



Maritime &
Coastguard
Agency

The Maritime and Coastguard Agency (MCA) is an Executive Agency of the Department for Transport. The MCA is responsible throughout the UK for implementing and developing the UK Government's maritime safety and environmental protection policy. That includes co-ordinating Search and Rescue at sea through Her Majesty's Coastguard 24 hours a day, and checking that ships meet UK and international safety rules. The MCA work to prevent the loss of lives at the coast and at sea, to ensure that ships are safe, and to prevent coastal pollution: **Safer Lives, Safer Ships, Cleaner Seas.**

The MCA provides a full range of search and rescue, counter pollution, survey, inspection and enforcement activities and has 12 major business activities:

Survey	Seafarers' Services
Inspection	Search and Rescue
Enforcement	Pollution Response and Salvage
Ship Registration	Stakeholder Communication
Navigation Services	Ministerial Services
Strategic Prevention Design/Development	Regulatory Process

These activities are maintained by support services responsible for providing a range of administrative functions including infrastructure, MCA people, financial management and administration and corporate management.

In accordance with the 2010 Equality Act, our capacity as a public body means we have a statutory duty to eliminate unlawful discrimination, promote equality of opportunity and promote good relations between people of different backgrounds. Contractors will be expected to ensure that the service they provide promotes good relations between the MCA and its customers and does not directly or indirectly discriminate on the grounds of any of the protected characteristics specified in the Act.

You are invited to submit a tender for the following project:

MCA REFERENCE: TCA 3/7/1205

SOUTHAMPTON MARINE OFFICE REFURBISHMENT

SPRING PLACE – 105 COMMERCIAL ROAD
SOUTHAMPTON
SO15 1EG

1. The Works

- 1.1 You are invited to submit a tender for the works outlined below and in the Schedule of Works additional information document.
- 1.2 **Quality of Workmanship.** All works should be completed to a high standard, fit for purpose and in accordance with current British Standards, industry best practice and relevant Regulations for each work element. Any electrical work is to be undertaken by a NICEIC or equivalently accredited electrical engineer.
- 1.3 The contractor is to pay the necessary fees to all associated sub consultants/contractors, i.e., building control etc.
- 1.4 A viewing day for tenderers to visit site has been scheduled for **Friday 28th May 2021**. Please contact Gail Robertson on either gail.robertson@mcga.gov.uk or **07785 925805** to arrange this visit.

2. Specification

- 2.1 The tender must include all sundry items required to fully complete the entire installation. All items are to be installed in accordance with manufacturer's guidelines. All disturbed surfaces must be made good. All waste arising from the works are to be disposed of by the contractor in accordance with relevant regulations.

3. Health and Safety

- 3.1 The works to be undertaken under the full remit of the CDM Regulations 2015. At this stage we do not anticipate that the project will be notifiable.

4. Handover

- 4.1 The contractor is to provide a handover file for the works, including copies of any Electrical Safety Test Certificates, maintenance/servicing information, building control certification, etc.

5. Pricing

- 5.1 Recommendations from the Tenderer for any additional works, not already included in the price, would be greatly appreciated, with separate quotes as optional extras.

- 5.2 The Tenderer should submit the completed Pricing Schedule to refurbish the Southampton Marine Office.

6. Guarantee

- 6.1 We regard warranties as an important component of achieving overall best value for money. Full details of any warranties on the tendered equipment are required, including the period of cover. We would also like to know the length of the guarantee coverage and how much it would cost to extend the period, i.e., if the guarantee period is one year, please provide a cost to extend this to two years, three years and four years. Details of response times would also be appreciated.

7. Insurance

- 7.1 Tenders should provide evidence of all insurances held, i.e., Public liability, employer's liability, etc.

8. Delivery

- 8.1 Tenderers should state in their tender their lead time for commencing work and the expected time on site for completion of all works and handover to the MCA.

9. Training

- 9.1 Tenders should allow for full training of at least two members of staff on the operation of the system.

10. Payment

- 10.1 Payment shall be made upon completion of all works in accordance with the 'General Conditions of Contract for the Supply of Goods and Associated Services', and subject to the receipt of a valid and correctly submitted invoice. The MCA pays undisputed invoices 30 days in arrears.

11. Submission of Tenders

- 11.1 Tenders must be submitted by the deadline date, and in accordance with the Instructions to Tenderers.
- 11.2 Tenders are required to provide a full programme of work schedule, including start date, training, and time on site.

12. Sustainability

- 12.1 The MCA is committed to sustainable procurement. This means making the necessary decisions to protect our environment and to operate its procurement activity in an economically, socially and environmentally responsible way. Tenderers should indicate ways in which their organisation promotes and practices sustainable development and how this can impact on this contract.

12.2 Consideration should be taken to account for the following areas;

Origin and recycled/recyclable content of materials

- Tenderers should detail the quantities used and recycle content of the product.
- Recyclability of product once it has reached its end of life.
- Type of paints and coverings used.

Transport mode selected for freight

- Tenderers should detail options to identify and promote measures to reduce emissions during transport of goods. Including rail freight or low emission/fuel efficient heavy goods vehicles

12.3 More information on the environmental consideration can be found at:

<https://www.gov.uk/government/policies/making-sustainable-development-a-part-of-all-government-policy-and-operations>

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

13. Social Value

13.1 The contractor must provide a description of the actions they would take to minimize the amount of CO2 emitted by their organisation on the MCA's behalf, apart from the use of energy on site. Your answer could include (but should not necessarily be limited to):

- Maximizing the efficiency of delivery mechanisms.
- Managing CO2 emissions in business travel
- Managing your sub-contracts to minimise the use of energy/emissions of CO2

13.2 The contractor must provide a statement on what their organization does to minimize the risk of modern slavery in their supply chain for this contract, and promote employment rights for their supply chain workers at least in line with the Ethical Trading Initiative Base Code? Your response could include (but should not necessarily be limited to):

- Management of sub-contractors.
- Policies on recruitment.
- Staff training and awareness.
- Association with apprenticeship scheme

13.3 The contractor must provide a description of any social or economic benefits that could be delivered to local communities, because of your organisation carrying out this contract.