



E-Factor Group Ltd

Expression of interest

Construction of

7 Light Industrial / Commercial Units

Prince Albert Gardens

Grimsby

DN31 3AT

Client Profile

E-Factor Group is a not for profit business support organization that aims to inspire and encourage enterprise across Grimsby, Immingham, and Cleethorpes.

The business provides support and encouragement to individuals who believe that self-employment and enterprise offer them real opportunities to achieve personal dreams and aspirations. Additionally, we provide business advice and support the operating SME's across the North East Lincolnshire region.

This project may be part funded by European Structural and Investment Funding (ESIF).

Tender Details

We invite you to submit an expression of interest for the following E-Factor Group proposed development.

The project comprises 7 light industrial units to be built on a brownfield site that currently comprises a seriously fire damaged and vandalised building as well as several other old buildings all of which are to be removed and the site cleared.

The outline budget for the project is just under £1m including all fees and charges and does include for the full demolition works required to clear the site ready for the new construction.

Outline drawings of the site, a location plan, details of the proposed units and the style of units required to match the current Enterprise Village owned by E-Factor Group are all attached to the EOI.

In order to select suitable companies to tender for the build project, we require that the attached Declaration of Interest (Appendix A) and the Due Diligence (Appendix B) documents be fully completed including details of at least three similar projects carried out by the company, preferably in the local region.

An indication of what labour will be required and where they will be drawn from is also an important factor.

We will select a shortlist of suitable competent contractors to tender for the project and those selected will receive the complete tender package by Mid-August 2019.

It is anticipated that the form of contract will be a JCT standard form of building contract.

We anticipate that the project award will be end of September and we are looking for a quick start to the project and for completion by February/March 2020.

Expressions of interest should be emailed to tony.parkinson@e-factor.co.uk by 19th July 2019

E-Factor Group shall **NOT** be bound to accept any Expression of Interest.

E-Factor Group does not accept any liability for any expenses incurred by any supplier in the preparation of this EOI.

Undertaking of Confidentiality

E-Factor Group undertakes to use reasonable endeavours to hold confidential, any information provided by you in your tender submission, subject to its obligations under law, including the Freedom of Information Acts. Should you wish any of the information supplied by you in your submission not to be disclosed because of its sensitivity, you should, when providing the information, identify the same and specify the reasons for its sensitivity. E-Factor Group will consult with you about this sensitive information before making a decision on any Freedom of Information request received. If no information is identified as sensitive, with supporting reasons, then it is likely to be released in response to an FOI request.

Appendix A: Declaration of Interest

I/We.....of..... declare below my/our interests in respect of the tender submitted.

The Group may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Group, detailing the conflict below. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Group should not represent a conflict of interest for the Supplier.

Category	<i>Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection.</i>
Have you or any member of your staff working on this project had any previous employment (staff or contractor) with E-Factor Group Limited	
Do you have a financial interest in E-Factor Group Limited?	
Are you a member of any professional bodies, special interest groups or mutual support organisations that are linked to E-Factor Group Limited?	
Do you have any investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests with E-Factor Group Limited	
Have you/your Company offered any gifts or hospitality to any staff members of the E-Factor Group Limited in the last twelve months and was it declined or accepted?	
Are you aware of any other conflicts that are not covered by the above?	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on any change in supplier or sub-contractor for the duration of this tender.

Signature:

Date:

Company Name:

Position:

Original copies of this document to be kept with EOI Returns or quotes E-Factor Group Limited Team and made available for audit by request to the MD.

Appendix B: Due Diligence

1.1 Supplier Details		
Full name of the Supplier completing the EOI		
Registered Company Address		
Registered company number		
Registered charity number		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status	Public limited company	
	Limited company	
	Limited liability partnership	
	Other partnership	
	Sole trader	
	Other (please specify)	
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	Voluntary, Community & Social Enterprise (VCSE)	
	Small or Medium Enterprise (SME)	
	Sheltered workshop	
	Public service mutual	

1. 2 Bidding Model

Please mark 'X' in the one relevant box below to indicate whether you are;

MODEL A)

Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself

MODEL B)

Bidding as a Prime Contractor and will use third parties to deliver some of the services

If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

MODEL C)

Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services

If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

MODEL D)

Bidding as a consortium but not proposing to create a new legal entity.

If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.

Please note that the Group may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.

MODEL E)

Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).

If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix.

Relevant experience and contract examples

Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to the Group's requirement. Contracts should have been performed during the past three years.

The name customer contact provided should be prepared to provide written evidence to the Group to confirm the accuracy of the information provided below.

Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).

Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.

Contract 1

1	Name of customer organisation	
2	Point of contact in customer organisation	
	Position in organisation	
	E-Mail address	
3	Contract start date	
	Contract completion date	
	Estimated Contract Value	
4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market	

Contract 2

1	Name of customer organisation	
2	Point of contact in customer organisation	
	Position in organisation	
	E-Mail address	
3	Contract start date	
	Contract completion date	
	Estimated Contract Value	
4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market	

Contract 3

1	Name of customer organisation	
2	Point of contact in customer organisation	
	Position in organisation	
	E-Mail address	
3	Contract start date	
	Contract completion date	
	Estimated Contract Value	
4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market	

If you cannot provide at least one example of questions 1 to 4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start up.

To comply with the Public Contract Regulations 2015 the Group only requires the following questions to be answered (self-certify). You do not need to provide evidence at this stage. Checks against each module will only be carried out on the winning supplier/contractor at award stage.

Insurance

1	<p>Please self – certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer’s (Compulsory) Liability Insurance = £10M minimum</p> <p>Public Liability Insurance = £10m Minimum</p> <p>Professional Indemnity Insurance = £2m</p>	<p>Yes</p> <p>No</p>
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Environmental Management

1	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or Group (including local Group)?</p> <p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Group will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last three years, unless the Group is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<p>Yes</p> <p>No</p>
2	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<p>Yes</p> <p>No</p>

Compliance with equality legislation

<p>For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please self – certify</p>		
1	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?</p>	<p>Yes No</p>
2	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Group’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<p>Yes No</p>
3	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<p>Yes No</p>

Health & Safety

1	Please self-certify that your organisation has a Health & Safety Policy that complies with current legislative requirements.	Yes No
2	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Group will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Group’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	Yes No
3	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes No

Quality Assurance

1	Does your organisation have established quality management systems for the delivery of your services? Are there any accreditations held? Please detail:	Yes No
2	Does your organisation have established systems in place to collect and act upon feedback from external sources?	Yes No
3	<p>Would all personnel used to fulfil any contracts agreed with E-Factor Group Limited be direct employees of your organisation?</p> <p>If No please describe any arrangements that may be made to fulfil the quality requirements.</p>	Yes No

Timescale Compliance

1	Will your organisation be able to start the project on the anticipated start date of September / October 2019 – If no, please specify.	Yes No
2	Based on the drawing provided, will your organisation be able to achieve the planned completion date of February / March 2020? If no, please specify expected completion timescale.	Yes No

For the above questions the Group will maintain the Public Contract Regulations 2015 and undertake 'self –cleaning' as follows;

Any Supplier/contractor that answers 'Yes' to questions Insurance/Equality/Environmental & Health & Safety should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self cleans" the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the Group in each case.

If such evidence is considered by the Group (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

- Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- Clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- Taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Group to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

Appendix C: Selection Criteria Scoring

Score	8	5	3	0
1. Financial	(N/A until Tender Stage)	(N/A until Tender Stage)	(N/A until Tender Stage)	(N/A until Tender Stage)
2. Financial Information	Excellent financial records and credit rating, and up to date accounts submitted.	Good financial records and good credit rating.	Average credit rating/advised to proceed with caution.	Poor or suspended credit rating.
3. Insurance <i>If answered no to this section you will be automatically excluded</i>	Pass/Fail			
4. Competencies	(N/A until Tender Stage)	(N/A until Tender Stage)	(N/A until Tender Stage)	(N/A until Tender Stage)
5. Contractual compliance	Recent contracts are listed which are relevant and their size indicates capability of compliance. Has Significant relevant experience and full appropriate certifications for the Security Project	Recent contracts are listed which are partly relevant and/or their size partly indicates capability of compliance. Has some relevant experience and full appropriate Certifications for the Security Project	Recent contracts are listed which partly relevant and/or their size partly indicates of compliance. Has little relevant experience but has some certification for Security Project	No relevant contracts listed. or lacks appropriate certification for Security Project
6. Quality Assurance	Organisation has excellent robust quality procedures in place as evidenced by holding relevant Accreditations for its QMS and answered 'yes' to all 3 questions.	Organisation has internal but not accredited QMS and answered 'yes' to all 3 questions.	Organisation answered yes to questions 1 and 2.	Organisation has little or no quality management systems in place.

7. Health & Safety <i>If answered yes to H&S Qu 2 or no to Qu 3 your organisation may be automatically excluded</i>	Pass / Fail			
8. Equality <i>If answered yes to Equality Qu 1 or 2 or no to Qu 3 your organisation may be automatically excluded</i>	Pass / Fail			
9. Environmental Compliance <i>If answered yes to Environmental Qu 2 or no to Qu 3 your organisation may be automatically excluded.</i>	Pass / Fail			
10. Timescale Compliance <i>If answered 'No' to Timescale Qu 1 or 2 your organisation may be automatically excluded.</i>	Pass / Fail			
Standards and Services Questions				
1. Evidence of an understanding of the technical and building requirements	(N/A until Tender Stage)			
2. Suitability of proposed methodology	(N/A until Tender Stage)			
3. Capacity to meet the delivery timescales of the project	(N/A until Tender Stage)			
4. Skills and experience of the delivery team	(N/A until Tender Stage)			

Scores will then be collated and discussed by the selection group to evaluate the proposals.