##

Pre-Qualification Questionnaire in relation to the provision of:

**Principal contractor to deliver design and build services for the**

**Refurbishment / fitout of approx. 8000sqft of space in**

**London / London boroughs**

Contract Reference: UWTSD2021/143

**PQQ Instructions and Information Document**

Issue Date: 11/01/2021

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# Proposed Procurement Timetable

|  |  |
| --- | --- |
| **Tender Notice placed on Contractors Finder**  | 11/01/2021 |
| **PQQ / Return Date** | 29/01/2021 |
| **PQQ Evaluation** | 01/02/2021 |
| **Tender Issued to Shortlist** | February 2021 |
| **Tender Return** | TBC |
| **Tender Evaluation** | TBC |
| **Outcome Confirmation** | TBC |
| **Contract Start date**  | TBC |

**The UWTSD aims, but does not commit, to adhere to the above timetable. Please do not contact the University for updates on the progression of the tender process.**

**All suppliers will be notified by email at each stage.**

# Guidance on Completion – Please read carefully

To enable the University of Wales Trinity Saint David to assess your company's suitability, we require all of the information outlined in this form**. Please ensure that you respond specifically to each question and do not cross-reference to a generic document.**

Where there is not enough room in the questionnaire for a full response, please continue on a separate sheet, clearly indexed with the question number. Where additional documentation is required, (e.g. copies of insurance certificates) please ensure that this is also indexed and clearly linked to the relevant question. Failure to meet the required levels of insurance cover (or to provide proof from your insurer that the required level could be made available to you should you be awarded the contract) will result in the disqualification of your tender. In this instance, Contractors are required to hold a minimum cover as listed within this document. Failure to complete the form in full, or to provide any of the documents or information requested, will result in your submission being rejected.

Any information and / or documents submitted in response to this questionnaire must relate to the applicant only. The applicant is the organisation, which it is proposed, will enter into a formal contract with the University if awarded the contract.

# Return and Treatment of Questionnaire

Completion of this questionnaire is the first part of a two-stage tender process. **An overall minimum quality threshold will be set at 75%. Submissions scoring 74% or less will be dismissed.**

An evaluation of all Pre-Qualification Questionnaire responses will take place in order to determine which bidders will progress to the tender stage. **A minimum of 6 and a maximum of 8 suppliers will progress to the tender stage.**

**Please note the scoring guidance included in the questionnaire.** Questionnaires will be scored as set out in the accompanying scoring guidance Before completing the questionnaire, please carefully study the instructions / information / draft specification and the **pass / fail** questions included in the questionnaire to ensure you have the capacity and capability to meet this requirement.

Your response must be completed and uploaded via email to Tender.acknowledgements@colegsirgar.ac.ukno later than **NOON**, on the TENDER DATE.

**Submit via: E mail to** Tender.acknowledgements@colegsirgar.ac.uk

**Tender Date: Noon, Friday 29th January 2021**

**Submissions received that do not comply with this instruction will not be considered / evaluated.**

# Queries

Please address any Queries to: David.davies@uwtsd.ac.uk; with regards to the Pre-Qualification Questionnaire, or any other aspect of this opportunity.

# Confidentiality

By receiving this Questionnaire, bidders agree to keep confidential the information contained in it or made available in connection with any further enquiries or provided during the course of the procurement process.

# DRAFT SPECIFICATION

The draft specification is given for information purposes only, and may be edited / updated prior to the Final Tender Documents being released.

## Background Information – The University of Wales Trinity Saint David

The University of Wales Trinity Saint David (UWTSD or “the University”) is one of eight Higher Education (HE) institutions in Wales (not including the Open University in Wales) and has a total student population of over 25,000 (both Further and Higher Education).

The University in its current format was created in August 2013 with the merger of UWTSD and Swansea Metropolitan University. The University offers both Higher and Further Education with Coleg Sir Gâr and Coleg Ceredigion joining the UWTSD Group in 2013.

The London Campus (LC) and the Birmingham Learning Centre (BLC) are integral parts of the University, and are subject to the same university rules and regulations as any other campus. The London Campus operates independently of any Faculty, but in response to market demand and in consultation with Faculties it can deliver programmes ranging across the University. Since its inception in March 2012, the London Campus has developed considerable expertise in providing a highly conducive and supportive learning environment for international students from all ethnic backgrounds.

## The Compliance Framework: Public Contract Regulations (PCR) 2015

The University is a public body and must adhere to public procurement requirements. The University’s own instruments of governance require demonstration of best value.

The University has sought to structure the procurement process to:

* generate a meaningful competition;
* adhere to relevant rules and regulations; and
* seek creative, innovative, and entrepreneurial proposals.

## Draft Tender Specification

The University of Wales Trinity Saint David will be approaching the market to procure an appropriate principal contractor to deliver design and build services for the refurbishment / fitout of approx. 8000sqft of space in London / London boroughs. The space will be leased by the University and a licence for alterations will be required from the landlord before the refurbishment works can begin. The refurbishment works will deliver high density teaching spaces with appropriate ancillary spaces including staff offices, informal study spaces, kitchens and toilets. M&E services and infrastructure to enable these spaces will also be a key requirement. The current outline accommodation for this space can be summarised as follows:

|  |  |
| --- | --- |
| **Accommodation Schedule - London Holborn**  | **Accommodation Schedule Based on Current Space in London Holborn** **(circa 240 students at any one time)**  |
| **Room Use**  | **Number of rooms**  | **Number of students / staff per room**  | **Room size (m2)** | **Total size (m2)**  |
| **Student Focused Rooms**  |   |
| Classroom  | 6 | 30-35 | 60 | 360 |
| IT suite:  | 1 | 30 | 45 | 45 |
| **Staff Offices**  |   |
| Staff Office: Operations and Business Dev Manager (1) | 1 | 1 | 15 | 15 |
| Staff office: Professional Staff Office (8) | 2 | 4 | 30 | 60 |
| Staff office: Academic Staff Office (6) | 2 | 3 | 20 | 40 |
| Open plan / communal areas |   |   |   |   |
| Helpdesk (2)  | 1 | 2 | 10 | 10 |
| **Other rooms**  |   |
| IT server room  | 1 | N/A | 10 | 10 |
| **Circulation space**  |   |   |   |   |
| Circulation  | N/A | N/A | N/A | 77.25 |
|   |   |   |   |   |
| **Subtotal (SQM)** | **592** |
| **Subtotal (SQFT)** | **6,375** |

The successful contractor will assume full design liability against the Employer’s requirements and associated information and must be able to access and manage all relevant input of associated disciplines.

It is the Employers intention to develop the requirements and supporting information to RIBA Stage 2+ before being passed to the successful contractor for development into the construction stage.

The timeline for the development is currently as follows;

Tender Process completed by March 2021.

Design Development (with successful contractor) – April / May 2021.

Construction – June / September 2021.

Completion - October 2021

## Proposed Contract Arrangements

**Following receipt of PQQs**

An evaluation of all Pre-Qualification Questionnaire responses will take place in order to determine which bidders will progress to the tender stage. **A minimum of 6 and a maximum of 8 suppliers will progress to the tender stage.**

**The form of building contract will be the JCT Minor Works Building Contract with Contractor’s Design, 2016 Edition.**

## Proposed Contractor’s Obligations

The contractor will be responsible for the full design and construction of the works based on the Employer’s Requirements to be issued at the next stage i.e., the ITT. In outline, the works comprise:

* Minor demolitions and alterations.
* Fit-out works to provide teaching and administration spaces and additional toilet provision.
* Adaptation of existing and new mechanical engineering and electrical installations.
* IT installations.
* Fire strategy.
* Obtaining Building Control approval and all necessary permits to undertake the works.

The ITT will identify the detailed Employer’s Requirements including contractual conditions e.g., insurances, liquidated damages, etc.

# PRE-QUALIFICATION QUESTIONNAIRE ACKNOWLEDGEMENT

**Please return to confirm your intention to submit a PQQ at least 2 days before the submission deadline.**

**The UWTSD will only acknowledge receipt of PQQ submissions via an automated email from bidders who return this document.**

**Email to:** Tender.acknowledgements@colegsirgar.ac.uk

**In the Subject Heading please quote only the contract number; UWTSD2021/143.**

|  |  |
| --- | --- |
|  | **Please Tick** |
| *If you intend to submit a Tender but do not return this form, you cannot be included in the circulation of queries and responses issued by the University of Wales Trinity Saint David relating to this exercise.**All questions, their answers and clarification/s will be conducted via email.* |
| **WE WISH TO TENDER** |  |
| **WE DO NOT WISH TO TENDER** |  |

Yours Sincerely,

For, and on behalf of:

|  |  |
| --- | --- |
| Name of Organisation: |  |
| Company Registration Number |  |
| Name & Contact of Person Within Organisation Who Will Be Co-ordinating the tender |
|  |
| Address |  |
| Tel No: | Fax No: |
| E Mail: |  |

# Pre-Qualification Questionnaire Files

Further to the Information, Instructions and Draft Specification included within this document, you are required to complete and return both of the below embedded files, which will form your Pre-Qualification Questionnaire response.

**All responses not submitted in the format provided will be rejected.**

|  |  |
| --- | --- |
| **UWTSD2021/143. Pre-Qualification Questionnaire File**(to open, please ensure “enable editing” has been selected, and double-click the excel icon). |  |
| **UWTSD2021/143. Scored Questions Response Template**(to open, please ensure “enable editing” has been selected, and double-click the word icon). |  |