



Maritime &
Coastguard
Agency

The Maritime and Coastguard Agency (MCA) is an Executive Agency of the Department for Transport. The MCA is responsible throughout the UK for implementing and developing the UK Government's maritime safety and environmental protection policy. That includes co-ordinating Search and Rescue at sea through Her Majesty's Coastguard 24 hours a day, and checking that ships meet UK and international safety rules. The MCA work to prevent the loss of lives at the coast and at sea, to ensure that ships are safe, and to prevent coastal pollution: **Safer Lives, Safer Ships, Cleaner Seas.**

The MCA provides a full range of search and rescue, counter pollution, survey, inspection and enforcement activities and has 12 major business activities:

Survey	Seafarers' Services
Inspection	Search and Rescue
Enforcement	Pollution Response and Salvage
Ship Registration	Stakeholder Communication
Navigation Services	Ministerial Services
Strategic Prevention Design/Development	Regulatory Process

These activities are maintained by support services responsible for providing a range of administrative functions including: infrastructure, MCA people, financial management and administration and corporate management.

In accordance with the 2010 Equality Act, our capacity as a public body means we have a statutory duty to eliminate unlawful discrimination, promote equality of opportunity and promote good relations between people of different backgrounds. Contractors will be expected to ensure that the service they provide promotes good relations between the MCA and its customers and does not directly or indirectly discriminate on the grounds of any of the protected characteristics specified in the Act.

You are invited to submit a tender for the following project:

TCA 3/7/1140 CONTRACT FOR THE REFURBISHMENT OF RAVENSCAR

1. The Works

1.1 You are invited to submit a tender for the works outlined on the Schedule of Works spreadsheet attached as Appendix A to this document.

1.2 **Quality of Workmanship.** All works should be completed to a high standard, fit for purpose and in accordance with current British Standards, industry best practice and relevant Regulations for each work element. All electrical work is to be undertaken by a NICEIC or equivalently accredited electrical engineer.

1.3 The contractor is to pay the necessary fees to all associated sub consultants, i.e. building control etc.

1.4 A viewing day for tenderers to visit site has been programmed for **16th January 2020**. Please contact the Senior Coastal Operations Officer on either 02038172725 or Ryan.Douglas@mcga.gov.uk to arrange an appointment.

1.5 **General Specification.** All items listed on the Schedule of Works are to include all sundry items required to fully complete their installation. All items are to be installed in accordance with manufacturer's guidelines. All disturbed surfaces must be made good. All waste arising from the works are to be disposed of by the contractor in accordance with relevant regulations.

1.6 **Health and Safety.** The works to be undertaken under the full remit of the Construction (Design & Management) (CDM) Regulations 2015. At this stage we do not anticipate that the project will be notifiable.

1.7 **Handover.** The contractor is to provide a handover file for the property, including copies of all Electrical Safety Test Certificates, maintenance/servicing information, building control certification, etc.

1.8 Tenderers should provide a draft programme for the works.

1.9 Tenderers should provide evidence of their insurance cover for this type of work.

2. Pricing

2.1 Recommendations from the Tenderer for any additional works, not already included in the price, would be greatly appreciated, with separate quotes as optional extras.

2.2 The Tenderer must submit a completed Schedule of Works for the supply and fit-out of the accommodation at Ravenscar, Station Road, York YO13 0LX.

3. Guarantee

3.1 We regard warranties as an important component of achieving overall best value for money. Full details of any warranties on the tendered equipment is required, including the period of cover.

4. Delivery

4.1 Tenderers should state in their tender their lead time for commencing work and the expected time on site for completion of all works and handover to the MCA.

5. Payment

5.1 Payment shall be made upon completion of all works in accordance with the 'General Conditions of Contract for the Supply of Goods and Associated Services', and subject to the receipt of a valid and correctly submitted invoice. The MCA pays undisputed invoices 30 days in arrears.

6. Submission of Tenders

6.1 Tenders must be submitted by the deadline date stated in the Invitation to Tender letter, and in accordance with the Instructions to Tenderers

6.2 Tenders are required to provide a full work schedule.

7. Sustainability

7.1 The MCA is committed to sustainable procurement. This means making the necessary decisions to protect our environment and to operate its procurement activity in an economically, socially and environmentally responsible way. Tenderers should indicate ways in which their organisation promotes and practices sustainable development and how this can impact on this contract.

7.2 Consideration should be taken to account for the following areas;

Origin and recycled/recyclable content of materials

- Tenderers should detail the quantities used and recycle content of the product.
- Recyclability of product once it has reached its end of life.
- Type of paints and coverings used.

Transport mode selected for freight

- Tenderers should detail options to identify and promote measures to reduce emissions during transport of goods. Including rail freight or low emission/fuel efficient heavy goods vehicles

7.3 More information on the environmental consideration can be found at:

<https://www.gov.uk/government/policies/making-sustainable-development-a-part-of-all-government-policy-and-operations>

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

8. Selection Process

Evaluation Criteria

Quality Score represents 60% of Total Scores	Weightings
Compliance with the Technical Requirement	65%
Completion of Works Schedule	10%
Programme of Works	5%
Sustainability	5%
Evidence of insurance level	5%
Estimated time for works	5%
Lead time	5%

Quality Points

- 0 – Inadequate response
- 1 – Major weaknesses in the response
- 3 – Minor weaknesses in the response or detail missing
- 5 – Satisfactory response that fully meets the requirement and includes all relevant supporting evidence

Each Bidder's Quality Score

Quality Score = x Weightings

Highest Quality Score Possible for the Criterion

Price Score represents 40% of Total Scores	Weightings
Overall cost	100%

Lowest Bid Cost

$$\frac{\text{Cost Score} = x \text{ Weightings}}{\text{Each Bidder's Cost}}$$

TOTAL SCORE = Total Quality Score + Total Cost Score

**THE MCA INTENDS TO AWARD THE CONTRACT TO THE HIGHEST SCORING
TENDERER**