tenders are given fair and equal consideration. If you have any doubts as to what is required or you have difficulty in providing the information required, please contact the person named below.
- 1.4 Please check that you have received all the documents listed in [Section 5](#). If any of the information is missing, you should notify the person named below immediately.
- 1.5 If you have any queries relating to the tender documentation, or would like to request further information, please contact the person named below in writing (via email is acceptable). You must ensure that any queries are made no later than the date specified in [Section 2](#).
- 1.6 The contact for this Tender is:  
Laurence Short, Project Surveyor [lshort@melton.gov.uk](mailto:lshort@melton.gov.uk)
- 1.7 Where questions raise an issue of general interest or clarification then the question and answer will be circulated to all Bidders. The identity of the originator will not be disclosed.

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## SECTION 2: PROCUREMENT TIMETABLE – STAGE TWO 2 ONLY

The intended timetable for Stage Two of this procurement is indicated below.  
All dates are indicative only and may be subject to change:

Stage in Procurement Process	By When
Issue of Invitation to Tender	Friday 13 <sup>th</sup> October 2017
Deadline for submission of questions	Friday 3 <sup>rd</sup> November
Deadline for responses	Friday 10 <sup>th</sup> November
Deadline for submission of tenders	Friday 17 <sup>th</sup> November
ITT Evaluations (paper submissions)	Friday 1 <sup>st</sup> December
Supplier Clarification Meetings (if required)	Friday 8 <sup>th</sup> December
Notification of award decision	Friday 22 <sup>nd</sup> December
Standstill period starts	Saturday 23 <sup>rd</sup> December
Standstill ends	Monday 8 <sup>th</sup> January 2018
Contract Award	Friday 12 <sup>th</sup> January
Go Live Date	Thursday 1 <sup>st</sup> February

*Please note:*

*The Council reserves the right to cancel the tender process at any point.*

*The Council is not liable for any costs resulting from any cancellation of this tender process, or for any other costs incurred by those tendering for this Contract.*

*All the above dates are indicative and are subject to completion of short-listing.*

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## SECTION 3: INSTRUCTIONS FOR SUBMISSION OF TENDER

The following instructions are designed to give you assistance with the completion of your tender.

Please ensure that you submit your tender in accordance with these instructions. It is important that you provide the information asked for in the format and order specified. **If you don't it could invalidate your tender.**

### 3.1 General Information

How you prepare and present your tender proposal can be a crucial factor in securing a Contract. The following points may help you.

- 3.1.1 Read **ALL** the instructions and information included within the Invitation to Tender. Preparation is key so understand fully what is being asked.
- 3.1.2 Respond in the required format. You must not alter the format of any of the documents. If the space provided is insufficient, attach additional sheets but please follow a similar format. Mark any additional sheets with your organisation name and the question number.
- 3.1.3 Please provide a full yet concise response to the requirements. You should not rely on the Council's past experience, as tender evaluations will be based solely on the information contained within the submission.
- 3.1.4 Don't use your tender as a vehicle to issue glossy but meaningless brochures about your organisation, only include them if they are relevant.
- 3.1.5 Be upfront – the Council will be as honest about its requirements as possible. In return the Council looks for honest tenders with no hidden costs or exclusions.
- 3.1.6 Be aware of the deadline for return of your tender and plan ahead to ensure that you meet it. Tenders submitted after the deadline will not be accepted.
- 3.1.7 Make sure that your tender is completed legibly in English and with all prices in Sterling (exclusive of VAT) and is signed and dated.
- 3.1.8 Please ensure that where information is to be sought from third parties, for example guarantees etc., such requests can be dealt with speedily and at **no cost** to the Council.
- 3.1.9 It will not be possible to change any of the information contained within your tender once it has been submitted, except for the correction of arithmetical errors.
- 3.1.10 Bidders may submit (an) alternative bid(s) but must also submit a conforming bid.

3.1.11 Bidders must hold their tender open for acceptance for a minimum of ninety (90) days from the date of opening.

3.1.12 The Council does not bind itself to accept the lowest or any tender.

### **3.2 Submission of Tender**

3.2.1 You must complete and return all the tender documentation listed below as your tender submission. Document 4 of this Invitation to Tender contains all the documents which are required to be completed. They are:

- Method Statement/Evaluation Questions
- Pricing Schedule
- Form of Tender Certificate (signed)
- Collusive Tendering Certificate (signed)
- Confidential and Commercially Sensitive Information

3.2.2 A Return Label to mark the envelope/package containing your completed tender is included in Document 4.

3.2.3 You must submit **TWO** hard copies and **one electronically saved copy to memory stick** of your tender in a sealed, plain envelope/package which **should not identify your organisation**. Failure to comply with this instruction will lead to your tender being disqualified.

The enclosed label contains the following address:

“TENDER RESPONSE – STAGE TWO – Deadline Noon Friday 17<sup>th</sup>  
November 2017 - Electrical Testing, Rewire, Upgrading and Storage Heaters  
Programme OJEU Ref: 2017/S 158-327214 (Private & confidential)”

Solicitor to the Council, Melton Borough Council, Parkside, Station Approach,  
Burton Street, Melton Mowbray LE13 1GH

Tenders submitted by email or fax will not be accepted.

3.2.4 Late tenders will be rejected; it is your responsibility to ensure that your tender is received on time.

3.2.5 Make sure that the information you put into your tender is correct and check that all the information you need to submit is included before you send it in.

3.2.6 The Council will keep all tenders received securely and open them once the tender deadline has expired. All tenders submitted will be opened at the same time in the presence of the relevant Officer or his/her representative, by a designated Officer of the Council.

3.2.7 The Council may, subject to its Contract Procedure Rules/Standing Orders effective at the time of contract completion, want to agree a Bond or Parent Company Guarantee with the winning Bidder. This is subject to the Terms and Conditions document.

### **3.3 Responses to the Method Statements / Evaluation Questions**

- 3.3.1 Your responses to the Evaluation Questions are your response to the Council's specification and should set out **how you will meet all the requirements in the Specification** (Document 3). Your responses to the Evaluation Questions comprise the formal offer to the Council and will form part of the Contract between the Council and your organisation.
- 3.3.2 The purpose of the Evaluation Questions is to allow the Council to evaluate your understanding of its requirements and the quality of your proposals for meeting them. To help the Council evaluate your proposals to fulfil the Contract you have been asked to answer a set of specific questions.

### **3.4 Contract Price and Payment**

- 3.4.1 You must calculate the **full cost** (excluding VAT) of providing the service or goods for which you are tendering, including both the direct and non-direct costs.
- 3.4.2 Payment will normally be made within twenty eight (28) days of the Council registering a valid invoice. The Council's preferred payment method of payment is via BACS.

### **3.5 Contract Award and Conditions**

- 3.5.1 You will be notified in writing of the Council's intention to award the Contract. If you are the successful Bidder, the Council will ask you to sign a written Contract. Without a Contract, signed by both parties being in place, there will be no binding agreement between the Council and the winning Bidder.
- 3.5.2 The Contract will be awarded on the Council's Terms and Conditions of Contract (as set out in Document Two). These will form the basis of any written signed Contract between the Council and the winning Bidder and will take precedence over any conditions that the Bidder may propose.

### **3.6 Incurred Expenses**

The Council shall not be responsible for any expenses that you may incur in any aspect of the tendering process.

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## SECTION 4: EVALUATION OF THE TENDER

- 4.1 The Council will evaluate the tenders it receives on the basis of Most Economically Advantageous Tender (a balance of quality and price).
- 4.2 The Council is not bound to accept the lowest priced, or any, tender.
- 4.3 An Evaluation Panel consisting of Council officers will carry out the evaluation of tenders in accordance with the weighted criteria set out below.
- 4.4 The Council reserves the right to reject any tender that fails to comply fully with the requirements of the selection process outlined in this Section or that is found guilty of a serious misrepresentation in supplying any information requested in this Invitation to Tender.
- 4.5 The tenders will be scored using the following table:

Score	Criteria for awarding score
0	No response or response is unacceptable
1	Response is very weak and almost unacceptable, and/or is inconsistent or in conflict with other responses
2	Response is weak, and falls well below expectations in a number of respects
3	Response is weak and is below expectations, not meeting the required standard in most respects, and/or is lacking/ inconsistent in others
4	Response is below expectations but meets the required standard in some respects
5	Response meets expectations regarding the required standard
6	Response slightly exceeds expectations regarding the required standard
7	Response is good and is well above expectations in some respects
8	Response is very good and is well above expectations in most respects
9	Response is outstanding and meets the required standard in all respects and exceeds some or all of the major requirements
10	Response is exceptional and meets the required standard in all material respects and exceeds all the major requirements, and represents significant added value

- 4.6 The criteria for assessing the tenders are as follows:

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Section Headings and Sub-Headings	Weighting within Sub-Heading	Weighting within Total
<b>Quality</b>		
<b>Method Statements/ Evaluation questions</b>		
<b>1. Contract preparation and workforce assigned to the contact</b>	15%	7.5%
<b>2. Work programme</b>	10%	5%
<b>3. Vulnerable Residents</b>	15%	7.5%
<b>4. Social value</b>	10%	5%
<b>5. Health and safety</b>	15%	7.5
<b>6. Safe disposal of waste</b>	10%	5%
<b>7. Quality control procedures</b>	10%	5%
<b>8. Access and customer satisfaction</b>	15%	7.5%
<b>Sub-total</b>	100%	50%
<b>Price*</b> (exclusive of VAT)	100%	50%
<b>TOTAL</b>	N/A	100%

\*Price will be calculated as follows:

Please note that the lowest cost tender will receive the highest mark in the Price sub-heading, all other tenders will receive a pro rata score based on that lowest price.

(Lowest price bid by any bidder) divided by (The bidder's price) multiplied by (Weighting for price).

So if your Price Total is £10,000 and that is the lowest bid, the result is 10,000 divided by 10,000 = 1 multiplied by the weighting for price.

If you bid £20,000 and £10,000 is the lowest bid, the result is 10,000 divided by 20,000 = 0.5 multiplied by the weighting for price.

### **Lots**

Bidders may bid for one or both Lots

Each Lot will be evaluated separately as follows:

Quality\* + Pricing Schedule Lot 1 – inspection, upgrading and rewiring of electrical installations, 547 properties approx.

Quality\* + Pricing Schedule Lot 2 – inspection, upgrading and rewiring of electrical installations and also heater upgrades, 122 properties approx.

\*(Quality = percentage score for the Method Statements/Evaluation Questions)

## SECTION 5: INVITATION TO TENDER DOCUMENTS

- 5.1 This Invitation to Tender contains four documents (as specified below). Please ensure that you have received all documents.
- Document One: Instructions to Bidders – this document
  - Document Two: Terms and Conditions of Contract
  - Document Three: Specification
  - Document Four: Tender Response
- 5.2 Please complete all of Document 4 and return – please ensure that you have completed all the parts of that Document as follows:
- Method Statement: responses to evaluation questions ☐
  - Pricing Schedule ☐
  - Form of Tender certificate (signed) ☐
  - Collusive Tendering certificate (signed) ☐
  - Confidential and Commercially Sensitive Information ☐
- 5.3 A Return Label, to mark the envelope/package is included in Document 4.

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## Appendix 1: Definitions of Frequently Used Terms

Bidder	The organisation submitting the tender or bid
Contract	A binding agreement made between two or more parties, which is intended to be enforceable by law.
Contract value	The estimated total monetary value of a contract over its full duration (not annual).
Invitation to Tender	An invitation to contractors, suppliers or service providers to bid for the provision of works, goods or services. Also known as an 'ITT'.
Method Statement	Bidders' proposals for dealing with aspects of the work which are outlined in the Specification and where detailed operational information about the delivery of the contract is required.
Specification	The Specification details the Council's requirements and standards for this Contract, including the scope and specific details of the activities required. It should present the Bidder with a clear, accurate and full description of the Council's needs so that a Bidder can propose a solution to meet them. Bidders should read the Specification carefully, and if anything is not clear contact the named person for this tender.
Tender	An official written offer that includes a costed proposal to perform the works, services or supplies required, and is provided in response to a tendering exercise. This normally involves the submission of the offer in a sealed envelope to a specified address by a specified date and time.

## **Appendix 2: Statutory Information**

### **A2.1 Freedom of Information Act 2000**

- 2.1.1 The Council must comply with Freedom of Information law. The law enables anyone to require it to disclose to them any information it holds, including information relating to Contracts.
- 2.1.2 You may consider that some information you supply to the Council should not be disclosed to other people or organisations under Freedom of Information law. If you do, you must tell the Council (see: Section 6, Document 4)
- 2.1.3 If you wish to find out more information then the following government websites are useful sources of information:
  - Freedom of Information Act:  
[www.legislation.hmso.gov.uk/acts/acts2000/20000036.htm](http://www.legislation.hmso.gov.uk/acts/acts2000/20000036.htm)
  - Information Commissioner's website: <http://ico.org.uk/>

### **A2.2 Confidentiality**

- 2.2.1 The information supplied by the Council in connection with this tender must be treated as confidential, however it may be disclosed for the purpose of obtaining quotations required for the preparation of the tender and for insurance purposes.
- 2.2.2 The information provided by the Bidders in their submissions will be treated as confidential by the Council (for exceptions to this rule please refer to A2.1 above).

### **A2.3 Disclaimer**

- 2.3.1 The Council has prepared this Invitation to Tender (ITT). The Council will not accept any responsibility or liability for advising any recipient of any changes or additions to the information contained in this ITT, or any other information relating to the project which comes to its attention.
- 2.3.2 Although every care has been taken in preparing the ITT, no representation, warranty or undertaking, expressed or implied, is, or will be made, and no responsibility or liability will be accepted by the Council or by any of its officers, employees, servants, agents or advisers ('Connected Persons') as to the accuracy or completeness of the ITT or any other written or verbal information made available to any interested party or its advisers. Any liability, however arising, is disclaimed.
- 2.3.3 Data provided by the Council to interested parties will be given in good faith but interested parties will have to make their own investigations and

interpretation. No liability will be accepted by the Council for the accuracy or completeness of that data.

- 2.3.4 Neither the receipt of this ITT by any person, nor any information contained in it or distributed with it, or subsequently communicated to any interested party or its advisers is, or is to be taken, as constituting the giving of investment advice by the Council.
- 2.3.5 Nothing in this document is, or should be, relied on as a promise or representation as to the future. The Council reserves the right, without principle, to change the procedure for the project competition or any of the proposals or information in relation to the project.
- 2.3.6 The Council reserves the right not to follow up this invitation in any way and/or withdraw from the tender process, and no expense incurred by any person in responding to the invitation and preparing an expression of interest will be reimbursed by the Council or Connected Persons. The Council reserves the right not to award a contract.

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