**Black Country Housing Group**

**WINDOW AND DOOR INSTALLTION**



**Invitation to Tender**

**Please ensure that you read this document carefully and fully.**

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**Your completed tender must be returned in line with the instructions contained within this document and be received no later than 16th August 2022**

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**1.0 Introduction**

**1.1 About Black Country Housing Group**

Black Country Housing Group (BCHG) is a housing association (Registered Provider) working closely with local communities in Birmingham and the Black Country. We provide affordable housing for rent, new homes for sale and a diverse a range of specialist local services.

Founded in 1974, our strong reputation for delivering high-quality, innovative services is built on our 40 years of local experience.

We want to make a difference to the lives of people in our local area through the services we provide.

Our mission is to be ‘a social business investing in people and communities’ is supported by our four values:

* Integrity
* Positivity
* Respect
* Quality

Further information on BCHG be found by visiting [www.bchg.co.uk](http://www.bchg.co.uk) .

**1.2 Tender Background**

BCHG are seeking to appoint a single window and door installation contractor to deliver and fully manage installations on behalf of BCHG. The Installation contractor will work closely with the manufacturer to ensure seamless delivery of the contract.

A draft specification outlining the services required under the proposed contract is included Appendix C.

The successful bidders will be expected to hold appropriate industry accreditation and certification to carry out the specified works, have adequate Health & Safety policies and have good experience of the local area and operating within a customer facing capacity within housing sector.

Once appointed, the successful bidder will be expected to act as partner to BCHG, working collaboratively to deliver a Value for Money focused service which has BCHG tenants interests at heart.

**1.3 Sourcing Panel**

The sourcing panel for this procurement process will consist of:

* BCHG Asset & Investment Team members
* BCHG Involved customers

At all times, assessments will be carried out impartially, fairly and in line with any scoring guidance and methodology stated in the tender documentation.

**1.4 Confidentiality**

All information contained in this document is considered to be of a confidential nature. You are reminded of your obligation not to disclose information contained herein to any third party without prior agreement. BCHG in turn assures confidentiality to all respondents of this tender.

**1.5 Right of Rejection & Appointment**

BCHG reserves the right to accept or reject any or all responses to the tender. BCHG reserves the right not to make an appointment following this procurement process.

**1.6 Costs**

BCHG shall not be liable for any costs incurred by you in the preparation of your proposal or any other associated costs related to participating in this procurement process. BCHG reserve the right not to accept any offer submitted as part of the tender.

**1.7 Right of Incorporation**

Bidders’ responses to the ITT constitutes a business offer. BCHG may incorporate all or part of the response in any contract or agreement.

**1.8 Due Diligence**

Bidders must carry out their own due diligence checks and verify the accuracy of information provided to them in connection with the services the Contract is to cover. Whilst this ITT and supporting documentation has been presented with reasonable detail, BCHG warrants any of the information provided as part of the tender process. Where necessary, Bidders are encouraged to seek legal and/or financial advice.

**2.0 Tender Timescales & Process**

**2.1 Submission Deadline & Format**

Bidders are required to submit their tender no later than **16th August 2022** Bids must be received electronically via procurement@bchg.co.uk Bidders should note that no other means of submission will be accepted.

**2.2 Tender Timetable**

The table below sets out the anticipated tender timetable. Bidders should not that this timetable is subject to change:

|  |  |
| --- | --- |
| **Stage** | **Date** |
| Tender Issue | 5th July 2022 |
| Tender Query Deadline | 2nd August 2022 |
| Tender Submission Deadline | 16th August 2022 |
| Tender Evaluation  | 22nd August 2022 |
| Interview / Presentations (if required) | TBC |
| Contract Award | 30TH August 2022 |
| Standstill Period Ends | 13th September 2022 |
| Contract Start & Mobilisation  | 1st October 2022 |

##### 3.0 Tender Format and Submission Requirements

**3.1 How to make a bid**

You are required to submit your final Tender via procurement@bchg.co.uk all responses should be in the format requested; failure to submit information as requested may lead to disqualification. You must not include any information or marketing material that is not expressly requested – this will not be viewed or scored.

Your final submission is to include:

* A completed Screening Question Document – Appendix A
* A completed Selection Document – Appendix B
* A completed Pricing Document – Appendix D

Further information on the documents referenced above is contained within the relevant appendices.

Any questions with regard to the tender documents or the process in general should be submitted via the procurement@bchg.co.uk BCHG will endeavour to answer all reasonable queries within 3 working days.

Please note that all queries and responses where practicable will be anonymously distributed to all bidders to ensure an open and transparent process.

**4.0 Selection Process**

**4.1 Tender Evaluation**

The evaluation of this ITT will be based on Most Economically Advantageous Tender (MEAT) and will be weighted as follows:

* Commercial Proposal – 40% weighting
* Quality Response – 60% weighting

**4.2 Tender Scoring**

Tenders will be scored using a consistent approach and in line with the weightings in section 4.1.

Commercial responses will be scored by modelling bidders’ proposed cost over the intended contract period to arrive at an overall cost for comparison. The modelled cost will consist of the cost to deliver the core service in addition to any anticipated additional requirements over the period. The lowest modelled cost will receiving the highest weighted score, with higher priced tenders receiving a lower score on a proportional sliding scale.

Bidders should note that BCHG reserves the right to exclude tenders which are considered unsustainably low.

Quality scores will be calculated by evaluating the quality response document. Responses to set questions will be assessed, scored and awarded a score between 0 and 5 in line with rationale described in the table below:

|  |  |  |
| --- | --- | --- |
| **Score** | **Term** | **Typical Characteristic** |
| 0 | Unacceptable | No response or extremely limited response. Response inconsistent and/or unworkable and/or does not address our requirements. Shows extremely limited understanding of, and/or extremely inappropriate approach to, the matter in question. |
| 1 | Poor | Response is limited and is lacking in relation to a significant proportion of material elements, is unworkable and/or inconsistent and only partially meets our requirements. Shows limited understanding of, and/or inappropriate approach to, the matter in question. |
| 2 | Satisfactory | Response broadly responds to our requirements at a reasonable standard. Shows reasonable understanding of, and/or acceptable approach to, the matter in question. |
| 3 | Good | Response meets our requirements at a high standard and exceeds them in one or two respects. Shows very sound understanding of, and appropriate approach to, the matter in question. |
| 4 | Very Good | Response meets our requirements at a very high standard and exceeds them in a number of respects. Shows extremely sound understanding of, and highly appropriate approach to, the matter in question. |
| 5 | Excellent | Exemplary response: Exceeds expectations in all respects, and Bidder could not be expected to answer question more comprehensively or appropriately. |

The individual weighting of questions is set out in the table below:

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Description** | **Weighting** |
| 1 | Project Delivery & Management  | 15% |
| 2 | Contract Management  | 15% |
| 3 | Quality Control  | 10% |
| 4 | Health and Safety  | 15% |
| 5 | Social Value  | 5% |
|  | Total | 60 % |

**4.3 Interviews / Presentations**

As a final stage of the process, the highest scoring bidders may be shortlisted and invited to attend an interview and give a presentation to support their bid. Should the interview stage be required, an additional weighting to shortlisted bidders will applied as follows:

* Interview –10% weighting

Therefore, the maximum score for non-shortlisted bidders is 100% and the maximum score for shortlisted bidders (should interviews be conducted) is 110%. BCHG reserve the right to make an appointment without moving to an interview stage.

Bidders selected for interview will receive further information on the process and scoring mechanisms etc. in advance of the process.

**5.0 Contract Terms and Conditions**

JCT Measured term contract 2016