**Invitation to Tender**

**Title: CHP LTHW Heat Recovery Project – Principal Contractor & Installation Work Package**

**Date: 03/12/2024**

**Procurement: John Nixon**

**Owner: Anthony Clarke**

**Client: The Pirbright Institute**

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# Introduction

The Pirbright Institute is inviting tenders for the CHP LTHW Heat recovery project - Principal Contractor & Installation Work Package at The Pirbright Institute.

A significant energy project, commissioned August 2022, was the Combined Heat and Power (CHP) plant. This currently produces circa 90% of the site’s power and 25% of steam load, saving an estimated £1m pa at current (October 2023) energy prices. The CHP has available a further 828kW of Engine Heat via LTHW, and the objective of this business case is to utilise this currently wasted heat from the CHP to both heat Plowright and to provide DHW, saving circa 5,000,000kWh of Gas per year. (£415k pa at current energy prices, 1.7 years payback time). The project started in April 2024, with benefits realisation starting October 2025.

The contract is for a single supplier to provide the Main Contractor role and deliver Mechanical & Electrical Installation, commissioning of the CHP LTHW Heat Recovery project. As part of this tender scope a RIBA3 Design for Tender M&E package has been provided to enable vendors to price this work package.

## Document Purpose

The primary purpose of this document is to provide potential suppliers with the 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 the **2nd of December 2024** by The Pirbright Institute.

## Contract Type

NEC4 Engineering Construction Contract (ECC).

## Contract Duration

The award contract duration will be **3rd February 2025 - 31st October 2025.**

# Contract Scope

The contract is for a single supplier to be the Principal Contractor and to deliver Mechanical & Electrical installation works for the integration of a heat recovery system from the sites existing CHP to the Plowright Building at The Pirbright Institute, Ash Road, Pirbright, Surrey, GU24 0NF.

The scope of works will involve:

* Preparation for a construction ready design as outlined in Section 4.4 Appendix E.
* Supply, manufacture, delivery and installation of Mechanical & Electrical works as outlined in the provided design pack within this ITT.
* Planning of works and required shutdowns to implement enabling works
* Working with nominated controls contractor to ensure implementation of control packages are planned accordingly into construction phase program
* Final commissioning on completion of system installation.
* On completion of commissioning, remove and dispose of any redundant plant & equipment
* Management of all subcontractors employed by the supplier to complete these works.
* Training and Operational Procedures
* On completion, an O&M is to be submitted which provides details of works from design to completion. The O&M should include all relevant items shown in the PIF and should include all drawings, point to point testing and SAT commissioning. A separate section should be provided to show details of the following:
  + Brief Description of the works being carried out.
  + Project Risk Assessment.
  + Key structural principals.
  + Hazardous materials used.
  + Information on the future removal of installed plant.
  + H&S information about equipment provided for cleaning or maintaining installed plant.
  + The nature, location and markings of significant services.
  + Information and as built drawings of buildings, plant and equipment.
  + Step by step activities to carry out the works.
  + Lesson Learnt, challenges met and how they were overcome.

A CDM Construction site will be set up as part of the overall project which will provide for the following:

* Site Supervision
* Site Office
* Welfare Office including changing areas
* CDM documentation / inductions / daily logs / management of RAMS

For this tender, the supplier is required to provide a cost for annual servicing of the newly installed heat recovery plant. The requirements for this service contract are:

* Spares List showing the itemised costs

See Appendix E - Contract Specification.

**PROJECT SCOPE AND OBJECTIVES**

The primary objective of the project is to realise Greater financial sustainability through the utilisation of free waste heat available from CHP via LTHW and through system rationalisation and utilisation. This will also realise reduced carbon emissions of circa 12%.



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# 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 | 2nd December 2024 |
| Invitation to Tender issued through Contracts Finder or on Request | 2nd December 2024 |
| Site Visits to be arranged through [David@terra-nrg.co.uk](mailto:David@terra-nrg.co.uk) | 11th - 12th December 2024 |
| Deadline for receipt of questions relating to the tender | 12:00 (noon) 16th December 2024 |
| Answers to questions circulated | 12:00 (noon) 18th December 2024 |
| Date for receipt of Tender Submissions to [PirbrightTenders@pirbright.ac.uk](mailto:PirbrightTenders@pirbright.ac.uk) only | 12:00 (noon) ~~7~~13th January 2025 |
| Evaluation of Tender Submissions | ~~8~~14th - 24th January 2025 |
| Contract Award Stage | |
| Contract Award | 27th January 2025 |
| Contract Commencement Date | 3rd February 2025 |

## 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:
  + Case studies to demonstrate evidence of similar projects undertaken in high-risk environments e.g. Pharmaceuticals, Life Science, Biocontainment etc.
  + 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?
  + Levels of Mechanical & Electrical design responsibility
  + What issues arose during the works and how did you overcome this?
  + What benefits did you deliver to the client?
* Details of quality management system processes/accreditations utilised
* Details of Safety management system processes utilised
* Details of Environmental system management processes utilised
* Confirmation that all engineers are directly employed
* 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 the following as part of their Tender submission:

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

## Tender Clarifications

Consistent with the requirements of the Open Procedure, none of the tender documents shall be subject to negotiation. If it is necessary, tenderers may seek written clarification of aspects of the tender documents. **Any communication regarding the tender process, including queries and points of clarification,** **must be submitted by email to** [**Procurement.department@pirbright.ac.uk**](mailto:Procurement.department@pirbright.ac.uk)**. Deadline for receipt of questions relating to the tender by no later than 12:00 (noon) 16th December 2024**

The Authority will review all correspondence and points of clarification received and all responses will be published anonymously via Contracts Finder to all Tenderers unless it is agreed by the Authority that there are issues of commercial confidentiality that render the response unsuitable for public information.

## Tender Submissions

This tender process is being conducted via email.

**All tender responses and any supporting documentation must be submitted to the following email** [**PirbrightTenders@pirbright.ac.uk**](mailto:PirbrightTenders@pirbright.ac.uk) **only. Please note that this email account is not currently monitored so you will not receive a response. We ask that you do not email the tender before 09:00 on ~~2~~~~nd~~ 9th January 2025 while the Date for receipt of Tender Submissions is no later than 12:00 (Noon) on ~~7~~13th January 2025.**

The Authority reserves the right to reject any tender submitted after the Tender Return Date.

It is each tenderer’s responsibility to familiarise themselves with the tender submission process and to ensure that a complete Tender is submitted correctly. The Authority reserves the right to reject incomplete Tenders. Please allow yourselves enough time to submit your Tender.

If you need any assistance in submitting your Tender, please email [Procurement.department@pirbright.ac.uk](mailto:Procurement.department@pirbright.ac.uk). Please note that direct assistance will not be available outside of normal office hours.

**Please note that it is the responsibility of the Tenderer to ensure that their tender response is submitted on time and in accordance with these instructions. If any Tenderer fails for whatever reason to submit their response on time and in accordance with these instructions, there will be no second opportunity to do so. The Authority will not enter into discussions with any Tenderer who fails to submit their tender response**

## 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.

## THE PIRBRIGHT INSTITUTE Terms and Conditions

The contract will be based on the following model:

NEC4 Engineering Construction Contract (ECC).

## 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 - CHP LTHW Heat Recovery - Scoring Matrix**

**Appendix C - Pricing Schedule**

**Appendix D - NEC4 ECC Option A Contract Data**

**Appendix E - Contract Specification - CHP LTHW Heat Recovery Principal Contractor  
Appendix E1 - RISK-SOP-7 Management of Contractors rev 3**

**Appendix E2 - RISK-COP-3 Contractor Site Handbook rev 5**

**Appendix E3 - RISK-FORM-4 Pirbright Site Rules Overview rev 4**

**Appendix E4 - EMS-WI-085 Permit to Work Process rev 3**

**Appendix E5 - EMS-FORM-100 - A4 Point of Work Risk Assessment (POWRA) rev 6**

**Appendix E6a - EMS-FORM-098 Permit to Work Part A, Part B & Part C ver 6**

**Appendix E6b - EMS-FORM-098 Permit to Work Part A, Part B & Part C - Section 4 Ext ver 6**

**Appendix E7 - EMS-WI-087 Lockout Tagout Work Instruction rev 3**

**Appendix E8 - EMS-SOP-104 Engineering & Operations SOP rev 3**

**Appendix E9 - EMS-FORM-126 RAMS for PWBCS v7**

**Appendix E10 - EMS-WI-230 EMS Technical Library Principles of Use v14**

**Appendix E10 a - EMS-WI-230 Appendix 1 - EMS Document Naming Convention**

**Appendix E10 b - EMS-WI-230 Appendix 2 - Procore Disciplines**

**Appendix F - Form of Offer**

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

**Appendix H1 - Mechanical Design Pack**

**Appendix H2 - Electrical Design Pack**

**Appendix H3 - Specifications**