



**UK Centre for  
Ecology & Hydrology**

**UK Centre for Ecology & Hydrology**  
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**Date:** 05/11/2020

Dear Sirs,

**Invitation to Tender for EDINBURGH CLEANING SERVICES 2021-2025**  
**Reference: FO109-20**

The UK Centre for Ecology and Hydrology ("UKCEH") invites you to quote for the provision of **services** as detailed in the attached documentation:

0. This Invitation to Tender letter
1. Instructions for Tenderers
2. Invitation to Tender Questionnaire
3. Proposal for Sustainable Procurement
4. Specification / works information
5. Edinburgh Site Plans
6. NEC Terms
7. Pricing Schedule
8. Evaluation matrix
9. Form of tender
10. UKCEH Due Diligence Questionnaire
11. UKCEH Non-Disclosure Agreement (TUPE Information Request)

If you do not receive any of the documentation please contact the writer in the first instance.

**Address for returning tender.**

Your quotation must be received by UKCEH by email to [procurement@ceh.ac.uk](mailto:procurement@ceh.ac.uk) by 12:00 on 11/12/2020. It is the responsibility of all tenderers to ensure that their response is received no later than the appointed time. Bids received before that time will not be opened until the stated closing time. UKCEH may reject tenders received after that time.

**Contract duration.**

The contract duration is 2 years with a potential extension of 2 years (1+1).

UKCEH is not bound to accept the lowest priced or any quote and is not bound to accept the tenderer as sole supplier. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and your VAT registration number given.

**Format of Bids.**

Tenderers should submit their bids in the following format:

1. ITT Questionnaire response including any requested attachments. Attachments must reference the relevant question.
2. Completed Pricing Schedule
3. Completed UKCEH Procurement Due Diligence Questionnaire
4. Alternative bid(s). If offering alternative bids please use the same pricing schedule format.

**Tender evaluation.**

The quotation will be evaluated using the following criteria and weightings:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Quality/Technical	40%
Price	40%
Sustainability	20%

By providing us with a quotation you agree to be bound by UKCEH's NEC terms which will apply to any contract awarded.

Where a presentation session is requested or shortlisting process is indicated in the Tender Programme, bidders who achieve a score of less than 3 (see Evaluation Scoring Matrix) on any Quality/Technical or Sustainability question will not be asked to continue.

UKCEH intends to carry a maximum of 5 suppliers through to the next stage but reserves the right to select fewer or more depending on the quality of responses.

**Tender programme.**

This programme is provisional and may be subject to change but will be adhered to by CEH as far as reasonably practical:

<b>ACTIVITY</b>	<b>DATE</b>
Advertisement date	05/11/2020
Start clarifications and site visit stage	09/11/2020
End clarifications and site visit stage	04/12/2020
Deadline for receipt of bids	11/12/2020
Shortlisted bidder presentations	w/b 14/12/2020
Inform bidders of award	04/01/2021
Contract start date	01/03/2021

Enquiries and requests for clarifications or site visits and completed NDAs for TUPE information should be sent to [procurement@ceh.ac.uk](mailto:procurement@ceh.ac.uk) with the ITT title and reference number in the subject line.

Please acknowledge receipt of this ITT and confirm if you intend to submit a bid.



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Yours faithfully

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