



**Instructions for Estates Management Tender
for**

**REFURBISHMENT & FIT OUT WORKS
IN SUPPORT ACCOMMODATION
AT FLEETWOOD FIRE FIGHTING CENTRE**

**To be read in conjunction with the project specific preliminaries, schedule
of work and tender return document**

Issue Date: 13 July 2015

Return Date: 7 August 2015

CONTENTS

- 1 Preamble
- 2 Specification
- 3 Pricing Schedule
- 4 Contract terms and Conditions
- 5 Contract Conditions Acceptance
- 6 Supporting Information

1. PREAMBLE

GENERAL REQUIREMENTS

Quotations are invited for the supply and delivery of the internal fit out and refurbishment works to the new support accommodation and new site service infrastructure at the College's Fleetwood Fire Fighting Centre.

The College's detailed requirements are defined in the Specification.

BACKGROUND TO THE BUSINESS REQUIREMENT

The Contract will be administered under the JCT Minor Works Contract 2011. Due to the value of the scheme full contract documents will not be prepared. However, full Contractor's Particulars will still apply.

PROCUREMENT TIMETABLE

This procurement process is intended to follow the time-line below:

1 .Request for Tender Issued	-
2. Deadline for Tender queries	31 July 2015
3. Deadline for Tender submission	7 August 2015
4. Tender Evaluation	1 week
5. Contract Award	To be confirmed
6. Contract pre-commencement meeting	To be confirmed

Please note the College reserves the right to amend this timetable and steps 4 to 6 inclusive are provided for indicative purposes only.

TENDER QUERIES

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Scott Sugden, Project Manager, 01253 504296 & 07984 538258
scott.sugden@blackpool.ac.uk

Please note that the deadline for queries is 31 July 2015

SUBMISSION OF TENDER

Quotations MUST be received no later than Friday 7th August at 12.00 noon, should be addressed to / emailed to / uploaded to:

Scott Sugden,
Project Manager
scott.sugden@blackpool.ac.uk
Blackpool and The Fylde College
Ashfield Road
Bispham
Blackpool
Lancashire
FY2 0HB

EVALUATION OF TENDER

As part of the evaluation process, the College will check your organisation's financial stability. Your organisation may be eliminated from the procurement process if you have a poor credit rating that could in the opinion of the College jeopardise your ability to complete a contract should you be the selected bidder.

The College will accept the quotation which is the most economically advantageous, i.e. a balance between cost and quality

Based on the information provided by Tenderers, each submission will be evaluated based on the following combination of price, programme and quality:

Quality:	
Criteria A) Price	70%
Criteria B) Completeness of tender, specification compliance and requested information	10%
Criteria C) Ability to meet the College's programme	20%
<u>Total</u>	<u>100%</u>

2. SPECIFICATION

Please refer to the project specific specification document.

3. PRICING SCHEDULE

Please refer to the project specific pricing schedule and tender return sheet.

4. TERMS AND CONDITIONS

B&FC Trading Terms
and Conditions.pdf

5. CONTRACT CONDITIONS ACCEPTANCE

Contract for Provision of the supply and delivery of the internal fit out and refurbishment works to the new support accommodation at the Colleges Fleetwood Fire Fighting Centre.

To Blackpool and The Fylde College

I/we the undersigned DO HEREBY UNDERTAKE to provide the Goods upon and subject to the terms and conditions set out in such Conditions of Contract, Specification, and the pricing and rates contained in the pricing schedule and all other Contract Documents as are contained or incorporated herein.

Signature
Duly authorised agent of the Supplier
(Electronic/typed signatures are acceptable)

Position held

Name and Address
of Supplier

.....

.....

.....

Dated

Note: Please ensure you must also sign and date the tender return sheet in the project specific documents.

It must be clearly shown whether the Supplier is a Limited Company, Corporation, Partnership, or Single Individual, trading in his own or another name, and also if the person signing is not the actual tenderer, the capacity in which he signs or is employed.

6. SUPPORTING INFORMATION

Note – If you are an existing supplier who has supplied the College within the last 12 months you are NOT required to complete this section. Any new or inactive supplier **MUST** complete all section below.

If in doubt, please ask the nominated person within this document otherwise failure to submit the relevant information may exclude you from the tender process

Note – You may adjust the size of the following text boxes to suit your response.

SECTION A Organisation Details

A-1 Organisation Name

A-2 Type of Organisation (*Please tick as appropriate*)

A Public Limited company?	
A Limited Company	
A Company Limited by Guarantee	
A Partnership?	
A Sole Trader?	
A Charity	
A Franchise	
A Small/Medium Sized Enterprise or SME ¹ ?	
Other (e.g: a Special Purpose Vehicle, Joint Venture Company etc	

¹ The European Commission defines an SME as an enterprise which employs fewer than 250 persons and which has an annual turnover not exceeding EUR 50million and/or an annual balance sheet total not exceeding EUR 43million.

Please specify

A-3 Registered Office

A-4 Company Registration
Number

A-5 VAT Registration Number

A-6 If the Organisation is a member of a group of companies, give the name and address of the ultimate holding Company.

SECTION B Experience of the Organisation

B-1 Please provide a brief history of the Organisation and its evolution.

B-2 if you have not supplied the College before, please complete the 3rd tab of the spreadsheet attached which will form your new supplier form if successful with your proposal

SECTION C References

- C-1 Please provide references from two organisations to demonstrate your organisation's previous experience in providing the type of goods required under this contract. **Please ensure that the embedded document is completed and returned with your submission**

Contact name and position in organisation	Organisation name and full postal address; telephone number; e-mail address
1.	
2.	

Reference
Request.docx

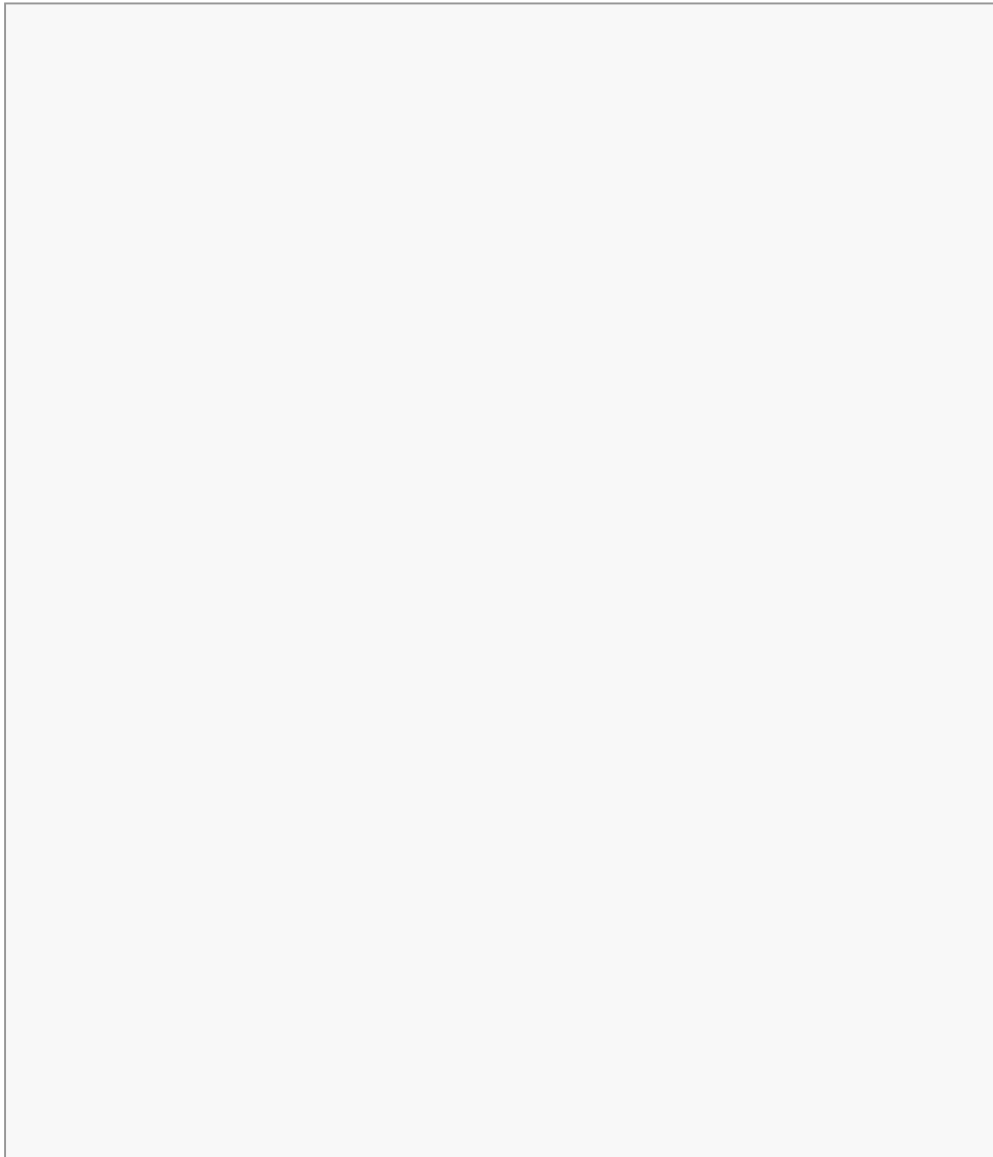
The College reserve the right to contact any referees provided.

SECTION D Contractors compliance list

D-1 Please review and provide the information requested in the attached letter relating to the HSE's guidance on contractor compliance information. Please reference your responses to each question and keep responses as concise as possible.

B&FC_New
supplier_Estates_HSE

D-2 Please indicate here any other information which you consider may be relevant to support your submission. Please note that it is not mandatory to complete this section.



6. PAYMENT DETAIL