

Invitation To Tender



Title: IS4L Insectary Conversion

Project: CP1617017

Date: 18/05/17

Author: Iain Paterson

Owner: David Shadwell

Client: The Pirbright Institute

Version No: 1

1 Document History

1.1 Document Location

N:\Capability Projects\Private\Operational Projects\CP1617017 - IS4L Insectary Conversion

1.2 Revision History

Version	Date	Details	Author
1	18/05/17	First Issue.	IMP

Changes from previous version are highlighted **yellow**.

1.3 Approvals

This document requires the following approvals.

Name	Title	Signature	Issue Date	Version
David Shadwell	Senior site operations manager and deputy head of estates		08/11/16	1

1.4 Issue History

In addition to the approvers, this document has been issued to:

Name	Purpose	Date of Issue	Version
Potential Suppliers & contracts Finder	For Tender	18/05/17	1

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3 Introduction

3.1 Document Purpose

The primary purpose of this document is to provide potential suppliers with the information to allow them to submit adequate information to successfully tender for the works outlined in this document.

3.2 Contract Details

A notice for this contract was placed on contracts finder on the 19th May 2017 by the Pirbright Institute (TPI).

The contract is deemed a “works contract”.

4 Scope Of Works

The contract is for a single or multiple suppliers to design, manufacture, supply, deliver, offload, install and commission all items required to convert the existing IS4L Laboratory for use as an insectary as outlined in the scope of works document:

- CP1617017_SOW_V2_IS4L Insectary Conversion

Suppliers are welcome to tender for all work packages/work elements or individual work packages/work elements.

5 Instructions to Tenderers

All potential suppliers that have indicated an interest in tendering for this contract have been issued this ITT documentation.

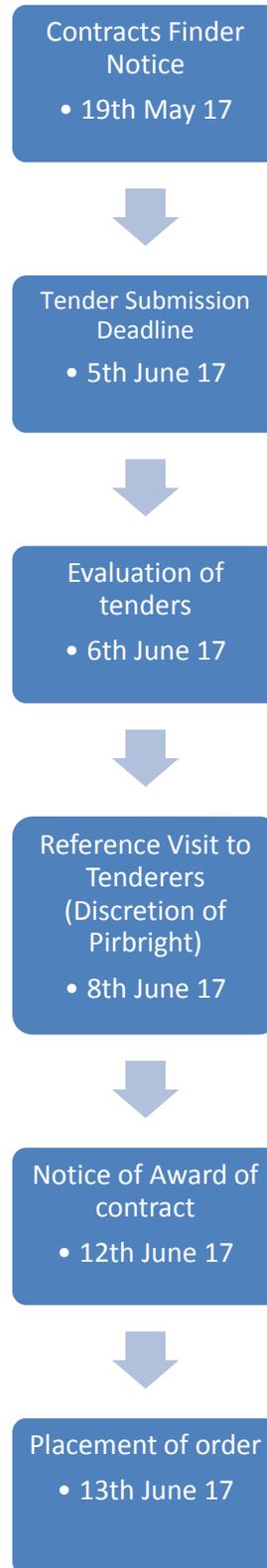
5.1 Location of works

These works will take place at the following addresses:

The Pirbright Institute
Ash road,
Pirbright,
Woking,
GU24 0NF

5.2 Procurement Timetable

The envisaged time table for the procurement of these works is summarised below:



5.3 Tender Submission Requirements

Tenderers should submit the following information/documents as part of their proposal:

- Description of proposed solution.
- Drawings of proposed solution.
- Where appropriate, quotation should be broken down by:
 - Design Works
 - Work Package / Work Element
 - Delivery/offload
 - Commissioning & Training
 - Documentation costs.
 - Management Costs
- Payment terms.
 - NB: envisaged invoice schedule is as follows:
 - 20% - placement of order
 - 60% - completion of installation and commissioning.
 - 20% - Completion of snagging and submission of documentation.
- Delivery date assuming order received by 13th June 2017.
- List of critical spares with indicative costs.
- Completed supplier pre-qualification survey.
- ISO9001 accreditation or description of alternative quality management system.
- Other relevant accreditations.
- Details of the project management and designer resource to be used with summary of relevant experience.
- Details of manufacturing companies and locations used for the main plant items.
- Details of similar installations.
- Design stage risk assessment of similar installation.
- Details of potential site location to be used for a reference visit on the 8th June (if required).

5.4 Tender Submission & Clarifications

The TPI contact for queries / Clarifications is the project leader:

Iain Paterson.

iain.paterson@pirbright.ac.uk

01483 231 469

5.5 Tender Evaluation

Once received, tenders will be evaluated by multiple members of TPI estates team.

Evaluation will take the form of scoring as detailed in the appended scoring matrix.

Clarifications will be sought where required before scoring is performed.

Scoring will be divided into a cost element and a quality element on a 30% / 70% weighting as detailed in the appended scoring matrix.

5.6 TPI Terms & Conditions

The TPI T&Cs are appended.

5.7 Confidentiality

By submitting a tender proposal in response to this ITT the tenderer is agreeing to the following:

All information supplied to you by The Pirbright Institute, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Customer Organisation has given express written consent to the relevant communication.

This ITT and its accompanying documents shall remain the property of The Pirbright Institute.

The Pirbright Institute reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the Customer Organisation. The Pirbright Institute further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the Customer Organisation in accordance with such rights reserved by it under this paragraph.

The Freedom of Information Act 2000 ("FOIA"), the Environmental Information Regulations 2004 ("EIR"), and public sector transparency policies, including the placing of contract award notices on the Contracts Finder database, apply to The Pirbright Institute (together the "Disclosure Obligations").

You should be aware of The Pirbright Institute's obligations and responsibilities under the Disclosure Obligations to disclose information held by The Pirbright Institute. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by The Pirbright Institute under the Disclosure Obligations, unless The Pirbright Institute decides that one of the statutory exemptions under the FOIA or the EIR applies.

If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, you must provide clear and specific detail as to:

- The precise elements which are considered confidential and/or commercially sensitive.
- Why you consider an exemption under the FOIA or EIR would apply.
- The estimated length of time during which the exemption will apply.

The use of blanket protective markings of whole documents such as "commercial in confidence" will not be sufficient. By participating in this Procurement Process you agree that The Pirbright Institute should not and will not be bound by any such markings.

In addition, marking any material as "confidential" or "commercially sensitive" or equivalent should not be taken to mean that The Pirbright Institute accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to The Pirbright Institute,

notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to The Pirbright Institute on the basis that it may be disclosed under the Disclosure Obligations if The Pirbright Institute considers that it is required to do so and/or may be used by the Customer Organisation in accordance with the provisions provision of this ITT.

Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with The Pirbright Institute's instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on The Pirbright Institute's behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

6 Appendices

Appendix A – Pre Qualification Survey

Appendix B – Scoring Matrix

Appendix C – TPI T&Cs

SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

Part 1 Details

Company Details			
Company Name:			
Address of Site:			
Date of Incorporation:		Company Registration No:	
Registered Office Address:		VAT No:	
Telephone No:		Fax No:	
Email address:			
Number of Employees:			
Type of Organisation: e.g. PLC, Limited Company, LLP, Other, Partnership, Sole Trader (Please Specify)			
Services / product / equipment provided to The Pirbright Institute			
Date:			

Part 2 Finance Information

Please provide:	Yes	No
Current year interim statement of account including full year turnover forecast.		
Statement of last years' audited accounts.		
Please confirm that there has been no material change in the financial position since last years audited accounts?		
Signature:		
Position:		
Date:		

Part 3 Insurance Certificates and Statements

Please provide:	Limit of Indemnity		Attached: Yes/No
Employers liability			
Public liability			
Professional indemnity			
Product liability			
Core Questions	Yes	No	Comments
Has your company or any of its Directors and Executive Officers been the subject of criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them? If Yes, give details.			
If your company or any of its Directors and/ or Executive Officers are the subject of ongoing or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, have all claims been properly notified in accordance with the Employers Liability, Public Liability, Professional Indemnity, and/or Product Liability insurance policy requirements and been accepted by insurers? Give details.			
Has your company or any of its Directors and Executive Officers been subject to enforcement/remedial notices/orders (such as those issued by HSE or the Environment Agency) in the last three years? If Yes, give details.			
Signature:			
Position:			
Date:			
Bankers			
Name:			
Address:			
Telephone No:			
Fax No:			
Do you authorize the company to approach your bankers for financial reference?	Yes		No

Part 4 References

Please provide the following information on 3 of your customers, who may be approached by The Pirbright Institute. Where possible these references should be for customers who have purchased similar services / product / equipment.

Reference 1	
Name:	
Address:	
Telephone No:	
Fax No:	
Contact Name:	
Reference 2	
Name:	
Address:	
Telephone No:	
Fax No:	
Contact Name:	
Reference 3	
Name:	
Address:	
Telephone No:	
Fax No:	
Contact Name:	

Part 5 Management Systems

Do you have an accredited or certified quality management system? If Yes, attach a copy of current certificate.*	Yes	No	
Do you have a written environmental policy signed by the CEO? (Not applicable if fewer than five employees). If Yes, attach a copy of current policy.	Yes	No	
Do you have an environmental management system certified to ISO 14001 or EMAS? If Yes, attach a copy of current certificate.	Yes	No	
Do you have a written health & safety policy signed by the CEO? (Not applicable if fewer than five employees). If Yes, attached a copy of current policy.	Yes	N/A	
Do you have a health & safety management system certified to OHSAS 18001? If Yes, attach a certified copy.	Yes	No	
Do you carry out written risk assessments for all work?	Yes	No	
Do you have, and provide to your staff, the training necessary for work to be done safely and with minimum harm to the environment?	Yes	No	
Do you carry out incident investigation and other monitoring, and act on findings?	Yes	No	
Do you confirm the identity of your staff on recruitment, by checking original identification documents, cross-checking information on application forms, and taking up references in writing? State what is done.	Yes	No	
Do you check the health & safety and environmental competence of subcontractors?	Yes	No	N/A

*Note: you may be asked to complete an additional questionnaire if you are identified as a critical supplier to The Pirbright Institute.

Tender Scoring Matric - CP1617017 - IS4L Insectary Conversion

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Category	category percentage	subcatagory	% of category %	overall % available	Tender 1 (cheapest proposal)			Tenderer 2			Tenderer 3		
					total cost / Score	%	Notes	total cost / Score	%	Notes	total cost / Score	%	Notes
Price	30%	<i>Inverse Proportion:</i> cheapest quote gets 100% of the overall available. Remaining proposals get a proportion of the 30% available based on comparison to cheapest proposal.	75%	22.5%	£ -	#DIV/0!		£ -	#DIV/0!		£ -	#DIV/0!	
		<i>Payment terms:</i> 0 - not stated in proposal. 1 - Not acceptable by TPI. 2 - Acceptible but not as envisaged in ITT document 3 - As envisaged in ITT document.	5%	1.5%	-	0%		-	0%		-	0.00%	
		<i>Completion time of works:</i> 0 - not offered. 1 - not acceptable 2 - acceptable but tight for deadline. 3 - within project delivery deadline.	20%	6.0%	-	0%		-	0%		-	0.00%	
Quality	70%	<i>Technical Quality of Proposal:</i> 0 - Very poor quality proposal (not worth the paper its written on). 1 - Proposal / presentation of proposal is disjointed/difficult to understand. 2 - Proposal is clear but technical content is limited. 3 - Proposal is clear and technical content is high.	30%	21.00%	-	0%		-	0%		-	0.00%	
		<i>Quality of Drawings:</i> 0 - Very poor quality proposal (not worth the paper its written on). 1 - Drawings provide limited additional detail to supplement proposal. 2 - Good quality drawings but not specific to proposal. 3 - Excellent quality drawings specific to proposal.	10%	7.00%	-	0%		-	0%		-	0.00%	
		<i>Tender documents completed:</i> 0 - not offered. 1 - 50% completed. 2 - 80% completed. 3 - 100% completed.	5%	3.50%	-	0%		-	0%		-	0.00%	
		<i>Project Team Offered:</i> 0 - No details offered. 1 - Limited details given. 2 - Full details given, but experience not fully relevant. 3 - Full details given and experience fully relevant.	10%	7.00%	-	0%		-	0%		-	0.00%	
		<i>Quality system:</i> 0 - not ISO 9001 accredited and no alternative system. 1 - Not ISO9001 accredited but alternative system in place. 2 - ISO9001 accredited, but newly accredited or doesn't cover all required aspects of proposal. 3 - ISO 9001 accredited and has been for some time, covers all aspects of proposal.	10%	7.00%	-	0%		-	0%		-	0.00%	
		<i>Other Accreditations:</i> 0 - No other accreditations offered. 1 - H&S accreditations offered. 2 - H&S & membership of relevant technical bodies offered. 3 - H&S & membership of relevant technical bodies offered & environemntal / energy accreditations offered.	5%	3.50%	-	0%		-	0%		-	0.00%	
		<i>Project Team Offered:</i> 0 - No odetails offered. 1 - Hlimited idetails given. 2 - Full details given, but experience not fully relevant. 3 - Full details given and experience fully relevant.	5%	3.50%	-	0%		-	0%		-	0.00%	
		<i>Supply Chain:</i> 0 - No inhouse supply chain for design or manufacture. 1 - in house design house only. 2 - in house design plus limited in house manufacturing. 3 - in house design and in house manufacturing of main plant items.	10%	7.00%	-	0%		-	0%		-	0.00%	
		<i>Similar installations:</i> 0 - not offered. 1 - Offered, but not directly relevant. 2 - Offered and relevant. But only 1. 3 - Offered and relevant and omultiple installations referenced.	5%	3.50%	-	0%		-	0%		-	0.00%	
		<i>Reference visits offered:</i> 0 - not offered. 1 - Offered, but not directly relevant. 2 - Offered and relevant. But not on envisaged date. 3 - Offered and relevant and on proposed date.	5%	3.50%	-	0%		-	0%		-	0.00%	
<i>Design Stage Risk Assessment:</i> 0 - not offered. 1 - Offered, but poor quality. 2 - Offered and rgood quality but not for similar plant. 3 - Offered and rgood quality for similar plant.	5%	3.50%	-	0%		-	0%		-	0.00%			
			100.0%	100.0%	#DIV/0!			#DIV/0!			#DIV/0!		