**British Embassy Copenhagen, Denmark – Drainage and Landscaping Project**

**CPG ref. CPG-3282-2019**

We invite you to register your interest for the Foreign & Commonwealth Office (FCO) British Embassy Copenhagen, Denmark – Drainage & Landscaping Project via the Procurement Portal, e-Bravo.

**BACKGROUND INFORMATION**

1. The UK Foreign & Commonwealth Office (FCO) would like to invite potential providers able to deliver a drainage and landscape improvement project for the British Embassy in Copenhagen to express their interest via the submission of a Selection Questionnaire (SQ).
2. The proposed works predominantly comprise:
* Separation of foul and surface drainage
* Excavation of ground and installation of two soakaways in the garden
	+ Soakaway 1 – 4.2m x 9.6m x 0.914m high – Storage Vol = 36.9m3
	+ Soakaway 2 – 7.2m x 16.8m x 0.914m high – Storage Vol = 107.2m3
* Installation of three rainbeds in the car park
	+ Rainbed 1 – 3.0m x 19.0m
	+ Rainbed 2 – 5.0m x 17.5m
	+ Rainbed 3 – 3.6m x 18.3m
* Resurfacing of the car park

A package of building works will also be carried out as part of this project. This will either need to be undertaken or sub-contracted (and managed) by the principal contractor. The building works predominantly include:

* Demolition of 2 no. existing garages.
* Construction of 1 no. Masonry Garage which includes 1 no. car space, bin store, storage space and integrated Hostile Vehicle Protection Measures (concrete wall) – 51m2.
* Construction of 1 no. Masonry Garage which includes 1 no. car space and storage space – 38m2

The Procurement will be in accordance with ‘EU Procurement Regulations’ with an initial Selection Questionnaire (SQ) short listing process, followed by an Invitation to Tender (ITT) Stage. The form of Contract to be used is currently being reviewed and will be notified at SQ stage.

1. The ‘Restricted ITT Stage’ is expected to in June 2019 to July 2019. Works are anticipated to commence in August 2019 with a projected completion December 2019.

In order to be considered for this project and receive pre-qualification and/or tender information it is necessary that you register your company (including any relevant information requested) on the Foreign & Commonwealth Office Procurement Portal, e-Bravo. **Failure to do this will mean your company may not receive a Tender; no tenders will be issued via open e-mail**.

**Project 2240, PQQ 711: British Embassy Copenhagen, Denmark – Drainage & Landscaping Project**

**How to Register Your Company/Express Interest in this Project**:

1. Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal: **https://fco.bravosolution.co.uk** and click the link to register. - Accept the terms and conditions and click "continue" - Enter your correct business and user details - Note the username you chose and click "Save" when complete - you will shortly receive an e-mail with your unique password (please keep this secure).

2. Login to the portal with the username/password - Click on the relevant Selection Questionnaire (SQ) - You can now access any attachments by clicking the "Settings and Buyer Attachments" in the "Actions" box;

Responding to the SQ - You can choose to "Reply" or "Reject" (please give a reason if rejecting) - You can now use the 'Messages' function to communicate with the buyer and seek clarification - Note the deadline for completion, - There may be a mixture of online & offline actions for you to perform (there is detailed online help available), You must then publish your reply using the publish button in the "Actions" box on the left-hand side of the page. If you require any further assistance please consult the the online help or contact the eTendering help desk.

Potential Providers should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Potential Provider’s

organisation, this should be indicated, with an explanation. Where attachments are requested to be submitted within the electronic SQ, these shall be submitted in a PDF format (Adobe or similar).

SQ or Bids not submitted via the FCO’s eProcurement portal will not be considered.

**SQ Return Date: 12:00hrs - 15th April 2019 (BMT) – Please note that any SQ’s submitted after the deadline has closed will be considered ‘late’ and may not be considered.**