



The Coal
Authority

OFFICIAL: SENSITIVE - COMMERCIAL

Wheal Jane Mine Water Treatment Plant Operation and Maintenance Contract

Procurement guidance & supporting information

CA18/2/1/35



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Overview


Introduction

We are a non-departmental public body and partner organisation of the Department for Business, Energy and Industrial Strategy (BEIS).

We were established under the Coal Industry Act 1994 to take over the nation's coal assets and the historical liabilities from British Coal.

We undertake a wide range of work which is summarised below;



 The Coal Authority

As part of this work we are responsible for a portfolio of sites across the UK coalfields, stretching from South Wales, through the Midlands, Yorkshire and Lancashire to the North East, Cumbria and Scotland.

We also deal with other mine waters which can be located outside the coal field areas and since 2011 have been involved with the delivery of a metal mine programme.

Scope of this procurement

The objective of this tender is to appoint a contractor to operate and maintain the Wheal Jane plant in Cornwall.

The objective of the service is to prevent the uncontrolled release of minewater by pumping water out of the ground via No2 mine shaft and subsequently treating it to remove metal contaminants so that it meets permit obligations.

Further details can be found in the scope document provided in the tendering portal InBye

Contractual References

This tender will be associated with Coal Authority reference CA18/2/1/35.

The conditions of contract are detailed in the document "Procurement Strategy" which can be found as an attachment in the tendering portal.

Indicative Timetable

Below is detailed the indicative timetable of the procurement process.

Task	Date
Tender Published	05 November 2019
Tenderer Site Visits	26 November 2019
Deadline for Tender Queries	03 January 2020
Tender Submission Deadline	31 January 2020
Tenderer Presentation and Clarification Interviews	10/11 February 2020
Notification of Award	29 April 2020
End of Standstill Period	13 May 2020
Start of Mobilisation	14 May 2020
Contract Commencement	01 October 2020

Any changes to these timescales will be notified with the maximum possible notice.

Submissions received after the closing date and time will not be considered.

Failure to comply with the provisions of these Instructions or to complete the submission document in full and without alteration may also result in the disqualification of your submission.

Escorted Site Visit

All interested parties are invited to undertake an escorted visit of the site on

26 November 2019

Those wishing to participate are required to confirm the names and mobile contact numbers of attendees (maximum of three) by way of the messaging function on the procurement portal.

Upon receipt of these details more information regarding the visit will be provided

Additional Technical Information

There is additional technical information that will support your understanding of the requirements of the site which could not be provided within the procurement portal owing to the size of files.

We will provide this information by way of an encrypted memory stick to any interested parties who provide a postal address to which it can be sent, by way of the messaging function on the procurement portal.

This information is provided on condition of its return to the Coal Authority once the procurement process has been completed.

Assessment Criteria

Standard Selection Questionnaire

The questionnaire is sectional and the sections requiring completion to constitute a compliant bid are summarised below (sections 1 & 2 comprise of information for bidders and do not require completion.)

Section 3 General supplier information

Section 4 Supplier financial information (including prompt payment performance)

Section 5 Standard grounds for exclusion

Sections 4 & 5 will be assessed on a Pass / Fail basis.

Section 6 Corporate Social Responsibility & Health & Safety assessment

Section 6 has a pass mark of 40% for any submissions to be considered further

Section 7 Technical Questions and Pricing

Section 7 contains the scored questions which will determine the outcome of the tender.

Section 9 Declaration

Technical Scoring Assessment

Technical Assessment - Details.

The scoring will be on the basis of the quality scoring approach below

Assessment	Detail	Score
Adds Value	The evaluators are satisfied that the submission demonstrates clearly and convincingly how the capacity and / or capability of the bidder in the area being evaluated not only meets requirements in an excellent way but adds value.	5
Meets Requirements	The evaluators are satisfied that the submission demonstrates how the capacity and / or capability of the bidder in the area being evaluated meets requirements to an acceptable standard.	4
Minor Concerns	The evaluators consider that the submission demonstrates how the capacity and / or capability of the bidder in the area being evaluated meets most of the requirements but that there are areas of minor concern.	3
Significant Concerns	The evaluators consider that the submission leaves them with significant concerns about how the capacity and / or capability of the bidder in the area being evaluated meets the requirements.	2
Unacceptable	Either <ul style="list-style-type: none"> no submission made in relation to the area being evaluated, the evaluators consider that the submission fails to demonstrate how capacity / capability of the bidder meets the requirements for the area being evaluated, or the evaluators have major reservations about the submission provided with regard to capacity and / or capability in relation to the area being evaluated 	0

The Coal Authority reserves the right to deem any submission scoring a 0 or 2 for any scored question as non – compliant and as such may be excluded from consideration

Technical Assessment – Details

See below guidance on high scoring responses for the technical questions in this tender

Subject	High Scoring Response
Contractor's Plan – 40%	<p>High scoring responses will:</p> <ol style="list-style-type: none">1) Present a Contractors plan which contains CVs for individuals that have the qualifications and experience set out in Contract Data part 2 and that these individuals have managed similar contracts and treatment facilities. Show an understanding of how the plant operates and should be manned and which addresses contingency planning for shortfalls in staff.2) Present a Contractors plan with an appropriate PPM system and reference their quality plan for how auditing and quality control will be managed.3) Provide a method statement which clearly demonstrates an understanding of the task, the nature of the risks associated with that task and that is site specific. The submission will also contain details of how the Contractor reviews method statements and ensures they are followed. References to the Contractors quality plan score highly.4) Contain a realistic programme showing all the key dates5) Demonstrate the Contractor's understanding of the treatment process and the Client's objective for making operational efficiencies by providing a sampling schedule that allows the Contractor to be informed as to plant operations but is not over the top and costly. High scoring responses will explain the Contractor approach to quality assurance with reference to the Contractors quality plan.6) Give the Client confidence that the Contractor understands the scope of the service to be provided and will work with the Client to achieve its objectives in the spirit of the contract.

Subject	High Scoring Response
Experience of delivering this type of contract – 25%	<p>High scoring responses will present contracts that demonstrate:</p> <ul style="list-style-type: none"> - that the Contractor has experience in complying with strict quality requirements for treated water, e.g. compliance with licenses and permits from regulatory bodies (e.g. the Environment Agency) - that the Contractor has experience in managing the maintenance, inspect and repair of pumps, particularly borehole pumps - are NEC contracts - particularly TSC Options A & E or equivalent, - that are technically similar e.g. use a high density sludge process and are of a similar size, - the Contractor has demonstrated a good technical understanding of the treatment process i.e. has described what the chemical processes are and how they can be controlled to achieve treatment objectives - that the Contractor has management procedures in place to manage data and to make decisions and act on information gathered. - that clearly demonstrate how the Contractor has managed operational risk on the contract, and that demonstrate the added value the Contractor brings.
Client's objectives and incentivising staff – 12.5%	<p>High scoring responses will demonstrate an understanding of the Scope, our objectives and a willingness to work collaboratively in the spirit of the contract.</p> <p>Added value will also be clearly demonstrable. Proven means of incentivisation and meeting KPIs on other contracts will be readily apparent.</p> <p>Approach to quality control of work will be evidenced.</p>
Mobilisation – 10%	<p>High scoring responses will be realistic and demonstrate understanding of the Client's requirements, the activities required and how the risk around handover will be managed.</p> <p>Responses that show an understanding of the stakeholder engagement requirements and the experience the Contractor has in this area will score highly.</p>
Delivery of capital programmes – 7.5%	<p>Responses that demonstrate the Contractor's understanding of the nature of the works that might be required and that gives the Client confidence that the Contractor has experience in delivering capital works of a similar value and complexity and in managing a programme of such works to time and budget.</p>

Subject	High Scoring Response
Healthy Supply Chain - 5%	Responses that provide clear details and evidence of managing healthy supply chains. Evidence of management systems and relationship management provided. Performance stats evidencing prompt payment included.

Questions/Clarifications Process

Any questions in respect of this tender are to be sent via the portal to the Authority using the messaging facility within the system; this ensures that a complete audit trail of the process is achieved.

Please ensure that questions are referenced to the section name and question number where applicable.

In order to ensure equality of treatment of Tenderers, the Authority intends to publish all questions and clarifications raised by Tenderers and its responses (but not the source of the questions) to all Tenderers on a regular basis.

Tenderers should indicate if a query is commercially sensitive, where disclosure of such query and/or the answer would be likely to prejudice its commercial interests.

If the Authority disagrees that the query is commercially sensitive, the Tenderer will be given the opportunity either to withdraw the query or to have the answer circulated to all Tenderers.

The Authority reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its own commercial interests

Guidelines

The questionnaire should be completed by a partner/director/senior manager.

Please answer each question fully. The Authority stresses the value and importance of substantiating answers with supporting documentation when requested.

The questionnaire should be completed accurately, if successful this document will form part of the contract.

The response and supporting documents must relate specifically to the organisations policy and arrangements.

Organisations currently providing services to the Authority must provide full details as requested and not just refer to the Authority projects briefly.

Assessment & Feedback

The submissions will be assessed in accordance with selection criteria.

Upon completion of assessment the organisations which are not successful will be informed through the issue of a letter providing detailed feedback on their submission and information about the successful bid in accordance with the Public Contract Regulations 2015.

Acceptance Procedure

The Authority does not bind itself to accept your tender for the project and will not be responsible for, nor pay for, any expenses or losses which may be incurred by you in the preparation of your tender.

It is intended that the procurement process will take place in accordance with the provisions of this tender but the Coal Authority reserves the right to terminate, suspend, amend or vary this procurement process by notice to all potential bidders in writing.

The Coal Authority will have no liability for any losses, costs or expenses caused to bidders as a result of such termination, suspension, amendment or variation.

No organisation shall be deemed to have been successful unless such an outcome has been notified in writing to the organisation.

Whether or not you are successful you must treat the details of all tender documents as private and confidential.

If you require clarification, then a query through the online messaging facility should be submitted.

Declaration

We declare that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

We also declare that we have not done and we undertake that we will not do at any time before the returnable date for this tender any of the following acts:-

- (a) Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender;
- (b) Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- (c) Offer, pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this declaration the word 'person' includes any persons and anybody or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Appendix A – Transparency Guidance

Transparency

Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, Government has made the following commitments with regard to procurement and contracting:

- All new central government ICT contracts over the value of £10,000 to be published in full online from July 2010.
- All new central government tender documents for contracts over £10,000 to be published on a single website from September 2010, with this information to be made available to the public free of charge.
- All new central government contracts over the value of £10,000 to be published in full from January 2011.
- New items of central government spending over £25,000 to published online from November 2010.

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new Government contract, the resulting contract between the supplier and Government will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

The publication of information incorporates but is not limited to the following documentation/information. This will cover potential contract extensions and orders placed against a framework or term contract.

Contracts: contract, specification, terms and conditions, schedules and pricing – issued by both the tenderer and the Authority.

Tenders: invitation to tender, specification, terms and conditions, prequalification questionnaires, OJEU notices – issued by the Authority.

Spending: summary of invoice information in relation to payments made and includes invoice values – submitted by suppliers.