



**Parish Council**

## **INVITATION TO TENDER (ITT)**

### **Heat Decarbonisation Programme – Installation of Low Carbon Heating Systems**

#### **Procurement Overview**

**Contracting Authority:**

Central Swindon North Parish Council

**Procurement Contact:**

Allyson King-Smith

**Email:**

[Procurement@centralswindonnorth-pc.gov.uk](mailto:Procurement@centralswindonnorth-pc.gov.uk)

#### **Project Description**

Design and removal of existing heating systems; installation of low carbon heat pumps; Building Management System (BMS) integration; commissioning; and soft landings support.

Due to file size limitations and the technical nature of the supporting documentation, the Heat Decarbonisation Plans, detailed design information, and associated technical appendices are not all hosted within the tender portal.

Tenderers must contact the Council at:

**[Procurement@centralswindonnorth-pc.gov.uk](mailto:Procurement@centralswindonnorth-pc.gov.uk)**

to request full copies of the available technical documentation.

It is the responsibility of the Tenderer to ensure they have obtained and reviewed all relevant project information prior to submitting their tender. Failure to request or consider the available documentation will not be accepted as grounds for qualification, pricing adjustment, or post-award variation.

## Procurement Procedure

Open Tender

## Tender Deadline

12 March 2026 at 17:00 (UK Time)

Late submissions may be rejected.

## Procurement Objectives

- Decarbonise community buildings
- Improve energy efficiency
- Deliver value for money
- Achieve programme certainty
- Support local social value outcomes

This project is funded via the Public Sector Decarbonisation Scheme (PSDS) and is subject to strict programme requirements.

## Key Dates

Stage	Date
Issue ITT	12 <sup>th</sup> February 2026
Site Visits	W/C 16 <sup>th</sup> February – 2 March 2026
Clarification Deadline	6 <sup>th</sup> March 2026
Tender Submission Deadline	12 <sup>th</sup> March 2026 @ 17:00
Evaluation	13 <sup>th</sup> March 2026
Internal Approval	16 <sup>th</sup> March 2026
Contract Award Notice	20 <sup>th</sup> March 2026
Orders Placed	Late March 2026
Salix Project Completion Target	March 2028

### Note:

Due to PSDS funding constraints, the programme is time critical. Contractors must demonstrate the ability to mobilise immediately and support early equipment ordering where required.

## **Project Information**

### **Scope**

Removal of existing heating systems; installation of low carbon heat pumps; BMS integration; commissioning; and soft landings.

Full details are contained within the **Scope of Works (Appendix 1)**.

### **Design Responsibility**

The project has been developed to RIBA Stage 3.

The appointed Contractor will develop the design through RIBA Stage 4 and assume design responsibility.

### **Contract Form**

JCT Minor Works Building Contract with Contractor's Design.

### **Conditions of Participation**

Tenderers must demonstrate:

#### **Financial Standing**

Evidence of turnover, net assets, and solvency.

#### **Insurance (Minimum Levels)**

- Employers Liability: £10m
- Public Liability: £5m
- Professional Indemnity: £2m

#### **Technical Capability**

- Heat pump installation experience
- BMS integration
- Design & Build delivery

#### **Professional Competence**

- CVs for key personnel
- Resource schedule

#### **Quality & Safety**

Evidence of recognised standards such as:

- ISO 9001
- ISO 14001
- ISO 45001 (or equivalent)

## **Supply Chain Management**

Tenderers must demonstrate effective subcontractor control, local engagement, and carbon management planning.

Failure to meet these conditions may result in exclusion.

## **Exclusion Grounds**

Tenderers must confirm:

- No mandatory exclusions (fraud, bribery, insolvency, modern slavery)
- No discretionary exclusions (professional misconduct, contract failure, environmental breaches)
- No conflicts of interest
- Compliance with anti-collusion legislation

## **Tender Submission Instructions**

### **Submission Method (Mandatory)**

Tenders must be submitted electronically via email:

**Procurement@centralswindonnorth-pc.gov.uk**

All submissions must be provided as a password protected ZIP file.

## **Submission Process**

### **Step 1 — Tender Submission**

Submit the password protected ZIP file before the deadline.

#### **Email Subject:**

“ITT Submission – [CSNPC/Decarb Programme]”

### **Step 2 — Password Release**

Passwords must be sent in a separate email AFTER the submission.

#### **Email Subject:**

“Password – ITT Submission – [Company Name]”

## **Important Notes**

- The Council accepts no responsibility for transmission delays.
- Tenderers remain responsible for ensuring submission before the deadline.
- Submissions received after the deadline may be rejected.

## Clarifications

Clarification requests must be submitted via email by 6<sup>th</sup> March 2026.

Responses will be shared with all tenderers to ensure transparency.

Due to file size limitations, some documents may not be hosted electronically. Tenderers must request full copies where required and ensure they have reviewed all documentation prior to submission.

## Award Criteria & Assessment

The contract will be awarded on the basis of the **Most Advantageous Tender (MAT)**.

Criteria	Weighting
Price	50%
Technical Methodology	15%
Project Team	10%
Programme & Delivery	10%
Risk & Assumptions	10%
Social Value	5%

0 to 5 Scoring Matrix	
0	No response is provided, or the response is not relevant to the question.
1	The response significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals.
2	The response falls short of achieving the expected standard in a number of identifiable respects.
3	The response meets the requirement in certain material respects and provides certain information, which is relevant, but which is lacking or inconsistent in material respects.
4	The response meets the requirement in most material respects but is lacking or inconsistent in some minor respects.
5	The response meets the requirement in all material respects and is extremely likely to deliver the required output/outcome.

## **Price Evaluation**

Price will be evaluated against the following methodology. The lowest Sum (as identified in the elements of the Pricing Schedule) would receive the full % score for Price.

Other Responses will then be expressed as an inverse proportion of the lowest price.

For example, Contractor A's total price is £1,000, and Contractor B's total price is £2,000 then 'A' would receive the maximum 50% being the most competitive. 'B' would receive 25%.

Please provide a compliant bid based on the specification. However we are very open to any innovations, alternative manufacturers etc. Please submit this alternative bid in a similar format to the pricing schedule and mark Alternative Bid. These bids will be evaluated separately.

The Council reserves the right to investigate abnormally low OR high tenders.

## **Quality Questions**

Tenderers must respond to:

- Quality, health & safety, and sustainability approach
- Project team and resourcing
- Programme and methodology
- Design management
- Social value and carbon reduction

**Maximum 1,000 words per response (excluding CVs).**

## **Assumptions**

Tenderers must clearly identify all assumptions within their submission.

Undeclared assumptions will not be relied upon post award.

## **Transparency & Ethical Procurement**

The Council may publish contract notices, award information, and evaluation summaries.

Tenderers must comply with ethical procurement standards and avoid conflicts or collusion.

## **Contract Information**

**Contract Form:** JCT Minor Works with Contractor's Design.

Contract documents will include:

- Accepted Tender
- Specification
- Appendices
- Contract conditions

## **Section 11 — Key Performance Indicators**

Refer to **Appendices 6 and 8**.

### **Tender Submission Checklist**

#### **Part A — Compliance Documents**

- Form of Tender (signed) ☐
- Non-Collusion Declaration ☐
- Conflict of Interest Declaration ☐
- Insurance Certificates ☐
- Performance Bond / Guarantee ☐

#### **Part B — Technical Submission**

- Quality Responses ☐

#### **Part C — Commercial Submission**

- Completed Pricing Schedule ☐
- Cost Plan ☐
- Spend Profile ☐
- Value Engineering Options ☐

#### **Part D — Submission Requirements**

- Documents in English ☐
- Prices in GBP (£) excluding VAT ☐
- Submission before deadline ☐
- No qualifications to contract terms ☐
- All appendices included ☐

### **Declaration**

I confirm this Tender submission is complete and compliant.

Name:

Position:

Signature:

Date: