



Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Biotechnology and Biological
Sciences Research Council (BBSRC)**

Subject: UK SBS FM160014 Demolition Works.

Sourcing reference number: FM160014

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 A	<u>Detailed Site Plan</u>
Appendix B	<u>Pre-Demolition Asbestos Report</u>

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 (BIS) 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 Procurement ambition

Our vision is to be recognised as a centre of excellence and deliver a broad range of procurement services across the public sector; to maintain and grow a procurement service unrivalled in public sector.

Procurement is a market-shaping function. Industry derived benchmarks indicate that UK SBS is already performing at or above “best in class” in at least three key measures (percentage savings, compliant spend, spend under management) and compare well against most other measures.

Over the next five years, it is the function’s ambition to lead a cultural change in procurement in the public sector. The natural extension of category management is to bring about a fundamental change in the attitude to supplier relationship management.

Our philosophy sees the supplier as an asset to the business and the route to maximising value from supply. This is not a new concept in procurement generally, but it is not a philosophy which is widely employed in the public sector.

We are ideally positioned to “lead the charge” in the government’s initiative to reform procurement in the public sector.

UK SBS Procurement’s unique selling points are:

- Focus on the full procurement cycle
- Leaders in category management in common and specialised areas
- Expertise in the delivery of major commercial projects
- That we are leaders in procurement to support research
- Use of cutting edge technologies which are superior to those used generally used across the public sector.
- Use of market leading analytical tools to provide comprehensive Business Intelligence
- Active customer and supplier management

‘UK SBS’ contribution to the Government Procurement Agenda has been impressive. Through innovation and leadership UK SBS has built an attractive portfolio of procurement services from P2P to Strategy Category Management.’

John Collington

Former Government Chief Procurement Officer

Section 2 – About Our Customer

BBSRC - Our vision

To lead world-class 21st century bioscience, promoting innovation in the bioeconomy and realising benefits for society within and beyond the UK.

BBSRC has a unique and central place in supporting the UK's world-leading position in bioscience. We are an investor in research and training, with the aim of furthering scientific knowledge, to promote economic growth, wealth and job creation and to improve quality of life in the UK and beyond.

In the coming decades bioscience will be central to providing solutions to major challenges, such as:

- Feeding 9Bn people sustainably by 2050
- Developing renewable 'low carbon' sources of energy, transport fuels and chemicals to reduce dependence on fossil fuels
- Staying healthier for longer as lifespans increase and society ages

Our vision is structured around **world-class bioscience**, **key strategic research priorities** and **enabling themes** – methods we will use to achieve our aims.

World-class bioscience

We have a strong commitment to funding curiosity-led research, and will continue to advance excellent bioscience across our remit from molecules to systems. As well as funding world-class blue skies research we have three priority areas of particular focus.

Strategic priorities

- Agriculture and food security
- Industrial biotechnology and bioenergy
- Bioscience for health

Our enabling themes will help us deliver our strategic priorities by giving us clear actions to implement.

Enabling themes

- Enabling innovation (see [Innovation](#))
- Exploiting new ways of working
- Partnerships

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	BBSRC Polaris House North Star Avenue Swindon Wiltshire SN2 1UH
3.2	Buyer name	James Hackett
3.3	Buyer contact details	FMProcurement@uksbs.co.uk 01793 867005
3.4	Estimated value of the Opportunity	£50,000 Excluding VAT
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	Wednesday 16 th 2016 Contracts Finder
3.7	Site Visits: We strongly recommend that you attend the site in order to gain complete clarity of our requirements and the environment that you will be working in.	Wednesday 30 th March – Friday 1 st April 2016 To book a site visit please submit a suggested date, time and names of those that wish to attend through the message function on the Esourcing Portal.
3.8	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	Thursday 31 st March 2016 17:00
3.9	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	Monday 3 rd April 2016 11:00
3.10	Latest date/time ITQ Bid shall be submitted through Emptoris	Wednesday 6 th April 2016 14:00
3.11	Anticipated rejection of unsuccessful Bids date	Friday 8 th April 2016
3.12	Anticipated Award date	Monday 11 th April 2016
3.13	Anticipated Contract Start date	Monday 18 th April 2016
3.14	Anticipated Contract End date	Friday 13 th May 2016
3.15	Bid Validity Period	90 Days

Section 4 – Specification

Demolition of Building 70 – Wrest Park

Scope of works

This scope of works outlines the requirements for the demolition of building 70, 70a, two above ground storage tanks and concrete hardstanding at Wrest Park, Silsoe Bedfordshire.

Project scope

The demolition and removal from site of building 70, 70a, two above ground storage tanks, lamp posts, electrical cabinets and concrete hardstanding as indicated in [Appendix A](#), together with the break up and removal, to a licenced transfer site, of the concrete floors and substructure.

The existing below ground electrical cable currently serving the site is to be disconnected, withdrawn and handed over to the client.

All transfer certificates are to be handed over to the clients representative upon completion of the project.

The site is also to be back filled and graded with top soil and seeded to grass.

Code of Practice

The demolition works are to comply with BS 6187 – Demolition or equivalent, subject to any qualifications given hereunder.

Site address

Building 70
Wrest Park Estate
Silsoe
Bedfordshire
MK45 4HR

Working Hours

Working hours will be restricted to 08:00am to 18:00 PM Monday to Friday, no weekend working will be permitted throughout the duration of this contract

Site Visit

It is strongly recommended that any potential demolition contractor visits site to ensure they have clarity on the requirement and environment that they will be working in. The details on the timescales for site visits and details on how to request these are available within Section 3 Timescales – 3.7

Properties.

The existing buildings have been constructed from painted, profiled steel sheeting attached to a steel beam portal frame, located into below ground concrete anchor blocks.

The above ground tanks have been constructed from painted sheet steel sections.

Pre-demolition asbestos survey

The pre-demolition asbestos survey report is attached as [Appendix B](#)

A licensed specialist contractor is to be employed by the Demolition Contractor to remove any asbestos based materials in accordance with the latest Asbestos Regulations.

A method statement is to be provided by the Demolition Contractor and approved by the Client prior to commencement of such works.

A certificate of compliance is to be issued to the client upon completion of the removal of any asbestos based materials.

Disconnection of utility services

The electricity and water services currently serving the site are to be isolated and disconnected by the appointed contractor prior to commencement of the works.

Construction (Design and Management) Regulations 2015

The Contractor will act as the primary designer and is to comply with Construction (Design and Management) regulations 2015 on behalf of the authorising client.

The Demolition Contractor is to provide a Construction Phase Plan and relevant Method Statements to comply with C.D.M Regulations.

Materials arising from demolition

Materials not required for Re-use

Materials are to become the property of the Demolition Contractor and cleared away from site as work proceeds unless specified otherwise.

State credit values for material risings in the Form of Tender.

An area is available for the Contractor to use to recycle the materials before transporting away.

Precautions

Take protective precautions as referred to in BS 6187 Clause 5. Ensure there are no risks of uncontrolled collapse.

The Demolition Contractor is to provide and install signage notices and barriers around the entire boundary of the site to protect site operatives and the public.

Temporary Supports

The Demolition Contractor is to design and provide all necessary shores and other temporary supports. The Client is to comment on all methods of temporary support, including its design and positioning at least 5 working days before implementation

Prevention of Nuisance

Prevent nuisance with particular reference to dust, smoke and noise.

The surrounding area is to be kept clear of debris to enable continuous access by residents and emergency vehicles.

Damage to Public and Private Service Installations

Notify the Client in writing of any damage to public or private services and where applicable, notify the service authorities and/or private owners.

Make arrangements for repair to the satisfaction of the Client and, where applicable, the appropriate authorities and owners.

Accept any arrangements made by the Client for urgent repairs which will not affect liability.

Fire and Explosion Risk

Take precautions to prevent fire or explosion caused by Gas or Vapour present or leaking from existing storage tanks, pipes, etc.

Foundations, Manholes and Drains

Grub up and remove Foundations, manholes, drains and similar items to a depth of 1.0metres below existing ground level. Plug ends of undisturbed pipes with concrete of approved mix. Remove contaminated earth and fill void as instructed.

Completion of Work

The demolition contractor is to provide their site safety file to the client within 7 days of contract completion and handover.

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	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
Commercial	PROJ1.1	Contractors Offer
Commercial	PROJ1.3	Understanding of Clarification
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	PROJ1.6	RIDDOR
Quality	PROJ1.7	Programme of works

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	40%
Quality	PROJ1.8	Programme Review	60%

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: $\text{Score}/\text{Total Points} \times 50$ ($80/100 \times 50 = 40$)

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 120 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.

Appendix A



UK SBS FM160014
Site plan with details.

Appendix B



UK SBS FM160014
Asbestos survey.pdf

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](#)