# TCA 3/7/750

# TENDER FOR CONTRACT FOR HYDROGRAPHIC SURVEY SERVICES IN UK AND EUROPEAN WATERS

# INSTRUCTIONS ON SUBMISSION OF TENDERS

1. The MCA looks forward to receiving your tender for the work described in the attached documents.
2. To ensure fairness all tenderers are required to submit their tenders in accordance with these instructions. **Failure to comply could invalidate your tender**.

**Communications During the Tender Process**

1. This contract has been advertised on the Contracts Finder portal, and all communications with tenderers during the process will, as far as possible, take place via that portal. Tender documents, including the specification and documents for return with your tender, can be found in the ‘Attachments’ section of the Contracts Finder advertisement.
2. Tenderers are welcome to ask questions about any aspect of the procurement process. Such queries should be addressed to the Procurement Team at [contracts@mcga.gov.uk](mailto:contracts@mcga.gov.uk), and should contain the reference number or title of the contract. The deadline for submission of queries is **17:00 Friday 20th April 2018**.
3. In the interest of fairness, all answers will be published on the Contracts Finder website as a further attachment to the advertisement, unless clearly only relevant to one supplier. **Answers to questions will not be individually emailed to tenderers**, so you are strongly advised to keep up to date with any additional documents posted to the site.
4. Please ensure that you have read all documents attached to the Contracts Finder advert before asking a question, as your query may already have been answered.
5. The MCA will inform all tenderers individually whether or not they have been successful in the tendering process.

**Submission of Tenders**

1. You should send your tender in a plain envelope, to the address on the eTender Label. It is your responsibility to ensure that your tender arrives at the address shown no later than **11am Thursday 3rd May 2018** (unless the date is subsequently amended in writing by the MCA). Your tender may be submitted before the due date, but **all** late tenders will be rejected.
2. You should submit one original and one copy (so marked) in hard copy format and one electronic copy on an USB 3.0 hard drive (or equivalent) of your tender and proposals. Tenders **must not** be submitted by e-mail. The legal status of documents submitted by e-mail has yet to be clarified sufficiently to satisfy the Department’s needs to ensure the integrity and probity of the Tender process.
3. The envelope and any other packaging or labelling **should not identify the tenderer**. (You should note that courier firms often put the sender’s name and address on their outer envelopes).
4. You must ensure that your tender is completed legibly, in ink or typed, in English, with all prices in Pounds Sterling (exclusive of VAT), and is signed and dated where required. Any manuscript amendments you make to your tender, prior to submission, must be initialled and preferably also noted separately. Correction fluid must not be used.

You must include as part of your tender:

1. The MCA’s Form of Tender, signed and dated by an authorised representative of the tendering organisation;
2. A completed Pricing Schedule showing full costs for your proposed solution (a template can be downloaded from Contracts Finder);
3. A full description of how you would meet the requirements including evidence.
4. A statement of how your proposed solution promotes sustainable procurement. You must ensure that any environmental claim you make is fully in accordance with the Green Claims Code - this is available on the sustainable development website: <http://www.defra.gov.uk/environment/business/marketing/glc/code.htm>;

Although you may have this information available on the internet or on printed literature, to assist the MCA with the evaluation process it is **essential** that the responses be provided in the order set out above.

1. You must not alter any of the MCA’s tender documents.
2. You must not tell anyone else, even approximately, what your tender price is or will be, before the date of contract award. The only exception is if you need an insurance quotation to calculate your tender price - in which case you may give your insurance company or brokers any essential information they ask for, provided that you do so in strict confidence.
3. You must not try to obtain any information about anyone else’s tender or proposed tender before the date of contract award.
4. You must not make any arrangements with anyone else about whether or not they should tender, or about their or your tender price. The only exception is where tenderers are considering joint or team bids, which will be allowed providing all participants to the discussions surrounding the bid are clearly stated in the tender response. (See also ‘Group Bids’ below).
5. Tender documents must not be transferred to anyone without the prior approval of the MCA in writing.

**Group Bids**

1. The MCA welcomes tenders from groups/consortia of suppliers, each providing part of the specified requirement. In the event of a group of suppliers submitting an acceptable offer, the group will be required to nominate a lead partner with whom the Department can contract. Alternatively, the group will need to form themselves into a single legal entity before the contract is awarded. An undertaking that the group will so form themselves, if required by the Department, must be provided when the tender is submitted.

**Tender Validity**

1. The MCA will assume that your tender will remain open for acceptance for a minimum of 90 calendar days from the Tender Deadline.

**Scoring of Tenders and Acceptance of Offers**

1. The MCA will safeguard all tenders received and open them once the tender deadline has expired.
2. The scoring criteria for the contract will be as follows:

* Quality: 60%
* Price: 40%

1. The Quality Evaluation Criteria for the specified Lots are detailed in the following sections.
2. The MCA aims to protect or maintain operational capability within the programme and reserves the right not to award Lot 1 and Lot 2 to the same contractor but contractors may bid for single, multiple or all Lots.

**Quality Evaluation Criteria:   
Applicable for Lot 1 - Shallow Water, Lot 2 - Medium Water & Lot 3 - Routine Resurvey**

1. Tenders should contain sufficient detail to provide evidence that the requirements of the UK CHP Survey Specification (see Annex A) will be met. In addition to the details required under Tender Details, the broad evaluation themes and criteria as detailed in Table 1 will form the basis of the quality evaluation for the following Lots:

* Lot 1: Shallow Water
* Lot 2: Medium Water
* Lot 3: Routine Resurvey

The Quality Evaluation Criteria are in no particular order of priority.

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Weighting %** |
| **Company Performance** | |
| Track record of charting and/or navigation surveys  Details of Quality Management and Environmental Management Systems  Details of contract management and performance monitoring  References | 8 |
| **Key Personnel** | |
| CVs of Charge Surveyor  CVs of other key personnel | 10 |
| **Vessels** | |
| Vessel specification and suitability  Track record of vessels for survey  Ship Risk Profiles (if appropriate) | 10 |
| **Safety** | |
| Safety Management Plan  Emergency Response Plan  Shallow water working procedure | 10 |
| **Echosounder System** | |
| System details and specification  Mounting details  Object detection capability  Outer beam rejection criteria  Inertial Measurement Unit / Motion Reference Unit  Uncertainty model –THU, TVU and TPU  Overall accuracy  Data logging software  Time system & synchronisation | 12 |
| **Positioning System** | |
| Primary positioning system details and specification  Secondary positioning system details and specification  Overall accuracy | 10 |
| **Ancillary Equipment** | |
| Seabed sampling equipment  Sound Velocity Profiler equipment and specification  Camera  Tide gauge specification  ADCP specification | 5 |
| **Systems Calibration** | |
| Echosounder calibration procedures  Positioning calibration procedures  Dimensional Control Report  Sound Velocity Profiling procedures | 10 |
| **Survey Planning** | |
| Survey planning method statement  Identifying and obtaining necessary licences, consents, permissions  Stakeholder liaison *e.g.* Fisheries | 5 |
| **Survey Methodology** | |
| Echosounder data acquisition  Positioning  Sound Velocity Profiling  Tides and Tidal Streams  Wreck Investigations  Seabed sampling  Photographic Views | 10 |
| **Data Processing** | |
| Bathymetry  Backscatter  Positioning  Sound Velocity Profiling  Tidal reduction  Tidal Streams  Bottom Texture Characterisation  Quality Control work flow and method statement | 10 |

Table 1. Quality Evaluation Criteria for Lots 1, 2 and 3.

**Quality Evaluation Criteria: Applicable for Lot 4 - Protection of Wrecks Act 1973 Section 2 Surveys – SS Richard Montgomery**

1. Tenders should contain sufficient detail to provide evidence that the requirements stated in SS Richard Montgomery Survey Statement of Service Requirements (see Annex B) will be met. In addition to the details required under Tender Details, the broad evaluation themes and criteria as detailed in Table 2 will form the basis of the quality evaluation for the following Lots:

* Lot 4: Protection of Wrecks Act 1973, Section 2 Surveys – SS Richard Montgomery

The Quality Evaluation Criteria are in no particular order of priority.

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Weighting %** |
| **Survey Methodology** | |
| Echosounder data acquisition  Positioning  Sound Velocity Profiling  Tides and Tidal Streams | **15** |
| **Echosounder System** | |
| System details and specification  Mounting details  Object detection capability  Outer beam rejection criteria  Inertial Measurement Unit / Motion Reference Unit  Uncertainty model –THU, TVU and TPU  Overall accuracy  Data logging software  Time system & synchronisation | **10** |
| **Laser Scanning System** | |
| System details and specification  Equipment capability and suitability for the marine environment | **5** |
| **Positioning System** | |
| Primary positioning system details and specification  Secondary positioning system details and specification  Overall accuracy | **10** |
| **Ancillary Equipment** | |
| Sound Velocity Profiler equipment and specification  Photographic equipment  Tide gauge specification  ADCP specification | **5** |
| **Systems Calibration** | |
| Echosounder calibration procedures  Positioning calibration procedures  Dimensional Control Report  Sound Velocity Profiling procedures | **10** |
| **Survey Planning** | |
| Survey planning method statement  Approximate vessel survey speeds (seabed survey and over-wreck/around wreck survey).  Identifying and obtaining necessary licences, consents, permissions | **5** |
| **Data Processing** | |
| Bathymetry  Backscatter  Positioning  Sound Velocity Profiling  Tidal reduction  Tidal Streams  Quality Control work flow and method statement | **10** |
| **Vessels** | |
| Vessel specification and suitability  Track record of vessels for survey | **5** |
| **Safety** | |
| Safety Management Plan  Emergency Response Plan | **5** |
| **Company Performance** | |
| Experience of detailed wreck surveys  Experience of hydrographic surveys of structures above and below waterline  Experience of detailed report compilation, preferably related to wreck survey  Experience with data comparisons/surface difference analysis of survey datasets for complex structures  Details of Quality Management and Environmental Management Systems  Details of contract management and performance monitoring  References | **15** |
| **Key Personnel** | |
| CVs of Charge Surveyor  CVs of other key personnel | **5** |

Table 2. Quality Evaluation Criteria for Lot 4

**Quality Evaluation Criteria: Applicable for Lot 5 - Supplementary Hydrographic Survey Services**

1. In addition to the details required under Tender Details, the broad evaluation themes and criteria as detailed in Table 3 will form the basis of the quality evaluation for the following Lots:

* Lot 5: Supplementary Hydrographic Survey Services

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Weighting %** |
| **Key Personnel** | |
| CVs of Charge Surveyor  CVs of other key personnel  Track record of charting and/or navigation surveys  Details of contract management and performance monitoring  References | 100 |

Table 3. Quality Evaluation Criteria for Lot 5

**Quality Scoring Methodology**

1. **For all Lots** the quality evaluation will employ the following scoring methodology:

**4** – Excellent: Fully meets all requirements with additional benefits

**3**– Good: Fully meets all requirements

**2** – Satisfactory: Meets the requirements

**1** – Not acceptable: Does not meet the requirement in full; numerous deficiencies

**0** - Non-compliant tender

**Price Scoring**

1. **For all Lots** the price of the lowest compliant tender receives 100%. Subsequent tenders are considered using the following formula:

**(Lowest Bid / Bid under consideration) x 100**

Finally, the overall price weighting of 40% will be calculated.

**Final Score**

1. **For all Lots** the final weighted scores for Quality and Price are added to arrive at a final evaluation score out of 100. In the event of an equal score, the lower priced bid will automatically win.
2. You should note that: -
3. The MCA reserves the right not to accept the lowest, or any, tender.
4. The MCA reserves the right to accept any part of the tender without accepting the remainder.
5. Acceptance of a tender/award of contract will be by written communication from MCA.
6. Where the tender process has been subject to the full EU Procurement Process, a mandatory 10-day standstill period must be applied between communicating the award decision to tenderers and awarding the contract.
7. Complaints arising from the tender process should be directed in the first instance to the Procurement Team ([contracts@mcga.gov.uk](mailto:contracts@mcga.gov.uk)). If you are still aggrieved by the outcome then please contact the Crown Commercial Service customer service desk, at [supplier@crowncommercial.gov.uk](mailto:supplier@crowncommercial.gov.uk).

**Tender Details**

1. In addition to the requirements previously outlined and details provided for the quality evaluation criteria, tenders should also clearly detail the following information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lot 1** | **Lot 2** | **Lot 3** | **Lot 4** | **Lot 5** | **Requirement** |
| ✓ | ✓ | ✓ |  |  | Estimated start and finish dates for each vessel for each of the given survey areas. |
| ✓ | ✓ | ✓ |  |  | State whether 12 or 24 hr operations will be undertaken by each vessel for each of the given survey areas. |
| ✓ | ✓ | ✓ | ✓ |  | Approx. operational time required (hrs) for each vessel for each of the given survey areas. |
| ✓ | ✓ | ✓ |  |  | Approx. weather standby time (hrs) predicted for each vessel for each of the given survey areas. |
| ✓ | ✓ | ✓ |  |  | Approx. disruption (hrs) predicted, *e.g.*, fishing activity, for each vessel, for each of the given survey areas. |
| ✓ | ✓ | ✓ | ✓ |  | Approx. vessel survey speeds (in different water depths, if appropriate). |
| ✓ | ✓ | ✓ |  |  | Ship Risk Profiles (SRP) for all proposed vessels to carry out work under the CHP. For further information refer to: <https://www.parismou.org/inspections-risk/ship-risk-calculator> |
| ✓ | ✓ | ✓ | ✓ | ✓ | If bidding for multiple lots, the contractor should fully detail their capability and capacity to deliver these in line with the requirements of this document. |
| ✓ | ✓ | ✓ | ✓ |  | Provide company’s Business Continuity Plan that details their capability and capacity to deliver the work scope(s). |
| ✓ | ✓ | ✓ | ✓ |  | Details of contract management and performance monitoring |
| ✓ | ✓ | ✓ | ✓ |  | Details of environmental, sustainability and ethical policies |
| ✓ | ✓ | ✓ | ✓ |  | Certificates of insurances |

**Tender Costs**

1. You should note that any expenditure, work or effort undertaken by you prior to the award of a contract is a matter solely for your own commercial judgement. The MCA reserves the right to withdraw this tender invitation at any time or to re-invite tenders on the same or any alternative basis. In such circumstances, and in any event, the MCA and/or its advisers shall not be liable for any costs or loss of expenses whatsoever incurred by the bidder or any company, agent, subsidiary or organisation who may have contributed to the proposals submitted by the bidder in response to this tender invitation.

**Trading Names/Invoicing**

1. If your tender is submitted in the name of one organisation but you intend submitting invoices in the name of another, or require payments to be made to another, please give full details. Otherwise there may be delay in payment.

**Access to Government Information**

1. Under the Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations 2004 (“EIRs”), the Department is obliged (subject to the application of any relevant exemptions and, where applicable, the public interest test) to disclose information in response to requests for information.
2. You need to be aware that the Department could receive requests for *any* information relating to this contract. The contract will include provisions to reflect the Department’s obligations under those disclosure regimes. The Department cannot contract out of its obligations in this respect and will only accept confidentiality clauses in very exceptional and narrowly defined circumstances. In this regard, your attention is drawn to the Code of Practice (in particular, section V thereof) issued by the Lord Chancellor under section 45 of the FOIA (section IX of the Code of Practice issued under regulation 16 of the EIRs includes similar guidance).