

Tender for Fitness Development at Corby East Midlands International Pool

**Tender – Document One**

**Information and Instructions**

Thank you for expressing interest in this procurement for Fitness Development at Corby East Midlands International Pool.

**Please ensure that you register your interest with the procurement contact named in this Document in order to receive updates, question responses, etc.**

We now invite you to submit a tender. Further stages of the process are outlined in this document.

To assist you in this, four documents have been provided:

* Document One – Information and instructions (including the timetable) (this document)
* Document Two – Specification
* Document Three – General Terms and Conditions
* Document Four – Tender Response Document

When completed, please return **two hard copies and a copy electronically saved on a CD** ofthe response document (Part Four).

Please mark envelopes/packages with only “**Tender Response: Fitness Development at Corby East Midlands International Pool (Private and Confidential)**”and with no company markings or anything else which might identify your organisation e.g. personalised franking, and return to:

Democratic Services Manager

Corby Borough Council

Democratic Services Department

Corby Cube

Parklands Gateway

George Street

Corby, Northamptonshire

NN17 1QG

|  |
| --- |
| **To be received not later than 12:00 noon on Tuesday, 30th August 2016.****Late submissions will be disregarded.** |

**Tender – Part One**

**Information and Instructions**

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1. **Introduction**

**1.1 How this tender is structured**

This tender is arranged in four sections:

**Document One**, this document, contains instructions on how to respond to the Invitation to Tender; gives an indication of the timetable being followed; provides Bidders with details of the scoring, criteria and weightings which will be used to evaluate bids, and details of how and when to return the Tender Response Document (Document Four).

**Document Two** contains the detailed Specification for the goods or services required.

**Document Three** contains the General Terms and Conditions which apply to this tender and to the ensuing contract.

**Document Four** is the Tender Response Document which has to be completed according to the instructions and returned as instructed by no later than the due date and time.

* 1. **The commissioning background**
1. This contract is issued by Corby Borough Council (the Council).
2. In compliance with the Public Contract Regulations 2015, for public contract opportunities that are advertised for goods and supplies with a value of £164,176 or above, this tender opportunity is being advertised Europe-wide via the Official Journal of the European Union (OJEU), as well as on Contracts Finder, the Government’s advertising portal for public contract opportunities and also on Source Northamptonshire.

1. An open procedure / single stage tender process is being followed. This means that the tender response document combines a Suitability Questionnaire, a set of Tender Evaluation Questions / Pricing Schedule and a Form of Tender.
2. The eventual contract between the successful tenderer and the Council will consist of the following documents:
	1. Documents 1 to 3 of this tender developed by the Council.
	2. Document 4 of this tender – the response document completed by the Bidder.
	3. Letter of Acceptance – confirming the conditions of acceptance of the tender.
3. Corby Borough Council is seeking a supplier to provide and install new equipment (70 stations), and an appropriate service package, at Corby East Midlands International Pool, to renew and update the existing provision.

**1.3 Procurement Timetable**

* + 1. The procurement is intended to follow the time-line below:

|  |  |  |
| --- | --- | --- |
|  | Tender Documents Issued | Monday, 25th July 2016 |
|  | Final request for documents | 17:00 on Monday, 15th August 2016 |
|  | Deadline for clarification questions | 17:00 on Monday, 15th August 2016 |
|  | Deadline for Submission of Tenders | 12:00 on Tuesday, 30th August 2016 |
|  | Evaluation | Wednesday, 7th September 2016 |
|  | Clarification Meetings (if required) | Wednesday, 14th September 2016 |
|  | Standstill Period | Friday, 16th September 2016 |
|  | Contract Awarded | Tuesday, 1st October 2016 |
|  | Contract Start | Monday, 12th December 2016 |

* + 1. The Council reserves the right to amend this timetable and steps 5, 6, 7, 8 and 9 are provided for indicative purposes only.
		2. Throughout the evaluation process, the Council reserves the right to seek clarifications from tenderers, where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the evaluation panel, in its reasonable judgment, identify a fundamental failing or weakness in any tender then that tender may, regardless of its other merits, be excluded from further consideration.

**1.4 Instructions on responding to this tender**

1. Bidders shall treat the details of the tender document as private and confidential. However such information may be disclosed as necessary for the purpose of obtaining quotations or Insurance quotes.
2. All costs associated with the preparation and submission of the response to this Invitation to Tender shall be borne in full by the Bidders. The Council will not be liable, under any circumstances, for any costs or charges incurred in submitting a tender or for the preparation of the Contract with the successful Bidder.
3. The Form of Tender in the tender document must be signed by the Bidder. The whole document (Document Four) should be returned to the address shown on the front of this document.
4. Any recommendations, reservations or comments pertaining to the information included in the Invitation to Tender documents should be clearly stated.
5. No unauthorised alterations or additions should be made to the Form of Tender, or to any other component of the tender document.
6. Tenders must not be qualified but must be submitted strictly in accordance with the tender documents. Bidders must not make unauthorised changes to tender documents.
7. Bidders may submit (an) alternative bid(s); but must also submit a conforming bid.
8. The tender submission should include all the information which the Bidder feels necessary for an accurate and equitable evaluation of their proposal. Reference should not be made to previously submitted information and all aspects of the tender request are to be addressed. The submission is to be self contained. The Bidder should not rely on the Council’s past experience as tender evaluations will be based only on the information contained within the submission.
9. Where the Council has imposed word limits, these are intended to be indicative only. Bidders are strongly requested to adhere as closely to these as possible, but there will be no penalty for responses which exceed these.
10. The Council asks that you do not use acronyms in your responses, or where these are necessary, that an explanation of the acronym be provided for consideration.
11. Bidders will not be allowed to alter their tenders after the closing date, except that arithmetical errors may be corrected.
12. Where questions raise an issue of general interest or clarification then the question and answer will be circulated to all Bidders. The identity of the originator will not be disclosed. These tender documents can be downloaded from websites, and so the Council may not be aware of your interest in this procurement. **Please e-mail the Council’s contact (**[**Section 7**](#Contacts)**) now with your contact details so that we can get in touch with you if necessary.** This does not commit you to submit a tender.
13. Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with the Council’s contact ([Section 7](#Contacts)) as soon as possible in writing (via e-mail is acceptable) and in any case by 17:00 on Monday, 15th August 2016.
14. Tenders and supporting documents must be written in English. Any mistakes or alterations should be initialled by the Bidder.
15. Bidders should note that the tender document may include a requirement for element(s) of the goods or services to be completed by a certain date as shown.
16. Tenders should arrive at the reception of the Corby Cube not later than 12:00 noon on the date indicated on the front of this document. Late tenders will not be considered. Fax and email submissions will not be considered, even if received before the date indicated.
17. The envelope should not bear any indication of the identity of the Bidder either on the envelope or in the franking.
18. Bidders must hold their tender open for acceptance for a minimum of ninety (90) days from the date of opening.
19. The Council does not bind itself to accept the lowest or any tender.

**2. Procurement Approach**

1. This is a single stage tender process, this being the Invitation to Tender. You may ask questions in writing via e-mail regarding the tender documents or the details of the goods or service required.
2. Where questions raise an issue of general interest or clarification then the question and answer will be circulated to all Bidders. The identity of the originator will not be disclosed.
3. Once the deadline for receipt of tenders has been reached, the Council will evaluate the written tenders. The Suitability Questions will be assessed first, as Bidders who do not meet the Council’s expectations may be excluded.
4. The responses to the evaluation questions will then be scored and weighted as explained in [Sections 3](#Scoring) and [4](#CriteriaforPQQ) below. Bidders may be invited to an interview in order to clarify their proposals.
5. This procurement is evaluated in two distinct stages, The Suitability Questionnaire and then, if Bidders pass this, the Tender submission. The Evaluation Panel will not consider details provided in the Suitability Questionnaire (e.g. relevant experience and contract examples) during their evaluation of the Tender submission unless specifically referred to by the Bidder. Likewise, the answer to one question will not be considered as an extension to the answer of another question unless this is specifically referenced.
6. Once the submitted bids have been evaluated, the Council reserves the right to hold clarification meetings with no fewer than the top two highest scoring Bidders. No new criteria will be introduced at these meetings, rather on the basis of these clarification meetings, the Council may choose to revise a Bidder’s score for each response to an evaluation question, either up or down to reach a final score.
7. The Council will then make its award decision, if appropriate.
8. The procurement timetable is detailed in section 1.3 above, and the tender evaluation process is shown below.
9. The process is subject to the completion of formal contract documents.

**3.** **Scoring**

**3.1 Non-Price Scoring**

Each written tender will be scrutinised by a small panel of Council officers and each scoring criteria ([Sections 4](#CriteriaforPQQ) and [5](#CriteriaforTenders) below) will be awarded points out of 10 according to the following scale.

| **Score** | **Criteria for awarding score** |
| --- | --- |
| 0 | No response is provided. |
| 1 | Response fails to answer the question asked and is inconsistent or in conflict with other responses provided. |
| 2 | Response answers some elements of the question, providing no detail and may be inconsistent or in conflict with other responses provided. |
| 3 | Response answers the majority of the question, but does not provide the required level of detail and may be inconsistent or in conflict with other responses provided.  |
| 4 | Response answers the whole question, but does not provide the required level of detail and may be inconsistent or in conflict with other responses provided. |
| 5 | Response answers the whole question, providing a suitable level of detail. |
| 6 | Response answers the whole question, providing a suitable level of detail, taking account of some additional elements which may enhance the service being tendered. |
| 7 | Response answers the whole question, providing a considerable level of detail, taking account of some additional elements which may enhance the service being tendered. |
| 8 | Response answers the whole question, providing a considerable level of detail, paying significant attention to additional elements which may enhance the service being tendered. |
| 9 | Response answers the whole question and is tailored to the locality of the service being tendered (i.e. Corby), providing a considerable level of detail, paying significant attention to additional elements which may enhance the service being tendered. |
| 10 | Response answers the whole question and is tailored to the locality of the service being tendered (i.e. Corby), providing a considerable level of detail. The response also takes account of additional factors, (economic or demographic, for example) and identifies price and / or quality initiatives, which may affect or enhance the service being tendered, demonstrating innovation and creativity. |

The weighting available for a score of 10 points is shown below in section 4, and a pro rata weighting will be applied to the score.

**3.2 Price Scoring**

The total price figure will be converted into points by applying the formula:

Lowest price bid divided by Bidder’s price multiplied by 100%

For example, if the Bidder’s price is £100, and this is also the lowest price, the calculation is 100 / 100 x 100% = 100% of the available weighting

A bid of £200 would be calculated as 100 / 200 x 100% = 50% of the available weighting.

**4.** **Criteria for Assessing Suitability Questions**

The Public Contract Regulations 2015 came into force on 26 February 2015. Since this date, short-listing has been prohibited in all procurements carried out by local government that are advertised and are above £25,000 in value but below the EU Threshold for Goods and Services (currently £164,176).

For contracts that are advertised between these two values, instead of a Pre-Qualification Questionnaire, Local Authorities must assess a Bidder’s suitability to deliver the requirements as stated in the Specification / Contract. Those Bidders who satisfy the suitability assessment will have their tenders evaluated. Those who do not will be excluded from the process. The suitability assessed is based on a template document issued by Central Government. Many of the suitability questions will be the same for every tender but some may be specific to the subject matter of the contract. Please see below for further details about the evaluation of the suitability questions.

| **Section Headings and Sub-Headings** | **Maximum Available Section Score**  | **Weighting Within Sub-Heading** |
| --- | --- | --- |
| **1.** | **Supplier Information** | Pass / Fail | Pass / Fail |
| 1.1 | Supplier Details |  |  |
| 1.2 | Bidding Model |  |  |
| 1.3 | Contact Details |  |  |
| 1.4 | Licensing and Registration |  |  |
| **2.** | **Grounds for Mandatory Exclusion** | Pass / Fail | Pass / Fail |
| **3.** | **Grounds for Discretionary Exclusion Part 1** | Pass / Fail | Pass / Fail |
| **4.** | **Grounds for Discretionary Exclusion Part 2** | N/A | N/A |
| **5.** | **Economic and Financial Standing** | Pass / Fail | Pass / Fail |
| **6.** | **Technical and Professional Ability** | Pass / Fail |  |
| 6.1 | Technical Capability |  |  |
| **7.1.** | **Project Specific Questions to Assess Technical and Professional Ability** | Pass / Fail | Pass / Fail |
| 7.1.1. | Key Personnel |  |  |
| 7.1.2 | Bond |  |  |
| **7.2.** | **Insurance** | Pass / Fail | Pass / Fail |
| **7.3.** | **Compliance with Equality Legislation** | Pass / Fail | Pass / Fail |
| 7.3.1. | Findings of Unlawful Discrimination |  |  |
| 7.3.2. | Upheld Complaints |  |  |
| 7.3.3. | Sub-Contractor Management |  |  |
| **7.4.** | **Environmental Management** | Pass / Fail | Pass / Fail |
| 7.4.1. | Breach of Environmental Legislation |  |  |
| 7.4.2. | Sub-Contractor Management |  |  |
| **7.5.** | **Health and Safety** | Pass / Fail | Pass / Fail |
| 7.5.1. | Compliant Policy |  |  |
| 7.5.2. | Enforcement or Remedial Orders |  |  |
| 7.5.3. | Sub-Contractor Management |  |  |

**5.** **Criteria for Assessing Tender Responses**

Only those Bidders who pass the Suitability Questions, will have their tenders evaluated, using this scheme:

| **Section Headings and Sub-Headings** | **Maximum Score Available** | **Weighting Within Sub-Heading** |
| --- | --- | --- |
| **Equipment and Layout** | 25% |  |
| 1. Design Layout
 |  | 10% |
| 1. Range of Equipment
 |  | 15% |
| **Service** | 30% |  |
| 1. 5-Year inclusive Maintenance Service and Warranty
 |  | 13% |
| 1. Support with Retention
 |  | 6% |
| 1. Installation Timescale
 |  | 4% |
| 1. Evidence of Systems or Process to Log and Track Faults and Repairs
 |  | 2% |
| 1. Maintenance Procedure
 |  | 5% |
| **Technology** | 13% |  |
| 1. Technical Specification
 |  | 10% |
| 1. Equipment to Provide the Best Service for Customers and Council
 |  | 3% |
| **Training** | 2% |  |
| 1. Two Days Training
 |  | 2% |
| **Added Value** | 10% |  |
| 1. Added Value Provision
 |  | 8% |
| 1. Official Opening
 |  | 2% |
| **Price** | 20% |  |
| 1. Equipment
 |  | 10% |
| 1. Service Contract (5-Years)
 |  | 5% |
| 1. Additional Costs
 |  | 5% |
| **Total** | **100%** |  |

**\*** Please note that the lowest cost tender will receive the highest mark in the Price sub-heading, all other tenders will receive a pro rata score based on that lowest price.

**6.** **TENDER ReSPONSE DOCUMENT**

When completed, please return **two hard copies and a copy electronically saved on a CD** of the Tender Response document (Document Four) to:

Democratic Services Manager

Corby Borough Council

Democratic Services Department

Corby Cube

Parklands Gateway

George Street

Corby, Northamptonshire

NN17 1QG

To arrive by **no later than 12:00 noon on Tuesday, 30th August 2016**.

***Please note that******no other identifying mark should appear on the envelope. Failure to observe this will mean the tender will be disqualified.***

7. Contacts

In the event of any queries or requests for further information arising from this tender, please contact:

Julie Cardwell (Principal Leisure Officer – Wellbeing)

julie.cardwell@corby.gov.uk

***Note that the Council cannot accept the return of completed tender responses by e-mail.***

If the Council considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all service providers / suppliers who have responded.