



How to complete the Single Tender Action Request

Each question needs to be answered/completed as this will enable the assigned member of DgC to support you as efficiently as possible. **Blue text** provides guidance when completing the form. **Red text** indicates information needs to be entered by the requestor.

Single Tender Action Request Form

Section One: Commercial Engagement Checklist

1. Lead Business Contact Name

[Redacted]

2. Procurement / Project Title

Fire Strategy (RIBA Stage 4)

For the Remodelling / Alterations of Incinerator Building [Redacted]

3. Procurement / Project Objectives

During the RIBA Stage 4 – Technical Design, Salus will provide the following services:

- Review the relevant Stage 4 Design Documents for fire safety.
- Prepare the Fire Safety Strategy Report
- Advise the team and their Design Supply Chain of any Key Performance Requirements.
- Where required assist fire safety negotiations with local authorities during approvals process including attendance at meetings with approving authorities.
- Provide advice on fire safety strategy issues to the Client and Principal Designer for this project at RIBA stage 4.
- Provide Fire Safety Strategy drawings (pdf mark-ups) to assist the design team in formalising their design.
- Confirm that the design and the specification of all elements performing a fire safety function (e.g., façades/envelopes and fire protection measures) is in compliance with the Fire Safety Strategy and Building Regulations.
- To develop and issue a Fire Safety Strategy Report coinciding with RIBA Stage 4.

4. Is this a new requirement or replacing an existing contract? If so, please give existing Contract number.

- This is a new requirement.

5. Estimated Contract Value (excluding VAT)

[Redacted]

6. Required Start Date of Service / Goods / Works Delivery

01/03/2025



7. Required End Date

28/02/2026

8. Organisation for which Services/Goods/Works are being delivered

Defra group Property Science Estate Projects. [REDACTED]

9. Cost Centre Details

[REDACTED]

Section Two – Single Tender Action justifications

10. Insert Name of Person with the appropriate Delegated Authority to approve the value of this proposed single tender action

[REDACTED]

11. Name of proposed Contractor or Supplier

Salus (Building Control and Fire Safety Consultants) Ltd

12. Grounds for Single Tender

Salus has been working in Weybridge site providing building Control Inspections services and has in depth knowledge [REDACTED] Salus is well known for their Fire Safety inspection and their extensive expertise and have worked in Weybridge site. Salus can provide this service quicker for the critical works that are been delivered of the new building [REDACTED]. Failing to appoint a Fire Inspector with extensive experience and knowledge of the site, could attract potential project delays, additional costs and liabilities for Defra.

13. How will VfM be achieved or evidenced?

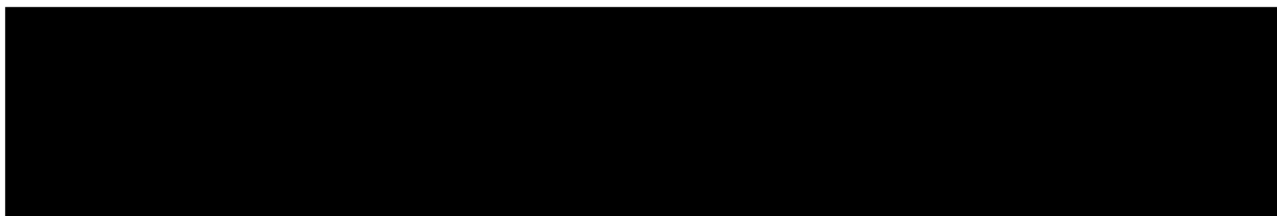
[REDACTED]

RLB cost manager, Project Manager and the PD (Building Regs) have assured the quote and feel that it provides VFM and is reasonable for the work they are undertaking and it is fixed for the duration of the contract (1 year+)



14. Knowledge Transfer (if applicable)
Not applicable.

15. Email approval from the person with Delegated Authority has been received and is attached.



16. Confirmation is required that no one connected with this request for a Single Tender Action has any conflicts of interest with the recommended Contractor / Partner named above (Para 11.)

Please Note: Requests for all individuals involved in this Commercial Activity will need to complete a Conflict of Interest Declaration.

17. For DgC ONLY - £10,000 and above PROJECTS ONLY

I can confirm that this Single Tender Justification meets the requirements of PCR 2015.

