



**Invitation to Tender**

**Village House Numbers 27 & 33 Refurbishment**

**CONTRACT REFERENCE NUMBER – MAR0012**

**Date – 18th May 2020**

Contents

[Introduction 2](#_Toc40369091)

[Requirements 3](#_Toc40369092)

[Contract Term 3](#_Toc40369093)

[Site Visit 3](#_Toc40369094)

[Instructions for Tenderers 3](#_Toc40369095)

[Schedule 1: Questions and Response Section 4](#_Toc40369096)

[Schedule 2: Commercial Document 12](#_Toc40369097)

[Schedule 3: Specification 12](#_Toc40369098)

[Schedule 4: 12](#_Toc40369099)

[Schedule 5: Terms and Conditions 12](#_Toc40369100)

[Schedule 6: FORM OF TENDER AND BONA FIDE TENDER 13](#_Toc40369101)

## 

## Introduction

Plymouth Marjon is a small university with a green and spacious campus, and world-class facilities. Specialisms include teaching, sport, health and wellbeing, social sciences, business, and performing arts.

We have big ambitions and our property and estates are an important factor in us achieving the best for our students. The campus has developed over time and therefore has several different building fabrics, having old and new along with a variety of buildings for different uses, from a sports center to student accommodation, academic study to entertainment and relaxation areas. All of these require maintenance and at time refurbishment to ensure the safety and enjoyment of our students.

All Contractors are expected to consider the health and safety of our students and staff and to take into account the experience and enjoyment of students and staff when carryout the tasks they have been commissioned to do.

Plymouth Marjon University have Financial Procedure Regulations that apply to the purchasing of all goods works and services. These regulations are aligned with The Public Contract Regulations 2015 and the Official Journal of the European Union.

## Requirements

The purpose of this tendering exercise is to implement the provision of a Contract for the refurbishment of 2 student accommodation houses. The refurbishments involve the redesign of the kitchen dining room area, to provide a shared open space; replacement of 2 shower room suites; the redecoration of all bedrooms, hall, stairs and landings; and replacement floor coverings in the new open space area and the shower rooms.

## Contract Term

Plymouth Marjon University proposes to enter-into a “Contract” with a period of 5 months. This term is subject to any termination rights contained within the Contract.

It is expected that the works will be completed by 7th August 2020

## Site Visit

Potential suppliers are invited to make an appointment to attend an individual site visit to review the location, layout and fabric of the buildings. Dates available for visits can be found in the ITT Instructions and Guidance document. It is recommended that all potential suppliers take advantage of attending a site visit.

## Instructions for Tenderers

The ITT Instructions and Guidance document included in the tender pack provides guidance to Tenderers on how to complete the Tender. The procurement process undertaken will reflect the Principles of Procurement by treating all economic operators equally and without discrimination and shall act in a transparent and proportionate manner. This document contains information about the procurement process, the Agreement, and sets out the conditions for submitting a Tender.

**The Timetable for this ITT can be found in the ITT Instructions and Guidance document.**

## Schedule 1: Questions and Response Section

The following pages set out the sections of the ITT that require responses. Please read each section carefully before completing.

**The total weighting for this section is 40%**

|  |  |
| --- | --- |
| **Question 1 - Delivery Outcomes and Service Specified** | **Weighting** |
| Please provide an explanation/details of how you will deliver the requirements as set out in the specification that ensure that the completed works are fit for purpose? | **10%** |
| Supplier Response – Max 600 words |  |
| **Question 1 (a) – Proposed Schedule of Works** | **Weighting** |
| Please provide a work plan setting out the time scales to complete each section of the works.  Your response should be submitted as a separate document to reflect a normal work plan format used by your organisation.  Your response should include but not be limited to; critical points and how you will ensure these are managed; completion dates for each stage | **10%** |
| Supplier Response – Max 600 words |  |

|  |  |
| --- | --- |
| **2 - Management and staffing** | **Weighting** |
| Plymouth Marjon University requires the supplier to provide a statement confirming the responsibilities, experiences and technical ability to deliver the contract by your proposed team, (including site and off-site personal, back office teams and management support). That fully demonstrates your procedures for interfacing with the Universities key stakeholders.  Suppliers attention is particularly drawn to the following key attributes: -   * Establishing and developing a working partnership with Marjon; * Managing the successful delivery of all services within the scope of this specification; * Ensuring attainment of customer satisfaction; * Development of reports; * Seeking and developing with Marjon opportunities for cost savings, innovation, including environmental and sustainability options. * Liaising with the site-based maintenance staff, sub-contractors and other site based operational departments to ensuring good communications. * Attending liaison/contract review meetings with Marjon. * Make recommendations for improving the services and the way the building is managed;   Ensure that all operatives who may work on the University premises have had their induction training and are fully aware of the all the buildings and the critical systems and services within those buildings, this is to include but not limited to emergency points of isolation and items of plant that may need resetting following a power outage. | **5%** |
| Supplier Response – Max 600 words |  |

|  |  |
| --- | --- |
| **3 – Health and Safety** | **Weighting** |
| Set out your proposals for health and safety management when delivering services in accordance with the requirements set out in the specification. Include in your response information on how your proposals meet the requirement for the following.  • Health and safety requirements  • Independent authorising engineers  • Method statements  • Legal requirements  • Inspections  • Deleterious and hazardous materials  • Pre-construction information (CDM Regulations 2015) | **10%** |
| Supplier Response – Max 600 words |  |

|  |  |
| --- | --- |
| **4 - Subcontracting** | **Weighting** |
| Provide information on how you will meet the specified requirements, listing what works, if any, will be subcontracted, how subcontractors will be managed and any restrictions on subcontracting. | **5%** |
| Supplier Response – Max 600 words |  |

|  |  |  |
| --- | --- | --- |
| **6 - Economic and Financial Standing** | | |
|  | | **Pass/Fail** |
| To pass; the individual company must provide all the required information and be an acceptable financial risk for the University based upon the following assessment provided by ‘Creditsafe Company Report’ for an estimated contract value of the amount that you have submitted in you quotation.  Economic and Financial Standing  Plymouth Marjon University reserves the right to use the services of an independent third party to assess your financial standing and offer a financial risk-based appraisal.  Within two working days of the closing date for submissions Plymouth Marjon University will undertake a credit check on your organisation which shall yield a score between 0 and 100. This score will be utilised by Marjon to identify the following risk factor posed to it by the organisation.   |  |  |  | | --- | --- | --- | | Score | Definition | Action | | 0-25 | Significant Risk | The organisation may not be suitable to progress with this Request for Quote and will be awarded a **Fail** and therefore eliminated from this process. | | 26-50 | High to Moderate Risk | Further evaluations of the financial information provided is required to identify the level of risk in relation to the services required. | | 51-100 | Low to Very Low Risk | Pass | | |  |
| **6.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes ☐  No ☐ |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐  No ☐ |
|  | © Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes ☐  No ☐ |
| **6.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes ☐  No ☐ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **7 - Technical and Professional Ability Pass/Fail** | | | | | |
| **7.1** | **Relevant experience and contract examples**  Please provide details of **up to three** contracts, that are relevant to our requirement.  Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.  If you cannot provide examples, see question 7.2 | | | | |
|  | | | | | |
|  | | | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** | | |  |  |  |
| **Point of contact in the organisation** | | |  |  |  |
| **Position in the organisation** | | |  |  |  |
| **E-mail address** | | |  |  |  |
| **Description of contract** | | |  |  |  |
| **Contract Start date** | | |  |  |  |
| **Contract completion date** | | |  |  |  |
| **Estimated contract value** | | |  |  |  |
| **7.2** | | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, or you have provided services in the past but not under a contract. | | | |
|  | |  | | | |

|  |  |
| --- | --- |
| **Insurance Pass/Fail** | |
| Please complete the following & attach copy certificates with your response(s). | |
| **Employers Liability Insurance** | |
| Limit of Liability |  |
| Excess |  |
| Limit for a Single Event |  |
| **Public Liability Insurance** | |
| Limit of Indemnity |  |
| Excess |  |
| Limit for a Single Event |  |
| **Professional Indemnity Insurance** *(Where consultancy input is involved)* |  |
| Limit of Indemnity |  |
| Excess |  |
| **Product Liability Insurance** *(Where products are to be supplied)* |  |
| Limit of Indemnity |  |
| Excess |  |
| **Contractors All Risks Insurance** (*Contractors all risks insurance policies principally cover the contract works for 'all-risks' but can also include additional cover for own plant, hired-in plant, employee's tools and public and employers' liability insurance.* |  |
| Limit of Indemnity |  |
| Excess |  |

|  |  |
| --- | --- |
| **Health and Safety Pass/Fail** | |
| Do you hold any formal Health and Safety accreditation(s) and certifications for example ‘SSIP Accreditation who are an umbrella body for Health and Safety accreditation schemes such as CHAS, Constructionline, Safe Contractor, SMAS, Acclaim and others - \*If yes please provide details (please note that Marjon will require copy certificates). | \*Yes ☐  No ☐ |
|  | |
| Do you have a policy or in less than 5 employees a statement for the management of Health and Safety? | \*Yes ☐  No ☐ |
| \*If yes, please note that Marjon will require a copy of the Health and Safety Policy/Statement | |
| Do you have measures that are effective in reducing and preventing health and safety incidents, occupational ill-health and accidents? | Yes ☐  No ☐ |
| Do you provide suitable health and safety training and information to their staff and workforce? | Yes ☐  No ☐ |
| Do your staff and proposed workforce allocated to Marjon have Health and Safety or other relevant qualifications and experience sufficient to implement and adhere to your Health and Safety policy/Statement | Yes ☐  No ☐ |
| Do you have both proactive and ongoing systems for monitoring health and safety procedures and updating the policy and arrangements as necessary? | Yes ☐  No ☐ |
| Do you have a mechanism/procedure in place as a means of consulting with your staff and workforce on health and safety matter and show how staff and workforce comments, including complaints are taken into account? | Yes ☐  No ☐ |
| Please provide below the accident rates of ALL RIDDOR reportable events for the last three years. Please also include (if applicable) what systems and procedures have been updated as a result of these incidents? | |
|  | |
| Please provide below your accident frequency rate; using the guidance and formula detailed in the following link:- <http://www.hse.gov.uk/statistics/adhoc-analysis/injury-frequency-rates.pdf> | |
|  | |
| Please provide below details of ALL HSE Notices (e.g. Improvement, Prohibition and or Crown Enforcement Notices) issued within the last 3 years. – If none please state none | |
|  | |
| **Risk Assessments Method Statements (RAMS) Pass / Fail** | |
| Please provide an example copy of your RAMS – ***Please note that you will be required to provide a specific RAM’s document for each and every project/works that you are commissioned to deliver/provide.*** | |

**Declaration**

I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used to assess my organisation’s suitability and if my organisation is awarded a ‘fail’ on any of the pass/fail criteria or does not meet the minimum % threshold of achievable marks on the scored criteria that my organisation will be disqualified from the procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| **Declaration** | |
| Contact name | [INSERT RESPONSE] | |
| Name of organisation | [INSERT RESPONSE] | |
| Role in organisation | [INSERT RESPONSE] | |
| Phone number | [INSERT RESPONSE] | |
| E-mail address | [INSERT RESPONSE] | |
| Postal address | [INSERT RESPONSE] | |
| Signature (electronic is acceptable) | [INSERT RESPONSE] | |
| Date | [INSERT RESPONSE] | |

**To be returned with the Quotation. Your Quotation will be disqualified if you do not submit this completed Schedule.**

## Schedule 2: Commercial Document

**Total weighting for this section 60%**

IMPORTANT - This document must be completed with the costing information requested. Cost information provided in any different format may not be evaluated.

The prices to be inserted in the Agreement shall be those shown in the accompanying Commercial Document.

****

**This document is also included as an attachment in the ITT pack.**

## Schedule 3: Specification



**This document is also included as an attachment in the ITT pack.**

## Schedule 4: Contractors Handbook



## Schedule 5: Terms and Conditions



## Schedule 6: FORM OF TENDER AND BONA FIDE TENDER

**Date: XXXXX**

**Dear Plymouth Marjon University**

**Re: - Plymouth Marjon University – Village House Numbers 27 & 33 Refurbishment**

**I/we offer to supply the services described in the said contract documents in such manner as may be required.**

**Terms and Conditions. \*I/we agree that this Tender and any Agreement which may result shall be based upon the documents provided to Plymouth Marjon University.**

**In respect of the Plymouth Marjon University obligations under the Freedom of Information Act, we have identified any information, which is commercially sensitive, which we understand Plymouth Marjon University will not disclose without prior consultation.**

**The prices quoted in this Tender are valid for 90 days from the Date of Tender and I/we confirm that the terms of the Tender will remain binding upon me/us and may be accepted by you at any time before that date.**

**\*I/we note that the Agreement shall be valid upon acceptance and signature by both parties of the Agreement Documents.**

**\*I/we agree that the construction, validity, performance and execution of any agreement that may result from this tender shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.**

**\*I/we agree to bear all costs incurred by me/us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me/us prior to the award of any Framework Agreement.**

**\*I/we agree that any other terms or conditions of contract or any general reservation which may be printed on any correspondence emanating from me/us in connection with this tender or with any contract resulting from this tender, shall not be applicable to this tender or to the Agreement.**

**Print name: ………………………………………… Date: ……………………………**

**Title: ………………………………………………… Duly authorised to sign/submit Tenders for and on behalf of Registered Address:**

**………………………………………………………………………………………………….**

**\*delete as applicable**

**APPENDIX (a) TO THE FORM OF TENDER**

**The prices to be inserted in the Contract shall be those shown in the accompanying Commercial Document.**

**The Statement of Requirements and Specification responses will be inserted in the Contract.**

**Total Tender Price £……………………………………… (Figure taken from Pricing document)**

**Total Tender Price (in words) ……………………………………………………………………………………………………**

**APPENDIX (b) TO THE FORM OF TENDER**

**ADDITIONAL INFORMATION REQUIRED BY PLYMOUTH MARJON UNIVERSITY**

**Section I: Information Required for Inclusion into the Form of Contract**

**The Contractor is**

**………………………………………………**

**Address for communication**

**…………………………………..**

**…………………………………..**

**…………………………………..**

**…………………………………..**

**Address for electronic communication**

**……………………………………………**

**Contractor’s Registered Address**

**………………………………………**

**………………………………………**

**………………………………………**

**………………………………………**

**………………………………………**

**Telephone No. ……………………………….**

**Fax No. ……………………………………….**

**APPENDIX (c) – TO THE FORM OF TENDER**

**The Agreement shall be made under the terms and conditions as outlined in the embedded document below**

**EMBED THE FINAL AGREEMENT**

****

**\*I/we agree to the terms and conditions outlined in the Agreement**

**Print name: …………………………………………….**

**Date: ……………………………………………………**

**Title…………………………………………………**

**Duly authorised to sign/submit Tenders for and on behalf of**

**IN BLOCK CAPITALS**

**Registered Address:**

**\*delete as applicable**

**APPENDIX (d) – TO THE FORM OF TENDER**

**CERTIFICATE AS TO NON-CANVASSING**

**To be completed and returned by the tenderer**

**Title: - Plymouth Marjon University – Village House Numbers 27 & 33 Refurbishment**

**To Plymouth Marjon University ("Marjon")**

**\*I/We hereby certify that \*I/we have not canvassed any member, officer, employee, agent or advisor of the University in connection with the award of the Contract for the Services and Works and that no person employed by me/us or acting on my/our behalf has done any such act.**

**\*I/We hereby undertake that \*I/we will not in the future canvass or solicit any member, officer, employee, agent or advisor of the University in connection with the award of the contract for the Services and Works and that no person employed by me/us or acting on my/our behalf will do any such act.**

**\*I/We further hereby undertake that \*I/we have not and will not seek to recruit any University employee who has during the year prior to the date of this tender bid been employed on matters relating to the Contract and that no person employed by me/us or acting on my/our behalf will do any such act.**

**SIGNED .................................................................................................**

**POSITION ..................................................................................**

**On behalf of ...............................................................................**

**Date .........................................................................................**

**2. SIGNED ....................................................................................**

**POSITION .................................................................................**

**On behalf of ...............................................................................**

**Date ........................................................................................**

**Two signatures must be provided.**

**\*delete as applicable**

**APPENDIX (e) – TO THE FORM OF TENDER**

**NON-COLLUSIVE CERTIFICATE**

**To be completed and returned by the tenderer**

**Title: - Plymouth Marjon University – Village House Numbers 27 & 33 Refurbishment**

**\*I/We certify that this is a bona fide application and that I/we have not:**

**entered into any agreement with any other person with the aim of preventing tenders being made or as to the amount of any tender or the conditions on which any tender is made.**

**informed any other person, other than the person calling for these application, of the amount of the approximate amount of the application, except where the disclosure, in confidence, of the amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the application;**

**caused or induced any person to enter into such an agreement as is mentioned in paragraph a) above or to inform us of the amount of the approximate amount of any rival applicant for the Contract.**

**\*I/We also undertake that we will not do any of the acts mentioned in paragraphs a), b) and c) above before the hour and date specified for the return of the application.**

**In this certificate ‘person’ includes any persons and anybody of persons corporate or unincorporated, and ‘agreement’ includes any arrangement whether formal or informal and whether legally binding or not.**

**Signed.………………………………………………………………………………**

**On behalf of………………………………………….……………………………...**

**Date…………………………**

**\*delete as appropriate**