

## Invitation to Tender

Title: Grounds Maintenance Contract

Project: GM-EMS 001/2023

Date: 16<sup>TH</sup> of January 2023

Procurement: Lester Demmer

Owner: Ben Williams

Client: The Pirbright Institute

## **Table of Contents**

- 1. Procurement Timetable**
- 2. About Us**
  - 2.1 Background**
  - 2.2 Our Mission**
  - 2.3 Our Vision**
  - 2.4 Our Values**
- 3. Specification**
- 4. General Criteria**
- 5. Scope Of Works**
- 6. Tender Submission Request**
- 7. Tender Submission and Clarifications**
- 8. Evaluation of Tendering Requests**
- 9. The Pirbright Terms and Conditions**
- 10. Confidentiality**
- 11. Appendices**

## 1. Procurement Timetable

<b>Invitation to tender</b>	<b>16/01/2023</b>
<b>Supplier Day</b>	<b>Week commencing the 23/01/2023</b>
<b>Tender for Clarifications</b>	<b>28/01/2023</b>
<b>Tender submission deadline</b>	<b>04/02/2023</b>
<b>Invite to present tender (top three scored submissions)</b>	<b>Week commencing the 6/02/23</b>
<b>Award of contract</b>	<b>14/02/2023</b>
<b>Contract commencement</b>	<b>01/04/2023</b>

## **2. About us**

The Pirbright Institute is a unique national centre that works through its highly innovative fundamental and applied bioscience to enhance the UK capability to contain, control and eliminate viral diseases of animals and viruses that spread from animals to humans. We thereby support the competitiveness of UK livestock and poultry producers, and improve the health and quality of life of both animals and people.

The Institute employs around 350 staff plus research students and visiting scientists, and has recently moved to one campus in Pirbright, Surrey, where investment by BBSRC has resulted in a redevelopment of the site and the construction of a high level containment facility – the BBSRC National Virology Centre: The Plowright Building and a SAPO level two facility, BBSRC National Vaccinology Centre: The Jenner Building

### **2.1 Our mission:**

To be the world's leading innovative centre for preventing and controlling viral diseases of livestock.

### **2.2 Our vision:**

Apply scientific research to prevent and control viral diseases, protecting animal and human health and the economy.

### **2.3 Our values:**

The Pirbright Institute and its staff takes pride in being a world-class organisation where knowledge, expertise, facilities, professional excellence and rigorous academic, biosafety and ethical standards combine to generate global health and economic impacts. Our values include:

**Passion** – for the highest quality standards, delivery and performance

**Reliability** – in everything we do - leadership, learning, biosecurity, problem anticipation and containment of unexpected events

**Innovation** – is the driving force behind our fundamental and applied science. Our work is positioned at the cutting edge of science to deliver solutions for global good

**Dignity and respect** – we respect and trust all in our diverse community

**Excellence** – we aim to deliver the best in all aspects of our work including health, safety, biosafety, scientific research, customer service and protecting the environment.

## **3. Specification**

The contract is for a single supplier to provide a comprehensive grounds maintenance service to The Pirbright Institute site. Appendix A.

## **4. Scope of Works**

The tenderers will need to be able to demonstrate the following:

A strong and current track record of working with a scientific research organisation of a similar size / nature within this specialist field in which they are tendering.

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As part of the tender process, contact details will be taken up of three client referees in support of the points above.

Demonstrate a track record of working with and delivering Audit management within the last 3 years.

Be prepared to attend a presentation day.

## 5. Tender Submission Requirements

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

- Introduction to company.
- Three examples of previously delivered projects of a similar nature.
- Details of the delivery team including previous experience.
- Completed supplier pre-qualification survey (see appendix A).

## 6. Tender Submission & Clarifications

Name	Position	Email & Telephone
Lester Demmer	Procurement Manager	<a href="mailto:lester.demmer@pirbright.ac.uk">lester.demmer@pirbright.ac.uk</a> 01483 231013

## 7. Evaluation of Tendering Responses

In addition to the general criteria, once received all submitted tenders will be evaluated by the Pirbright Institute Security Team and Procurement.

Evaluation will take the form of scoring as detailed set out below.

Clarifications will be sought where required before scoring is performed.

#	Evaluation Criteria		Weight
<b>1</b>	<b>Essential criteria</b>		<b>70%</b>
	1.1	Your Company and Staff must hold or intend to hold at the time of Contract go live, CRB checks, Screening for Animal Rights Affiliations, First Aid Certificates, Contractor Scheme Licenses or equivalent and on-going training and development	10%
	1.2	Please provide details of how you intend to manage and resource the day to day running of this Contract. Please include a full and detailed proposal for the numbers and types of staff required for you to deliver the contract and which elements will be undertaken by onsite / offsite and subcontracted staff.	10%
	1.3	Provide a detailed pre and post contract implementation plan including all major milestones to include details of where customer involvement/input will be required.	20%
	1.4	Provide comprehensive details of how you will manage business continuity issues specific to the provision of this contract; in particular please provide a plan of how you would manage the fulfilment of the contract requirement in times of adverse weather, bearing in mind that the site is fairly rural in location.	20%
	1.5	The provider shall outline how they would operate this Contract and are invited to Outline their Technical abilities to perform this contract to the specifications.	5%

#	Evaluation Criteria		Weight
	1.6	Please provide a training plan for a new employee with details of core training/induction requirements and also details of how this training plan will be managed and by whom. Please confirm all employees will be appropriately trained	5%
<b>3</b>	<b>Price</b>	Tenderers should define the cost of design and delivery.	<b>30%</b>
	<b>Essential + Price</b>		<b>100%</b>

Score		Definition
0	Non-compliant	No response or partial response and poor evidence provided in support of it. Does not give the awarding committee confidence in the ability of the Bidder to deliver the Contract.
1	Weak	Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract.
2	Minor reservations	Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract.
3	Good	Response is comprehensive and supported by good standard of evidence. Gives the awarding committee confidence in the ability of the Bidder to deliver the contract. Meets the awarding committee's requirements.
4	Very good	Response is comprehensive and supported by a high standard of evidence. Gives the awarding committee a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds the awarding committee's requirements in some respects.
5	Excellent	Response is very comprehensive and supported by a very high standard of evidence. Gives the awarding committee a very high level of confidence the ability of the Bidder to deliver the contract. Exceeds the awarding committee's requirements in most respects.

The awarding committee will invite the top three scoring tenders to present their bids. The invitation to present will outline any additional questions the awarding committee has with regard to the tenders bid. The invitation will also include a brief on the information that the presentation should cover.

The Pirbright Institute intends to award any contract based on the most economically advantageous based on the award criteria provided as part of the tender documentation. The Pirbright Institute reserves the right to award all or none of the business described.

## 8. The Pirbright Institute Terms and Conditions

T & Cs are attached in Appendix C

## 9. 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.



## **10. Appendices**

**Appendix A – specification of works**

**Appendix B – Pricing Schedule**

**Appendix C – The Pirbright Institute Terms and Conditions**

**Appendix D – Clarifications sheet**

**Appendix E - Pre-Qualification Questionnaire**