Invitation to Tender

**Title: Supply and Install of Uninterrupted Power Supply to BACS Control Panels**

**Date: 8th November 2024**

**Procurement: John Nixon**

**Owner: Ben Williams**

**Client: The Pirbright Institute**

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# Introduction

The Pirbright Institute is inviting tenders for the Supply and Install of Uninterrupted Power Supply to BACS Control Panels at The Pirbright Institute.

## Document Purpose

The primary purpose of this document is to provide potential suppliers with information to allow them to submit adequate information to tender for the services.

## Contract Notice

A notice for this contract was placed on Contracts Finder on 12th November 2024 by The Pirbright Institute.

## Form of Contract

The appointed Contractor will be required to enter into a Contract with the Authority in the form set out at Appendix D – The Contract. The form of agreement will be NEC4 Engineering and Construction Contract (ECC) Option A.

## Contract Duration

The contract duration will be **early January 2025 – 31st March 2025**.

# Contract Scope

The contract is for a single supplier to Supply and Install of Uninterrupted Power Supply to BACS Control Panels at The Pirbright Institute, Ash Road, Pirbright, Surrey, GU24 0NF.

See Appendix E - Contract Scope.

**PROJECT SCOPE AND OBJECTIVES**

The Brooksby Building at The Pirbright Institute (Pirbright) will be a high containment facility for work on high consequence pathogens such as foot-and-mouth diseases virus (FMDV) when fully operational in 2026.

As part of the post-construction ‘Day 2’ works there is a requirement to carry out additional works to the Building Automation and Control System (BACS) within the Brooksby Building to ensure it is fully aligned with the primary system used across the rest of the Pirbright site.

The following package of work has been funded:

* Installation of Uninterrupted Power Supply (UPS) to critical BACS Control Panels

**The Scope of Works for this contract is as follows:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Description** | **Details** |
| Equipment | 1 x Large UPS Unit | Riello 30kVA Master MPS (6 Pulse Rectifier, 384VDC Battery, UPS to be fitted with a Multicom 384 comms card to be wired by Pirbright appointed contractor.    This UPS to be fitted 90Ah 384V 10-year design Life Battery Extension Pack with Isolator.  An external maintenance bypass switch rated at 125Amp 3 phase 415v a.c.  External wall mounted manual bypass switch that facilitates total electrical and physical isolation of the Reillo UPS without break to the load. Safety interlocking is incorporated within these units. Complete with protected sockets. This unit measures 500mm high by 500mm wide by 200mm deep and weighs 23kg.  The DB serves 24 x 240v outgoing SWAs to BACs panels and associated equipment, the UPS will support power for a period of 53 mins as per design criteria if DRUPS fails to start with additional noted battery expansion pack.  ***Please also include a separate ‘option b’ quotation for Modbus compatible unit or Riello with Multicom302 board for MODBUS*** |
| Equipment | 20 x Small UPS units | Sentinel Pro single phase on line 1kVA (0.8kW) 240v a.c.  UPS’ to be fitted with Multicom 384 comms card to be wired by Pirbright appointed contractor  at locations indicated in drawings (provided to successful tenderer), external to control panels to give best possible ventilation.  The “shelf” to be constructed of Unistrut and installed at a height to be serviceable and not to cause obstruction or in a position that may pose a concern to engineering team members. Cost of Unistrut supply and installation should be included in quotation for this work.  ***Please also include a separate ‘option b’ quotation for Modbus compatible units or Riello with Multicom302 board for MODBUS*** |
| Materials | As required | All required materials to be included: Cable, containment, Unistrut etc. |
|  |  |  |
| Installation | 20 Small UPS Units | Installation 20 Sentinel Pro UPS Units at locations indicated in drawings, external to control panels to give best possible ventilation. The “shelf” to be constructed of Unistrut and installed at a height to be serviceable and not to cause obstruction or in a position that may pose a concern to engineering team members. |
| Commissioning and testing | All units | Test and commission all the above UPSs with installation to BS7671 electrical installation standard |
| Documentation | ALL | Updated drawings showing site installation works  Testing and commissioning results |

To also be included in tender:

* Delivery of all materials to site
* Production and issue of a programme of works
* Provision of O&M Manual
* Project management

*Please note that Pirbright in-house team will update existing drawings upon completion of works, contractor not required to provide updated drawings.*

**PROJECT GOVERNANCE AND PROJECT DELIVERY**

The envisaged project delivery team is outlined below:

Maz Al-Zobaidy

* Role: The Pirbright Institute Project Business Sponsor
* [maz.al-zobaidy@pirbright.ac.uk](mailto:maz.al-zobaidy@pirbright.ac.uk)
* 01483 231 044

Ben Williams

* Role: The Pirbright Institute Project Business Sponsor
* [Ben.williams@pirbright.ac.uk](mailto:Ben.williams@pirbright.ac.uk)
* 01483 231290
* External Project Manager – appointed by Pirbright

# Instructions to Tenderers

## Location of Works

The works will take place at the following address:

The Pirbright Institute Ash Road

Pirbright, Surrey GU24 0NF

## Procurement Timetable

The timetable for this tender is anticipated as below:

|  |  |
| --- | --- |
| Key Task/Milestone | Date |
| Tender Stage | |
| Notice published on Contracts Finder | 12th November 2024 |
| Invitation to Tender issued through Contracts Finder or on Request |  |
| Site Visits to be arranged through [ben.williams@pirbright.ac.uk](mailto:ben.williams@pirbright.ac.uk) | 20th - 21st November 2024 |
| Deadline for receipt of questions relating to the tender | 12:00 (Noon) 26th November 2024 |
| Answers to questions circulated | 12:00 (Noon) 28th November 2024 |
| Date for receipt of Tender Submissions to [PirbrightTenders@pirbright.ac.uk](mailto:PirbrightTenders@pirbright.ac.uk) only | 12:00 (Noon) 9th December 2024 |
| Evaluation of Tender Submissions | 10th December 2024 - 16th December 2024 |
|  | |
| Contract Award | 17th December 2024 |
| Contract Commencement Date | 8th January 2024 |

## Tender Submission Requirements

Tenderers should ensure that their Tender is submitted on company headed paper and confirm the following:

* + - Cover Letter on company headed paper
    - Tenders for works broken down where appropriate into project stages
    - Acceptance statement of THE PIRBRIGHT INSTITUTE chosen T&Cs detailing any modifications required.
    - Acceptance statement of confidentiality statement included in this ITT document.
    - Details of how the specification will be met
    - Details of relevant experience
    - Details of relevant qualification
* Details of 3 relevant case studies. Case studies are to provide the following details:
  + What were the aims and objectives of the project
  + What was your approach to achieving the aims and objectives?
  + What work was completed?
  + How did you manage Health and Safety?
  + What issues arose during the works and how did you overcome this?
  + What benefits did you deliver to the client?
    - Example Risk Assessment / Method statement at High Hazard site.
    - Details of quality management system processes/accreditations utilized.
    - Details of Safety management system processes utilized.
    - Location of proposed sub-contractors to be provided.
    - Details of any proposed Sub-Contractors
    - Project Manager(s) will need to undergo site security clearance so they can work unescorted.

Tenderers should be fully complete and include above and the following as part of their Tender submission:

* + - Appendix A - Supplier Pre-Qualification Questionnaire
    - Appendix C - Pricing Schedule
    - Appendix F - Form of Offer

## Tender Submission and Clarifications

The PIRBRIGHT INSTITUTE contact for queries and clarifications is

|  |  |  |
| --- | --- | --- |
| Name | Position | Email & Telephone |
| John Nixon | Procurement Buyer | [Procurement.department@pirbright.ac.uk](mailto:Procurement.department@pirbright.ac.uk) |

All queries will be collated, and clarifications issued to all tenderers during the process. Deadline for receipt of questions relating to the tender by no later than 12:00 (Noon) 26th November 2024.

Tender submissions to [PirbrightTenders@pirbright.ac.uk](mailto:PirbrightTenders@pirbright.ac.uk) only and by no later than 12:00 (Noon) 9th December 2024**.**

## Tender Evaluation

Once received, tenders will be evaluated by members of the PIRBRIGHT INSTITUTE Estates Management team.

Tenders will be evaluated based on cost, commercial and quality aspects, and references will be sought where appropriate.

Evaluation will take the form of scoring via a scoring matrix see Appendix B .

Where required, clarifications will be sought by THE PIRBRIGHT INSTITUTE from tenderers to ensure scoring is fair.

Where tender contract price is deemed by THE PIRBRIGHT INSTITUTE to be abnormally high or low, they may be discounted from the competition and not taken through to the scoring stage of the tender. It will be at the discretion of THE PIRBRIGHT INSTITUTE whether clarification is sought for the abnormally high/low proposal. In the event that a tender submission contains other abnormal factors, clarification will be sought by THE PIRBRIGHT INSTITUTE. Should THE PIRBRIGHT INSTITUTE not be satisfied with the clarification response, they may disqualify the tender from the competition and no further evaluation/scoring will be conducted for the tender submission.

On completion of evaluation and scoring of tender submissions, where the highest scoring submissions are within 5% of each other, it will be at the discretion of THE PIRBRIGHT INSTITUTE to award the contract to the supplier they deem most appropriate for the contract provision.

## 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.

## Conditions of Tender

* + - In submitting a proposal in response to this invitation to tender tenderers do so on the conditions specified or referred to herein and on the following express conditions.
    - Tenderers should consider only the information contained within this invitation to tender, or otherwise communicated in writing to tenderers, when making their offer.
    - Information supplied by THE PIRBRIGHT INSTITUTE is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of such information. THE PIRBRIGHT INSTITUTE cannot accept responsibility for any inaccurate information obtained by Tenderers.
    - Tenderers shall not, before the date and time specified for return of the tender, communicate to any person the amount or approximate amount of the tender or proposed tender.
    - The tender shall be a bona-fide tender and shall not be fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.
    - Tenderers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from tendering or between you agree as to the amount of any other tender to be submitted.
    - THE PIRBRIGHT INSTITUTE shall not be liable for or pay any direct or indirect costs howsoever incurred by any Tenderer in the preparation of their tender, or for the costs of any post-tender clarification meetings, presentations, demonstrations or by any Tenderer who fails to respond by the deadline set.

# APPENDICES

**Appendix A - Supplier Pre-Qualification Questionnaire**

**Appendix B - Supply and Install - Scoring Matrix Appendix C - Pricing Schedule**

**Appendix D - NEC4 ECC Contract Data**

**Appendix E - SCOPE OF WORKS Supply and Install of Uninterrupted Power Supply to BACS Control Panels**

* **Appendix E1 A - Technical information + feasibility**
* **Appendix E1 B - Project Information File Checklist Appendix E1 C - Site Rules**
* **Appendix E1 D - Project Risk Register Appendix E1 E - Document Storage**

**Appendix F - Form of Offer**

**Appendix G - The Pirbright Institute's use of animals in research**