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| **Invitation To Tender** | Logo |
| **Title:** | Replacement Bin Lift for Post-Mortem Incinerator (PMINCIN)Project |
| **Date:** | 09/03/2021 |
| **Author:** | Holly Collen |
| **Owner:** | Anthony Clarke |
| **Client:** | The Pirbright Institute  |
| **Version No:** | 1 |

# Document History

## Document Location

N:\E&M Dept\private\EMS\Procurement\Contracts Finder\Bin Lift\ITT docs

## Revision History

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| --- | --- | --- | --- |
| **Version** | **Date** | **Details** | **Author** |
| 1 | 09/03/2021 | First issue | HC |

Changes from previous version are highlighted yellow.

## Approvals

This document requires the following approvals.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Issue Date**  | **Version** |
| Anthony Clarke | EMS Operations Project Manager | 09/03/2021 | 1 |

## Issue History

In addition to the approvers, this document has been issued to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Purpose** | **Date of Issue** | **Version** |
| Contracts Finder | For Tender | 18/03/2021 | 1 |

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# Introduction

The Pirbright Institute (TPI) is inviting tenders for the Supply and Installation of a replacement bin lift for the post-mortem incinerator (PMINCIN) at The Pirbright Institute.

## 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 works.

## Contract Notice

A notice for this contract was placed on contracts finder on the 18/03/2021 by TPI.

## Contract Type

The Pirbright Institute standard Terms & Conditions

# Contract Scope

The contract is for a single supplier to supply and install a stainless-steel double bin lift, to replace an obsolete single bin lift for the post-mortem incinerator (PMINCIN) at The Pirbright Institute. To include the removal of obsolete bin lift.

The full scope of work will be issued to shortlisted suppliers.

# Instructions to Tenderers

## Location of Works

The works will take place at the following address:

The Pirbright Institute

Ash Road

Pirbright, Surrey

GU24 0NF

## Pre-qualification questionnaire

All potential suppliers are required to complete a Pre-qualification questionnaire (PQQ) as an expression of interest and will be issued the full scope of works documentation should they be shortlisted following a shortlisting process. The PQQ is included as Appendix A.

## Procurement Timetable

The timetable for this tender is anticipated as below:

**PQQ to be submitted by**: 5pm on Friday 26th March 2021

**Shortlist tenderers and issue scope of works by**: Monday 29th March 2021

**Site visits**: 6th-9th April by appointment

**Tenders to be submitted by**:   Monday 12th April 2021

**Clarifications and tender evaluation complete by:** Friday 23rd April 2021

**Contract Award:**  Monday 26th April 2021

**Envisaged Delivery/Installation**: To commence September 2021

## Shortlisting of Tenderers

Shortlisting of potential tenderers will be performed by multiple TPI personnel.

The criteria of shortlisting will be based on the content of submitted PQQ documents. The full specification will be issued to shortlisted tenderers.

## Tender Submission Requirements

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

* Cover Letter on company headed paper
* Quotation for works with price breakdown
* 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 qualifications
* Details of 3 relevant case studies
* Details of quality management system processes/accreditations utilised
* Details of Safety management system processes utilised
* Details of Environmental system management processes utilised

## Tender Submission and Clarifications

The TPI contact for queries and clarifications is the TPI Commercial Officer:

Holly Collen

holly.collen@pirbright.ac.uk

01483 231169

All queries will be collated and clarifications issued to all tenderers during the process.

## Tender Evaluation

Once received, tenders will be evaluated by members of the TPI 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.

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

Where tender contract price is deemed by TPI 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 TPI 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 TPI. Should TPI 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 TPI to award the contract to the supplier they deem most appropriate for the contract provision.

## Terms and Conditions

The TPI T&Cs are included as Appendix B

## Payment Stages

Envisaged Payment Stages associated with the works are:

* 20% - placement of order
* 60% - completion of installation and commissioning
* 20% - Completion of snagging and submission of documentation

## 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 TPI 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. TPI 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.
* TPI 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 – Pre Qualification Questionnaire (PQQ)**

**Appendix B – The Pirbright Institute Terms & Conditions**