



South West

Maintenance and Response Contract

Instructions for Tenderers

Volume 3: Commercial Submission

**INSTRUCTIONS FOR TENDERERS FOR
MAINTENANCE AND RESPONSE CONTRACT
VOLUME 3: COMMERCIAL SUBMISSION
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Amend. No.	Revision No.	Amendments	Initials	Date
0	0	Tender Issue	TT	Aug 16

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1 COMMERCIAL SUBMISSION

Tenderers must submit Commercial Submissions which follow the structure set out and cover the Items described in this document.

1.1 Completed Contract Data Part Two**1.2 Price List**

1.1.1 The tender is to include priced Schedule A, Schedule B and Schedule C of the Price List.

1.1.2 The lump sum items, rates and fee percentages are to be calculated in accordance with Schedules A, B and C of the Price List. The prices tendered must be built up from verifiable forecast costs, resources and outputs. A tender that is priced on any other basis will be rejected.

1.1.3 Tenderers must price:

- (a) all items, rates and fee percentages in Schedules A, B and C of the Price List,
- (b) all items, rates and fees to two decimal places and
- (c) all items, rates and fees separately.

1.1.4 Tenderers are not permitted to:

- (a) price any item, rate or fee within another item, rate or fee,
- (b) cross subsidise any item, rate or fee within any other item, rate, fee or activity,
- (c) make any assumptions regarding the use or relevance of any item, rate, fee or quantity or
- (d) duplicate any price.

1.1.5 Tenderers who price on any other basis and/or make any such assumptions will be rejected.

1.1.6 Where a Tenderer prices an item, rate or fee as zero, the Tenderer must provide Highways England with a detailed explanation of why the item, rate or fee is zero. This information must be included in the Tenderer's Price List in Volume 3.

1.1.7 In the event that a Tenderer prices an item, activity, rate or fee as zero, the Tenderer is confirming that both the Tenderer's forecast Defined Cost plus Fee and Defined Cost plus Fee actually incurred and charged to the *Employer* will be treated as zero.

1.1.8 In the event that a Tenderer includes a credit in the Price List, the Tenderer must provide Highways England with a schedule showing:

- (a) a detailed explanation of how and why there is a credit in relation to each item (lump sum or SoR) where a credit is said to exist, and
- (b) details of how each credit identified how it is consistent with the terms of the contract.

This information must be included in the Tenderer's Price List in Volume 3. A credit must be shown against the price of an item or activity to which the credit relates.

1.1.9 Tenderers are to note that these Instructions for Tenderers and the contract do not provide for working capital or any other loans to Tenderers as part of this procurement process and Highways England can confirm that loans will not be provided by Highways England in any circumstances.

1.3 Lump Sum and Schedule of Rates Resource Schedules

1.3.1 Tenderers are to provide a detailed schedule of the resources for all lump sum and schedule of rates items which must either follow the requirements of the templates identified in Lump Sum Resource Schedule Table 3.1 and Schedule of Rates Resource Schedule Table 3.2, or be a direct output, pdf and excel, from the Estimating software used for pricing, (i.e. Candy, Causeway, etc PDF and electronic output of file from the estimating software used). All submissions are required to include the same level of detail as in Tables 3.1 and 3.2.

1.3.2 For both Direct and Subcontract works, the resources are to be itemised for People, Equipment, Plant and Materials, Charges and Credit (where applicable) for all work, in sufficient detail to enable the resource implications, the methodology, the outputs and assumptions to be fully understood. Where resources are shared between activities or are utilised on a part time basis, full time equivalents must be clearly shown. Tenderers must provide details of the basis of the build-up, including the number of hours used to calculate full time equivalents. A Tenderer that does not follow the layout in the templates identified in Table 3.1 and Table 3.2, or provide outputs from the Estimating software used for pricing, will be rejected.

1.3.3 Entries for people are to identify the posts and roles, and not the names of individuals.

1.3.4 Only the information requested in the template will be considered.

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[illegible]