Invitation to Tender

Phytome Research Limited

Controlled Agriculture Laboratory, Trelonk Farm, Truro

November 2023

A close-up of a logo

Description automatically generated

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# Introduction

The contractor is invited to tender for conversion and refurbishment works at Trelonk Farm, Ruan High Lanes, Truro TR2 5PA. The intention of the project is to reform two empty rooms at an existing biotechnology Research and Development facility, as well as structural works, fittings, and refurbishment of an adjacent 4000sqft agricultural building reformed into laboratories and offices.

The project is being commissioned by Phytome Research Limited, who are sole registered owners of the surrounding land and existing facility. Planning permission for the proposed works is in place. The contract is part of a grant-funded application process with Cornwall Good Growth and Shared Prosperity Fund (SPF) program. As such, procurement will be subject to grant approval, the outcome of which will not be known until 4 December 2023. Adherence to Subsidy Control will be subject to professional legal review prior to the grant approval. All contracting will be completed in full alignment with UK Subsidy Control and Procurement legislation.

# Specification, Experience and Programming

* 1. The Specification is at Enclosure 1 - Phase 2 (Campus plan). The associated drawing set and documentation is at Enclosures 2-9.
  2. Previous Experience. The contractor is requested to provide details of previous projects undertaken of a similar nature. These must have been completed within the last 5 years and details of a contact for each project who will act as a referee should be provided. (Max 2 single sided A4 sheets per example allowed)
  3. Resource and Programme Management. Tenderers should provide a project programme demonstrating how the works will be completed with a specified target completion date based on a contract start date 4 February 2024. Tenderers should provide details of key risks and how they intend to mitigate them (1 single sided A3 allowance and 1 single sided A4 allowance)
  4. Adherence to Good Growth environmental principles. Tenderers should provide a project programme demonstrating how the works will demonstrate best practice in environmental management and climate change mitigation. The tender specification includes plans to retrofit the existing on-site agricultural building leveraging embodied carbon benefit due to the existing structure and materials, as well as compact and efficient building designs to optimise wall to floor ratio and heat loss form factor. Phytome Research Limited expects the successful contractor to align with this, providing details of strategies to address criteria outlined below (max 1 single side of A3).
     + - Heat and power generation, including installation of solar panel array.
       - Sustainable transport provisioning, including installation of EV charging points in the facility car park.
       - Biodiversity net gain features, including the planting of trees in the facility. Additional features may protect and create natural functioning habitats, provide blue/green wildlife corridor and/or blur boundary design to patchwork habitats.
       - Minimising water consumption and drainage off site by upgrading the on-site sewage system.
       - Consideration of construction methods/materials. Supply chain should be encouraged to provide the project team with this carbon footprint information. Local sourcing is encouraged where possible.

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* + - * Minimising negative impacts on wildlife habitats, both short (direct project-related) and long-term impacts, including visual impact on surrounding natural land.
      * Building design life specified, with a requirement for method statements for future repair and replacement.

# Site Visits

Site visits can be pre-arranged on 13 November 2023 by contacting Adam Parnall of Phytome Research Ltd using the details on the front cover of this ITT document.

# Tender and Commission Timetable

The anticipated timetable for the project is set out below.

|  |  |
| --- | --- |
| Activity | Date |
| Date ITT available on Contracts Finder | 01 November 2023 |
| Contractor site visits | 13 November 2023 |
| Last date for raising queries | 20 November 2023 |
| Last date for clarifications to queries | 24 November 2023 |
| Deadline to return ITT | 1700 on 13 December 2023 |
| Evaluation of ITT | 15 December 2023 |
| Preferred supplier is notified | 18 December 2023 |
| Award of Contract | 4 Jan 2024. This is subject to successfully obtaining grant funding. |
| Target date for works to commence | 4 February 2024 |
| Target date for works to complete | 31 December 2024 |

# Conflicts of Interest

* 1. All tenderers must provide a statement with regards to any identified or potential conflict of interest for this procurement through the provision of either:

A Declaration that to your knowledge there is no conflict of interest between your company and Phytome Research Limited that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of this procurement procedure.

Or

A Declaration that there is a likely conflict of interest between your company and Phytome Research Limited that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of this procurement procedure, please provide details of this connection.

This will permit Phytome Research Limited to ensure that, in the event of any identified or potential conflict of interest, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

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* 1. Exclusion

Phytome Research Limited shall exclude applicants from participation in this procurement procedure where they have established or are otherwise aware that the tenderer to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicants company, has been the subject of a conviction by final judgment of one of the following reasons:

Participation in a criminal organisation Corruption

Fraud

Terrorist offences or offences linked to terrorist activities Money laundering or terrorist financing

Child labour and other forms of trafficking in human beings

# Tender Application Requirements

Your submission must include:

* 1. Confirmation that **you the contractor** are able to meet the requirements outlined in the brief above.
  2. Details of who to **contact** in your company in relation to this tender
  3. Company registration Number and VAT number (if appropriate)
  4. Conflict of Interest statement as per 5.1
  5. Price for all the specifications of the Specification including a completed General Summary Sheet
  6. Completed Form of Tender (Enclosure 9)
  7. Details of previous experience as per 2.2
  8. Details of resource and programme management as per 2.3
  9. Details of adherence to Good Growth environmental principles as per 2.4

# Tender Evaluation Methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria. Tender returns will be assessed on the basis of the following tender award criteria:

* 1. Valid submission to include 6.1-6.6 Pass/ Fail
  2. Previous Experience (6.7 above) **24 marks** (**8 marks per example)**

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* 1. The contractor is requested to provide details of previous construction projects undertaken of a similar nature. These must have been completed within the last 5 years and details of a contact for each project who will act as a referee should be provided. (max 2 single sided A4 per example allowed)
  2. Resource and Programme Management (6.8 above). **18 marks**

Tenderers must provide a project programme demonstrating how the works will be completed with a specified target completion date based on a contract start date 4 February 2024. Tenderers should provide details of key risks and how they intend to mitigate them with marks given for local project management and dedicated site management (max 1 single side of A3 and 1 single side of A4 allowed)

* 1. Adherence to Good Growth Environmental Principles (6.9 above) **18 marks**

Tenderers must provide a project programme demonstrating how the works will demonstrate best practice in environmental management and climate change mitigation. Tenderers should provide details of strategies to address each of the criteria outlined above (max 1 single side of A3)

* 1. Budget **40 marks**

The lowest bid will be awarded the full 50 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid. The budget available for this commission is £1,100,000.00 (exc VAT) but inclusive of all expenses. The budget will be reviewed as part of the tender evaluation detailed in Sections 7-8 and will reflect the degree to which there is a saving on the maximum budget.

i.e. Marks awarded = XX x (lowest bid / bid)

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# Scoring Matrix

The reviewer will award the marks depending upon their assessment of the applicant’s tender

submission 7.2 and 7.3 using the following scoring to assess the response:

|  |  |  |
| --- | --- | --- |
| **Score** | **Judgement** | **Interpretation** |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to  support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the  response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the  goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the  response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the  response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or  quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, the client reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender

The client is not bound to accept the lowest price or any tender and there will be no reimbursement for any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with the clients’ internal procedures and being able to proceed.

# Tender Submission

Tenders may be returned by email or by delivery in person.

Tenders are to be returned by:

Latest date to be returned: 01/12/2023 Latest time to be returned: 17:00 pm

If submitting by **email,** tenders should be sent electronically to [parnalla@phytomelife.com](mailto:parnalla@phytomelife.com) with the following message **clearly noted in the**

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**Subject box: ‘**Invitation to Tender Phytome Research Limited”

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting in person, the Tender must be enclosed in a sealed envelope, only marked as follows:

Tender - Strictly Confidential ‘Invitation to Tender Phytome Research Limited”

Contract Reference Number: PRL Tender

The envelope should not give any indication to the Tenderer’s identity. Marking by the carrier will not

disqualify the tender.

If delivery **by hand** please obtain an official Receipt at point of delivery

# Tender Clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to [parnalla@phytomelife.com](mailto:parnalla@phytomelife.com) in accordance with the Tender and Commission Timetable in section 4.0.

Responses to clarifications will be anonymised and uploaded by Phytome Research Limited to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall be binding unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# Disclaimer

The issue of this documentation does not commit the client to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between the client or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between the client and any other party (save for a formal award of contract made in writing by or on behalf of the client).

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Cancellation of the procurement process (at any time) under any circumstances will not render the client or agent liable for any costs or expenses incurred by tenderers during the procurement process.

# 12.0 Enclosures

0. ITT

01 DS 1840 SL 01 SITE PLAN

02 DS 1840 GA 101 GROUND FLOOR PLAN

03 DS 1840 GA FIRST FLOOR PLAN

04 DS 1840 GA 103 SECTIONS

05 DS 1840 EL 01 ELEVATIONS

06 DS 1840 D 01 INTERNAL STAIRS

07 DS 1840 D 02 EXTERNAL STAIRS

08 DS 1840 D 05 INTERNAL SCREENS

09 DS 1840 D 04 ENTRANCE SCRENS

10 DS 1840 D – DRAFT INTERNAL DOOR SCHEDULE