**Invitation to Tender**

**Title:** **Fire Alarm and Associated Systems Maintenance Contract**

**Date: 10th June 2024**

**Procurement: John Nixon**

**Owner: Vishnu Puthan**

**Client: The Pirbright Institute**

# Table of Contents

[1 Table of Contents 2](#_Toc168931451)

[2 Introduction 3](#_Toc168931452)

[2.1 Document Purpose 3](#_Toc168931453)

[2.2 Contract Notice 3](#_Toc168931454)

[2.3 Contract Type 3](#_Toc168931455)

[2.4 Contract Duration 3](#_Toc168931456)

[3 Contract Scope 3](#_Toc168931457)

[4 Instructions to Tenderers 5](#_Toc168931458)

[4.1 Location of Works 5](#_Toc168931459)

[4.2 Procurement Timetable 5](#_Toc168931460)

[4.3 Tender Submission Requirements 5](#_Toc168931461)

[4.4 Tender Submission and Clarifications 6](#_Toc168931462)

[4.5 Tender Evaluation 6](#_Toc168931463)

[4.6 THE PIRBRIGHT INSTITUTE Terms and Conditions 7](#_Toc168931464)

[4.7 Confidentiality 7](#_Toc168931465)

[4.8 Conditions of Tender 9](#_Toc168931466)

[5 APPENDICES 9](#_Toc168931467)

# Introduction

The Pirbright Institute is inviting tenders for the Fire Alarm and Associated Systems Maintenance Contract at The Pirbright Institute.

## Document Purpose

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

## Contract Notice

A notice for this contract was placed on Contracts Finder on the 10th June 2024 by The Pirbright Institute.

## Contract Type

Standard Terms and Conditions for the Purchase of Goods and Services

## Contract Duration

The award contract duration will be 1st August 2024 - 31st July 2027**.**

# Contract Scope

The contract is for a single supplier to provide Fire Alarm and Associated Systems Maintenance - at The Pirbright Institute, Ash Road, Pirbright, Surrey, GU24 0NF.

Work packages to be included:

* **Work Package 1 – Fire Alarm and Associated System Maintenance**
* **Work Package 2 – Emergency Call Out Service**
* **Work Package 3 – Additional Works Costs**

For more information please see Contract Specification Document - Fire Alarm System 2024 and associated appendices.

**Points to note:**

The contract is for a single supplier to provide maintenance for the Fire Alarms and associated Systems at The Pirbright Institute.

1. Work Package 1 - Fire Alarm and Associated System Maintenance
The contractor will be responsible for ensuring the equipment listed within the Schedule of Buildings of the ITT package is tested and maintained to the current British Standards, in a safe and effective manner with minimum disruption.

You will be expected to carry out the service visits on each building system, as specified in the Schedule of Buildings each year, invoicing after each visit with a signed copy of the service report, clearly identifying each piece of equipment that has been tested during the service visit (asset location plans or schematics and or Check Lists will be provided and must be annotated, dated and signed, to clearly identify the equipment that has been tested during the service visit(s)).

An annual certificate must be provided to show compliance with the current British Standards each year.

The contractor will also provide the necessary tools and labour required to access the site fire alarm detection equipment.

The contractor will be expected to advise on the condition of the equipment and provide details of any remedial works for each building, with a breakdown of the associated cost within two weeks of the service visit. Critical remedial works should be advised to TPI on the same day.

The contractor will also be expected to update (annotate) 'Fire Plans' when changes occur, or errors are found on the existing plans.
2. Work Package 2 - Emergency Call Out Service
The supplier of works package 1 must also provide a 24-hour emergency call out Helpdesk Service.

Engineer to attend site within 4 hours of an emergency call being placed.

All specification requirements that are associated with work package 1 also apply this work package.
3. Work Package 3 - Additional Works Costs
The supplier of works packages 1 & 2 must also provide hourly/day rate costs for delivering additional works over and above the maintenance contract works for each year of the contract. Rates for normal / out of hours and Mon - Fri / Sat - Sun should be provided as per the price schedules included in Appendix C of the ITT Package.

All specification requirements that are associated with work package 1 also apply to this work package.

A reasonable number of spare parts are to be held ready for call outs.

All engineers should be directly employed.

Location of proposed engineers to be provided.

Preference is for dedicated engineers for the site as they will need to undergo site security clearance so they can work unescorted.

# Instructions to Tenderers

## Location of Works

The works will take place at the following address:

The Pirbright Institute

Ash Road

Pirbright, Surrey

GU24 0NF

## Procurement Timetable

The timetable for this tender is anticipated as below:

| Key Task/Milestone  | Date |
| --- | --- |
| Tender Stage |
| Notice published on Contracts Finder | 10th June 2024 |
| Invitation to Tender issued through Contracts Finder or on Request | 10th June 2024 |
| Site Visits to be arranged through Vishnu Puthan vishnu.puthan@pirbright.ac.uk  | 20th June 2024 |
| Deadline for receipt of questions relating to the tender  | 12:00 (Noon) 25th June 2024 |
| Answers to questions circulated | 16:00 28th June 2024 |
| Date for receipt of Tender Submissions to PirbrightTenders@pirbright.ac.uk only | 12:00 (Noon) 3rd July 2024 |
| Evaluation of Tender Submissions | 4th  - 19th July 2024 |
| Contract Award Stage |
| Contract Award | 22nd July 2024 |
| Contract Commencement Date | 1st August 2024 |

## Tender Submission Requirements

Tenderers should ensure that their Tender is submitted on company headed paper and confirm the following:

* Cover Letter on company headed paper
* Tenders for works broken down where appropriate into project stages
* Acceptance statement of THE PIRBRIGHT INSTITUTE chosen T&Cs detailing any modifications required
* Acceptance statement of confidentiality statement included in this ITT document
* Acceptance that our payment terms will be accepted
* Details of how the specification will be met
* Details of relevant experience
* Details of relevant qualification
* Details of 3 relevant Case Studies
* Details of Quality management system processes/accreditations utilised
* Details of Safety management system processes utilised
* Details of Environmental system management processes utilised
* Team and training records
* Confirmation that all engineers are directly employed
* Location of proposed engineers to be provided
* Details of any proposed Sub-Contractors
* Preference is for dedicated site engineers as they will need to undergo site security clearance so they can work unescorted.
* Example Risk Assessment / Method statement at High Hazard site/s.

Tenders should be fully complete and include above and the following as part of the submission:

* Appendix A - Supplier Pre-Qualification Questionnaire
* Appendix C - Pricing Schedule
* Appendix F - Form of Offer

## Tender Submission and Clarifications

The PIRBRIGHT INSTITUTE contact for queries and clarifications is

|  |  |  |
| --- | --- | --- |
| Name | Position | Email & Telephone |
| John Nixon | Procurement Buyer | Procurement.department@pirbright.ac.uk  |

All queries will be collated, and clarifications issued to all tenderers during the process.

Deadline for receipt of questions relating to the tender by no later than **12:00 (Noon) 25th June 2024.**

Tender submissions to PirbrightTenders@pirbright.ac.uk only and by no later than **12:00 (Noon) 3rd July 2024.**

## Tender Evaluation

Once received, tenders will be evaluated by members of the PIRBRIGHT INSTITUTE Estates Management team.

Tenders will be evaluated based on cost, commercial and quality aspects, and references will be sought where appropriate.

Evaluation will take the form of scoring via a scoring matrix see Appendix B .

Where required, clarifications will be sought by THE PIRBRIGHT INSTITUTE from tenderers to ensure scoring is fair.

Where tender contract price is deemed by THE PIRBRIGHT INSTITUTE to be abnormally high or low, they may be discounted from the competition and not taken through to the scoring stage of the tender. It will be at the discretion of THE PIRBRIGHT INSTITUTE whether clarification is sought for the abnormally high/low proposal. In the event that a tender submission contains other abnormal factors, clarification will be sought by THE PIRBRIGHT INSTITUTE. Should THE PIRBRIGHT INSTITUTE not be satisfied with the clarification response, they may disqualify the tender from the competition and no further evaluation/scoring will be conducted for the tender submission.

On completion of evaluation and scoring of tender submissions, where the highest scoring submissions are within 5% of each other, it will be at the discretion of THE PIRBRIGHT INSTITUTE to award the contract to the supplier they deem most appropriate for the contract provision.

## THE PIRBRIGHT INSTITUTE Terms and Conditions

The contract will be based on the following model:

The Pirbright Institute - Standard Terms and Conditions for the Purchase of Goods and Services.

## 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.

## Conditions of Tender

* In submitting a proposal in response to this invitation to tender tenderers do so on the conditions specified or referred to herein and on the following express conditions.
* Tenderers should consider only the information contained within this invitation to tender, or otherwise communicated in writing to tenderers, when making their offer.
* Information supplied by THE PIRBRIGHT INSTITUTE is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of such information. THE PIRBRIGHT INSTITUTE cannot accept responsibility for any inaccurate information obtained by Tenderers.
* Tenderers shall not, before the date and time specified for return of the tender, communicate to any person the amount or approximate amount of the tender or proposed tender
* The tender shall be a bona-fide tender and shall not be fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.
* Tenderers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from tendering or between you agree as to the amount of any other tender to be submitted.
* THE PIRBRIGHT INSTITUTE shall not be liable for, or pay any direct or indirect costs howsoever incurred by any Tenderer in the preparation of their tender, or for the costs of any post-tender clarification meetings, presentations, demonstrations or by any Tenderer who fails to respond by the deadline set.

# APPENDICES

**Appendix A - Supplier Pre-Qualification Questionnaire**

**Appendix B - Fire Alarm and Associated Systems Maintenance Contract Scoring Matrix**

**Appendix C - Pricing Schedule**

**Appendix D -** **Standard Terms and Conditions for the Purchase of Goods and Services**

**Appendix E - Contract specification
Appendix E1 - RISK-SOP-7: Management of Contractors**

**Appendix E2 - RISK-COP-3: Contractor Site Handbook**

**Appendix E3 - RISK-FORM-4: Pirbright Site Rules Overview**

**Appendix E4 - EMS-WI-085: Permit to work.**

**Appendix E5 - EMS-FORM-100: Point of Work Risk Assessment (POWRA)**

**Appendix E6a - EMS-FORM-098 Permit to Work Part A, Part B & Part C - Permit to Work v6**

**Appendix E6b - EMS-FORM-098 Permit to Work Part A, Part B & Part C - Permit - Section 4 Extension**

**Appendix E7 - EMS-WI-87: EMS Lockout/Tagout Work Instruction**

**Appendix E8 - EMS-WI-086: Working at Height**

**Appendix E9 - P000-TPI-XX-XX-LAY-001-PDF - Site Plan**

**Appendix F - Form of Offer**

**Appendix G - The Pirbright Institute's use of animals in research**