

**Minerva Learning Trust**

**Ref (MLT-020-Boiler Servicing Contract-2021)**

**Tender Submission**

Please complete the attached form. Please note that the PQQ should also have been completed, any requirement for additional documentation should be sent to procurement@minervalearningtrust,co,uk. Please specify in your communication the above reference at all time.

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## About our trust

The Minerva Learning Trust was established in October 2014. Our vision is to provide outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the trust brought together four secondary schools to create a new partnership which will support the teaching and learning of around 5,000 pupils. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school. Our aim is for all schools within the Trust to become ‘Outstanding’.

The Trust ethos is one of collegiality which whole heartedly places pupils at the centre of the work we do. We are a recognised Academy Sponsor and consequently will engage with schools in difficulty giving the necessary level of support to bring about school improvement.

Our procurement strategy stipulates the following and suppliers will be expected in the tender documentation to evidence supporting these values:-

* *Ensure procurement supports the education and development of our pupils*
* *Achieve value for money and economies of scale and terms that are favourable but maintain the quality standards*
* *Source locally where feasible and within the requirements*
* *Procure in a sustainable way given due consideration to the environment, social and economic factors*
* *Equality and transparency of procurement procedures*
* *Professional conduct during procurement activities should reflect the Trust’s Code of conduct*

Minerva Learning Trust is looking to appoint a Boiler and Gas Appliance Service contractor  to:-

**Carry out services to non-domestic Gas appliances within the schools of the trust in accordance with current legislation.**

## About the tender process

The objective of this tender is to identify the most economically advantageous tender offer.   The criteria by which this tender will be evaluated are detailed within this document.

Please ensure that all questions are completed in full, and in the format requested, failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

**All enquiries relating to this Tender must be forwarded in writing via email to procurement@minervalearningtrust.co.uk**

Telephone enquiries to 0114 2838438 or 07309676332

Please note that responses to any queries or clarification requests maybe circulated to all Tenderers.

Minerva Learning Trust reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT.

The trust reserves the right to cancel the tender process at any point. The trust is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

The contract with the successful tenderer is intended to commence on **1st August 2021** and will be awarded for an initial period of 3 years to August 2023**.**

**Tenders must be returned via email to procurement@minervalearningtrust.co.uk**

**Tenders must reach us by 30th April 2021. Late tender bids will not be considered. Failure to use the tender documents will invalidate the tender.** We reserve the right, both prior to and after the award of the tender, to inspect the validity of all information given, in order to substantiate the information detailed by a supplier.

Tenders will be assessed in strict accordance with the award criteria stated.

Tenders must be valid for acceptance for a minimum of 90 days from the tender closing date.

## Tender Timetable

|  |  |
| --- | --- |
| Invitation to tender via Contract finder | 15th March 2021 |
| Site Visits if Required | w/c 22nd March to w/e 2nd April 2021 |
| Last date for clarifications | 16th April 2021 |
| **Tender closing date 12 noon** | 30th April 2021 |
| Tender opening and assessment | w/c 3rd May 2021 |
| Award contract | w/c 10th May 2021 |
| Cooling off period | 10th May 2021 to 20th May 2021 |
| Implementation meetings commence | June 2021 |
| Contract start date | 1st August 2021 |

**Dates may be subject to change.**

## Evaluation Criteria

Minerva Learning Trust intend to assess the eligible tender responses using the criteria below:

|  |  |  |
| --- | --- | --- |
| **Overall Award Criteria** | **Sub Criteria** | **Weighting** |
| **Pricing** | Total 3 Year contract Cost | **60%** |
| Hourly Rate for Remedial | **10%** |
| **Customer Requirements** | Service Delivery | 10% |
| Technical Capability | 10% |
| **Environment** | Sustainability | 10% |

## Pricing 70%

**SUPPLIER NAME**

Pricing will be assessed in the following way.

(Lowest Total Cost / Cost to be Scored) x % Weighting = Final Score

Please provide prices exclusive of VAT.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Service | Times | 2021 Rate | 2022 Rate | 2023 Rate | Total Costs |
| 1 | Servicing Costs Chapeltown Academy | Mon-Fri 8am – 5pm | £ | £ | £ | £ |
| 2 | Servicing Costs Handsworth Grange | Mon-Fri 8am – 5pm | £ | £ | £ | £ |
| 3 | Servicing Costs High Storrs | Mon-Fri 8am – 5pm | £ | £ | £ | £ |
| 4 | Servicing Costs Stocksbridge High | Mon-Fri 8am – 5pm | £ | £ | £ | £ |
|  | **TOTAL CONTRACT COSTS** |  | **£** | **£** | **£** | **£** |
| 5 | Hourly Labour Rates for remedial works | Mon-Fri 8am – 5pm | £ | £ | £ |  |

Please insert the % increase per year you have applied to your rates

2022 –

2023 –

Please note that these rates will form part of the contract with the winning supplier and will not be subject to change, therefore it is essential you apply an appropriate % increase.

## Customer Requirements Questions

Please complete the following questions. Scores will be allocated for each question as per the criteria below. Each question is weighted. Some questions will be Yes or No answers.

|  |  |
| --- | --- |
| **Score** | **Criteria for awarding score** |
| 0 | No response, or response shows an unacceptably poor level of understanding of the requirements, or completely fails to meet the required standard. |
| 1 | Response shows an inadequate understanding of the requirements, or substantially fails to meet the required standard, or is inconsistent with other proposals in several significant respects. |
| 2 | Proposal shows a satisfactory understanding of the requirements and meets the required standard in most material respects, but falls short of achieving the required standard in several respects or is inconsistent with other proposals in at least one significant respect. |
| 3 | Proposal shows a satisfactory understanding of the requirements and is consistent with other proposals and meets the required standard in most material respects, but falls short of achieving the required standard in one material respect. |
| 4 | Proposal shows a satisfactory understanding of the requirements, and is consistent with other proposals and fully meets the required standard in all material respects. |

## Service Delivery 10% (Supplier Response Required)

Please complete the questions below please try to keep to a maximum of 500 words for each answer

**Q6**

**Please explain how the account will be managed and the structure of the personnel involved. How will you meet our statutory requirements regards gas safety and safeguarding young people.**

**Q7**

**Please describe how your organisation will provide technical support and advise to schools prior to, during and after work completion.**

**Q8**

**Implementation Plan**

**How will your organisation ensure the successful implementation and subsequent delivery of the contract. Consider different establishments with different due dates on their servicing schedules.**

## Technical Capability 10% (Supplier Response Required)

**Q9**

**Please provide details of how each account for the schools will be set up and how the Minerva Learning Trust will also have access to these accounts. Minerva operates one bank account, however each school holds its own budget and raises its own purchase orders.**

**Q10**

**Please detail below your capabilities for online access to reports and certificates for schools and how this will add value and improve schools experience. What is the expected timelines from service to certification that schools are able to view this information, and how will it be shared with schools at the end of the contract.**

## Sustainability 10% (Supplier Response Required)

**Q11**

**Please demonstrate how your organisation will ensure commitment to environmental management considerations and compliance with all statutory environmental obligations in the delivery of this contract. Your response should include:**

* **Initiatives You intend to employ to minimise or reduce adverse environmental impact incurred in delivery of this contract, including the scheduling of site visits to reduce carbon in transportation.**
* **Your Organisation’s internal policies, processes and procedures in relation to environmental management including how they are regularly monitored and updated.**
* **Staff awareness and training.**

**Q12**

**Please describe any initiatives that will be in place within your organisation to reduce the impact you have on carbon emissions in relation to this contract, including but not limited to energy reduction within your premises and fleet; and keeping transportation of goods to a minimum in relation to this contract. Your response may also include any initiatives that will be in place within your organisation to offset your carbon emissions in relation to this contract. (Max 2000 Character Max 4 pts)**