



Instructions for Estates Management Tender for

Replacement of Seating to Theatre

**To be read in conjunction with the project specific preliminaries, schedule
of work and tender return document**

Issue Date: 29.05.15

Return Date: 15.06.15 by 1PM

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1. PREAMBLE

GENERAL REQUIREMENTS

Quotations are invited for the supply of the replacement of the retractable seating to the Theatre Building.

The College's detailed requirements are defined in the Specification.

BACKGROUND TO THE BUSINESS REQUIREMENT

The current retractable seating to the Theatre requires replacement.

PROCUREMENT TIMETABLE

This procurement process is intended to follow the time-line below:

1 .Request for Tender Issued	29.05.15
2. Deadline for Tender queries	05.06.15 by 1PM
3. Deadline for Tender submission	15.06.15 by 1PM
4. Tender Evaluation	TBC
5. Contract Award	TBC
6. Contract pre-commencement meeting (where required)	TBC

Please note the College reserves the right to amend this timetable and steps 4 to 6 inclusive are provided for indicative purposes only.

TENDER QUERIES

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Phil Goldstone, Building Maintenance Manager
phil.goldstone@blackpool.ac.uk

Please note that the deadline for queries is 1PM on Friday 5th June 2015

SUBMISSION OF TENDER

Quotations MUST be received no later than 1PM on Monday 15th June 2015, should be addressed to:

Phil Goldstone
Estates Department
Blackpool and The Fylde College
Ashfield Road
Bispham

Blackpool
Lancashire
FY2 OHB

EVALUATION OF TENDER

As part of the evaluation process, the College will check your organisation's financial stability. Your organisation may be eliminated from the procurement process if you have a poor credit rating that could in the opinion of the College jeopardise your ability to complete a contract should you be the selected bidder.

The College will accept the quotation which is most economically advantageous, i.e. a balance between cost, programme and quality

Based on the information provided by Tenderers, each submission will be evaluated based on the following combination of price, programme and quality:

Quality:	Marks	Percentage
Tender price to be evaluated using the following formula: $70 - ((y-x) / x) * 100$ x = Lowest Equalised Tender y = Tendering Contractors Tender Sum	70	70%
Completeness of tender, specification compliance and requested information – Refer to Table 1	10	10%
Ability to meet the College's programme – Refer to Table 1 and multiply by 2	20	20%
Total	100	100%

TABLE 1 - Criteria for awarding score

Score	Interpretation
9 or 10	Meets expectations / Demonstrates clear understanding off issues / questions & expands on the response sought.
7 or 8	Meets expectations / Demonstrates understanding of the issue & some thought in framing a response.
5 or 6	Meets expectations / standardised response / no attempt to customise / minor reservations.
3 or 4	Does not meet expectations / Response is weak & does not fully address the issue.
1 or 2	Is insufficient / irrelevant & requires evaluator to make assumptions. Does not answer the question / issue. Reservations.
0	Is not present / no attempt to address the question.

2. SPECIFICATION

Please refer to the project specific specification document

3. PRICING SCHEDULE

Please refer to the project specific pricing schedule and tender return sheet

4. TERMS AND CONDITIONS



B&FC Trading Terms
and Conditions.pdf

5. CONTRACT CONDITIONS ACCEPTANCE

Contract for Provision of Replacement Seating to Theatre Building

To Blackpool and The Fylde College

I/we the undersigned DO HEREBY UNDERTAKE to provide the Goods upon and subject to the terms and conditions set out in such Conditions of Contract, Specification, and the pricing and rates contained in the pricing schedule and all other Contract Documents as are contained or incorporated herein.

Signature
Duly authorised agent of the Supplier
(Electronic/typed signatures are acceptable)

Position held

Name and Address
of Supplier

.....

.....

.....

Dated

Note: Please ensure you also sign and date the tender return sheet on the project specific documents.

It must be clearly shown whether the Supplier is a Limited Company, Corporation, Partnership, or Single Individual, trading in his own or another name, and also if the person signing is not the actual tenderer, the capacity in which he signs or is employed.

6. SUPPORTING INFORMATION

Note – If you are an existing supplier who has supplied the College within the last 12 months you are NOT required to complete this section. Any new or inactive supplier **MUST complete all section below.**

If in doubt, please ask the nominated person within this document otherwise failure to submit the relevant information may exclude you from the tender process

Note – You may adjust the size of the following text boxes to suit your response.

SECTION A Organisation Details

A-1 Organisation Name

A-2 Type of Organisation (*Please tick as appropriate*)

A Public Limited company?	
A Limited Company	
A Company Limited by Guarantee	
A Partnership?	
A Sole Trader?	
A Charity	
A Franchise	
A Small/Medium Sized Enterprise or SME ¹ ?	
Other (e.g: a Special Purpose Vehicle, Joint Venture Company etc <i>Please specify</i>	

A-3 Registered Office

¹ The European Commission defines an SME as an enterprise which employs fewer than 250 persons and which has an annual turnover not exceeding EUR 50million and/or an annual balance sheet total not exceeding EUR 43million.

A-4 Company Registration
Number

A-5 VAT Registration Number

A-6 If the Organisation is a member of a group of companies, give the name and address of the ultimate holding Company.

SECTION B Experience of the Organisation

B-1 Please provide a brief history of the Organisation and its evolution.

B-2 if you have not supplied the College before, please complete the 3rd tab of the spreadsheet attached which will form your new supplier form if successful with your proposal



Internal Purchase
Order Request vb8 0i

SECTION C References

C-1 Please provide references from two organisations to demonstrate your organisation's previous experience in providing the type of goods required under this contract. **Please ensure that the embedded document is completed and returned with your submission**

Contact name and position in organisation	Organisation name and full postal address; telephone number; e-mail address
1.	
2.	



Reference
Request.docx

The College reserve the right to contact any referees provided.

SECTION D Contractors compliance list

D-1 Please review and provide the information requested in the attached letter relating to the HSE's guidance on contractor compliance information. Please reference your responses to each question and keep responses as concise as possible.



B&FC_New
supplier_Estates_HSE

D-2 Please indicate here any other information which you consider may be relevant to support your submission. Please note that it is not mandatory to complete this section.