To: SUPPLIER

**Forest Research**

Alice Holt

Wrecclesham

Farnham

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2nd November 2023

Dear Sir/Madam

**INVITATION TO TENDER FOR PERIMETER BOUNDARY WORKS AT ALICE HOLT RESEARCH STATION**

**REF NO: CR2023/24/038**

You are invited to submit a fixed lump sum price tender for the supply and installation of a secure perimeter boundary (comprising a mix of steel fencing, walls and railings, and automated pedestrian and vehicle gates) to the Alice Holt Lodge and main buildings within the Alice Holt Research Station site near Wrecclesham, Farnham, as detailed in and in accordance with the following ITT documents:

1. This Tender Invitation letter/Instructions to Tenderers

2. Preliminaries (1 document)

3. Employer’s Requirements, consisting of ‘Employer’s Requirements’ (1 document) and

a. Schedule of Works & Specification (3 documents)

b(i). Drawings – Architectural (20 files)

b(ii). Drawings – Structural (5 files)

4. Site Information (19 documents)

5. Pre-Construction Information (I document)

6. Tender Response Form

7. Pricing Document.

8. Standard amendments to the JCT Intermediate Building Contract

all of which are available to download from Dropbox [here](https://www.dropbox.com/scl/fo/ir136bra9b9rzyv2nl372/h?rlkey=z3ioumutm8g4khimfv1qpro7z&dl=0).

The tender is to be based on, and any subsequent contract will be made using, the JCT Intermediate Building Contract with Contractor’s Design (ICD 2016).

Your tender submission must include completed copies of items 6. and 7. above, plus a priced copy of the Schedule of Works.

Please contact Miles Pearce, Forest Research, by email at Miles.Pearce@Forestresearch.gov.uk to arrange a site visit as this is mandatory for a compliant Bid.

Your tender must be submitted by uploading to the Dropbox folder [here](https://www.dropbox.com/request/1wajm9xD1H4liBSxzYl3) by **12:00hrs on Friday 1st December.** Tenders received after this deadline may be rejected.

If you have any questions about this ITT, please email them to Miles Pearce, Miles.Pearce@ForestResearch.gov.uk Please note we will not accept any questions after 16.00hrs on Monday 27th November.

Where considered appropriate, we send out the questions we have received and our answers to anyone that registers their interest in this ITT. We will not identify who has asked the question. Please clearly mark any commercially sensitive questions that you do not want us to share.

We may be required to disclose information under the Freedom of Information Act 2000, Environmental Information Regulations 2004 or the Public Contracts Regulations 2015. You must identify any part of your tender that you consider confidential and would not want published (e.g. technical or trade secrets). We will assess this before publishing or releasing information.

Where you have provided in your tender details of previous contracts as evidence of your technical and professional ability, we may contact the named customer to confirm the details are accurate. We will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contracts Regulations.

This ITT has been prepared in good faith by us. It may not be comprehensive, nor has it been independently verified. We do not make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of this ITT.

**Conduct and conflicts of interest**

We will ensure fair and equal treatment of all tenderers. You must behave professionally and respectfully throughout the tender process. All our contractors are expected to follow the government’s [Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct). The Code acts in a reciprocal way and sets out the behaviours we would expect of each other, including how any instances of non-compliance will be dealt with.

Any attempt by you or your advisers to influence the contract award process in any way may result in your tender being disqualified. You must not at any time:

* Develop or amend the content of your tender in agreement with any other person, other than in good faith with a person who is a proposed partner, subcontractor, supplier, consortium member or provider of finance.
* Enter into any agreement with any other person as to the form or content of any other tender, or offer to pay any sum of money or valuable consideration to any person to make changes to any other tender.
* Enter into any agreement with any other person that has the effect of stopping or excluding that person from submitting a tender.
* Canvass the Forest Research or any employees or agents of Forest Research in relation to this procurement.
* Attempt to obtain information from any of the employees or agents of Forest Research or their advisers concerning another tenderer or tender.

You are responsible for ensuring that no conflicts of interest exist between you and your advisers, and Forest Research and its advisers. You should confirm that your advisers are not advising any other tenderer. If your advisers are also working with another tenderer, no individual at those advisers can work on more than one tender or be able to access or provide information about any other tender. If you fail to comply with this, you may be disqualified from the tender process at our discretion.

The lowest priced compliant tender that best meets the requirements specified in this ITT will be selected for award of any contract: The tender evaluation table that will be used to determine this is attached below.

Please note the following conditions:

* The tender and any accompanying documents are to be in English.
* Forest Research reserves the right to cancel or withdraw from the process at any stage.
* Forest Research does not undertake to accept the lowest priced tender, or part or all of any tender.
* Any costs in taking part in this tender process remain your responsibility and we will not return any part of your completed tender to you.
* All information supplied to you by Forest Research must be treated in confidence and not disclosed to third parties.
* Once the contract has been awarded, any additional costs incurred which are not reflected in the tender will not be accepted for payment.
* Offering an inducement of any kind in relation to obtaining this or any other contract with the Forest Research will disqualify your tender from being considered and may constitute a criminal offence.



Yours faithfully

Geoff McCatty

Tender Requirements

* All details of your tender must remain valid and open for acceptance for a period of 90 days from the date of submission.
* You are required to include an itemised breakdown of your tendered price using the ‘Price List’ template enclosed.
* Your tender must include confirmation of the scope of supply and compliance with the ‘Employer’s Requirements’.
* A procurement and works programme is required as part of your tender and you should also clearly identify the date by which you would require to receive contract award in order to achieve completion by Monday 4th March 2024.
* Please identify any subcontractors or major suppliers you propose to use and the elements of the works they would be undertaking.

|  |  |  |  |
| --- | --- | --- | --- |
| **Tender Response Form Section** | **Title** | **Evaluation Method** | **Evaluation criteria** |
| 2 | H&S Section A | Pass/fail | **Pass:** Evidence has been provided that demonstrates an appropriate level of competency for each question in this section. Alternatively, the name of a SSIP accreditation scheme and the expiry date of membership has been provided. We will check the accreditation is current on the SSIP Portal Page.  |
| H&S Section B | Pass/fail | **Pass:** Evidence has been provided that demonstrates an appropriate level of competency for each question in this section. |
| H&S Section C | Pass/fail | **Pass**: Evidence has been provided that demonstrates an appropriate level of competency to act as either a Principal Contractor or Contractor (as required by the contract). |
| 3 | References | Pass/fail |  |
| 6 | Terms and Conditions  | Pass/fail |  |
| 8 | Declaration | Pass/fail |  |
| **Only tenderers that reach the minimum standard on all the above questions will have their tender scored further** |
| **Section** | **Description** | **Weighting (%)** | **Requirements**  |
| 7 | Programme  | 30 | Demonstrate your ability to meet the required programme. Provide a detailed procurement and construction programme clearly indicating the proposed date for completion, ‘key dates’ that must be achieved together with any perceived risks, together with your strategy for dealing with and mitigating the risk of potential delays. Identify any potential long lead-in products/ materials and any critical path elements of the works.  |
| 5 | Project Delivery/ Quality | 40 | Please submit relevant evidence of your knowledge in and experience of carrying out similar contracts delivering refurbishment works on a live site. Provide an acceptable level of quality assurance through a demonstrated quality assurance plan.  |
| 4 | Tender Price | 30 | Provide a fully compliant tender price including: Completed Pricing Document with all prices inserted and extended. The items in the priced document are to be priced individually and not grouped together (NOTE – failure to do so may invalidate your return).  Overheads & Profit with a Separate full Preliminaries breakdown |

Evaluation Criteria

Scored price elements [30.00%]

The lowest price tender shall receive 30.00% and all other tenders shall be scored according to their difference from the lowest price tender, using the following formula

*30.00% x [lowest price of all tenderers / tendered price]*

Scored non-price elements [70.00%]

Each item included within the ‘scored non-price elements’ section of the information required table will be rated on a score from 0-5 based on the below classifications/criteria:

|  |  |
| --- | --- |
| **Score**  | **Description**  |
| **0**  | ***Unacceptable Response*** – No information provided, or response does not address the requirement  |
| **1**  | ***Poor Response*** – The response contains material omissions and/or is supported by limited evidence / examples. Major concerns that the organisation has the potential to deliver / that they have failed to meet a reasonable standard  |
| **2**  | ***Fair Response*** – The response contains some omissions and / is not well supported by evidence / examples. Some concerns about the Bidder’s ability to deliver / that they have failed to meet a reasonable standard  |
| **3**  | ***Good Response* –** There is adequate detail / supporting examples giving a reasonable level of confidence in the Bidder’s experience and ability. The Bidder appears to have the potential to deliver as required / has met a reasonable standard and there are only minor concerns about the Tenderer’s response.  |
| **4**  | ***Very Good Response* –** The level of detail / supporting examples gives a high level of confidence in the Bidder’s experience and ability. The Tenderer clearly has the potential to deliver and / or has clearly met an acceptable standard.  |
| **5**  | ***Excellent Response* –** A comprehensive well evidenced submission, clearly demonstrating expertise and knowledge incorporating value added benefits / social value attributes and other points of innovation. The tender is deemed to offer little or no risk and fully captures the understanding of the steps involved to deliver the aspects of the question posed, giving a very high level of confidence in the Tenderer’s experience and ability.  |

The following calculation will be used to generate the weighted score for each item:

*[marks awarded / marks available] x weighting*

For example, if the weighting is 20.00% and the maximum score is 5, and the score received is 3, the weighted score would be:

*[ 3 / 5 ] x 20 = 12*

All questions will be scored based on the above mechanism. All evaluators will score independently and then meet to moderate and determine the final scores.