



Ealing Council

The construction and erection of two modular – built houses

at

**117 Mansell Road,
Greenford**

Part A1 - Invitation to Tender and Tender Instructions

PART 1

INVITATION TO TENDER

1.1 Introduction

The Council of the London Borough of Ealing (“the Council” or “Ealing”) invites you to tender for the manufacture and erection of two modular – built homes on land at 117 Mansell Road in Greenford UB6 9EH

This tender pack comprises:

- An invitation to tender and instructions (this document Part A1);
- A form of tender (Part A2);
- A specification of works and and procing schedule (Part B)
- A form of contract and contract amendments (Part C)
- A quality & technical questionnaire (Part D)
- A tender return label;
- Appendix 1 – Planning approval – PP 2015/5023
- Appendix 2 – Planning drawings: PA01 – PA05
- Appendix 3 – LBE design guide for housing
- Appendix 4 – site topographical survey.

Please read all documents carefully and ensure that you are understand all that is required before starting to draft your tender

1.2 Acknowledgement of Invitation to Tender

If you are intending to submit a tender you are requested to notify the Council using the contact e-mail address so that we can advise you of any changes or updates during the tender period.

1.3 The Project

The project is the construction of two new Council homes on land at 117 Mansell Road in Greenford. A purpose of this project is to explore the issues, benefits and drawbacks of using modular off-site construction for the provision of Council Housing in an urban environment.

The requirements of the project are set out are set out in Part B - Specification of Works and Services in this tender pack.

1.4 Terms and Conditions of Contract

The conditions of contract for the services will be those set out in in Part C - Form of Contract of this tender pack.

You should note that, until the formal contract documents are executed by both parties, the Council reserves the right to terminate the tender procedure and / or to eliminate

anyone from the competition. Anyone providing a quotation who attempts to negotiate changes to the terms and conditions of contract after the latest date for submission of tenders will immediately be eliminated from the competition.

1.5 Your tender

Please read the instructions to bidders, **in Part 2 of this document**, carefully. They tell you in detail what you have to do to submit a tender for the proposed contract. If you do not comply fully with the instructions to tender, there is every chance that your tender will be rejected outright by the Council and will not even reach the evaluation stage.

2.0 TENDER EVALUATION

2.1 The tender evaluation comprises four Steps:

- i Checking for validity and completeness;
- ii The Quality Assessment
- iii The Price Assessment
- iv Calculation of the most economically advantageous quotation

2.2 Ealing Council does not bind itself to accept the lowest or indeed any tender, but is looking for the most economically advantageous tender.

2.3 Tenders, which, after clarification with the Bidder, are deemed to be abnormally low, will be rejected.

Step 1 - Checking for Validity & Completeness

Validity

2.4 A valid Tender is one that is received in accordance with the Instructions to Tender. Tenders that do not satisfy this requirement may be rejected.

Completeness

2.5 The complete Tender shall include all documents required in accordance with the Instructions to Tender. Completeness will be established by checking against the checklist of all the financial and non-financial submissions required by the Tender Documents.

2.6 Tenders that do not satisfy this requirement may be rejected, however, where minor omissions can be rectified in accordance with any reasonable request made, incomplete tenders so corrected may be accepted at Ealing Council's sole discretion.

Step 2 – Quality Assessment

2.7 The quality assessment is an appraisal of the bidders answers to the questions asked in the Quality & Technical Questionnaire (Part E).

- 2.8 50% of the overall tender score is allocated to the Quality Assessment and this is sub-divided as follows:

Question	Score
Q1 – System	10
Q2 – Reference site	15
Q3 – Timetable	5
Q4 – Team	5
Q5 – Method statement	15
Total	50

- 2.9 Ealing Council's tender evaluation panel will assess the Bidders' responses to the questions and award a score out of 10 as defined in the table below.

Rating	Description	Score
Excellent	Meets the requirements of the criterion in a very full and comprehensive manner and exceeds some requirements	9-10 Points
Good	Generally satisfactory and meets the requirements of the criterion to the satisfaction of the evaluation panel	7-8 Points
Adequate	Satisfactory but with aspects which cause the evaluation panel concern because either the response is incomplete, or differs from the professional / technical judgment of the quotation evaluation panel on the requirements necessary to meet the criterion	4-6 Points
Inadequate	Indications that the response meets some of the requirements but either the evaluation panel has serious doubts about aspects of the response, or inadequate information has been provided	1-3 Points
Unacceptable	Little or none of the response is satisfactory, or little or no information has been provided	0 Points

- 2.10 **Bidders are required to achieve quality threshold of at least 30 out of 50 – any tender scoring less than 25 will be rejected.**

Step 3 – The Price Assessment

- 2.11 The Price Assessment will be carried out on all Bidders who pass the Quality Assessment Threshold as described above.

- 2.12 Each lot will be assessed separately.
- 2.13 50% of the overall tender score is allocated to the price assessment.
- 2.14 Ealing Council's tender evaluation panel will consider when evaluating Tenders whether in its opinion:
- each Bidder has allowed what Ealing Council considers to be sufficient resources within its price to perform the Contract to the standard required, and
 - The quoted price submitted by each Bidder are sufficient to support the levels of service and resource proposed by the Bidder in the information submitted with its tender.

Where Ealing Council is not satisfied that a tender satisfies these criteria, it will be rejected.

- 2.15 The score for price will be allocated in accordance with the following method:
- the lowest tender sum will be allocated full marks (50%)
 - the next lowest tender sum is divided by the lowest tender sum to calculate "X", then "50" is divided by "X" to calculate the price score for that tender;
 - this calculation is repeated for each of the subsequent tender sums .

Step 4 – Most economically advantageous tender

- 2.16 The tender that achieves the highest combined quality and price scores is the most economically advantageous tender and will be awarded a contract for the work, however the Council reserves the right to award none of the bidders.

3.0 Interpretation

Whilst the Council will use reasonable endeavours to ensure that the information given to those quoting by the Council is both accurate and complete, the Council does not warrant the same and in pricing your proposals or, if successful, in entering into the contract, you should not rely upon any representations made by or on behalf of the Council.

4.0 Confidentiality

All information supplied by the Council in connection with the Invitation to Tender must be treated as private and confidential. You must not disclose that you have been invited to tender or disclose details of any of the invitation to tender documents, other than on an “in confidence” basis to the professional advisers and insurers whom you need to consult for the purpose of preparing and submitting your tender. **If you disclose that you have been invited to tender or discuss your tender with anyone else, your tender will be automatically disqualified.**

5.0 Preparation of the Tender

It is your responsibility to satisfy yourself as to the accuracy and sufficiency of the price and all other information contained in your tender. You shall be deemed to have obtained for yourself all necessary information that might influence or affect your tender and to have included for all necessary equipment, materials, staff, facilities, time and anything else required for the performance of your obligations under the contract.

6.0 Rejection of tenders

Any tender that is conditional or is limited in any way may be rejected.

The Council is not bound to accept the tender or any tender.

The Council's purpose in inviting quotations for this contract is to establish an open, fair and transparent procedure that generates genuine competition between bidders and maximises value for money for the Council. Following the investigation by the Office of Fair Trading, the Council has become aware of certain anti-competitive practices prevalent in the construction industry. We do not know whether such practices have spread to other industries, but we must take steps to protect the Council's interests. Where anti-competitive practices result in the Council paying more than it should have done, the Council considers this to be a fraud on the people and communities of Ealing. Any tender will be rejected if the Council has reason to believe that the bidder :

- has directly or indirectly canvassed any member, officer, consultant or contractor of the Council concerning the acceptance of his quotation or award of the contract or has directly or indirectly obtained or attempted to obtain from any such person information about others quoting; or
- has communicated in any form with any former employee of the Council to obtain confidential information in connection with letting this contract; or
- has communicated to any other person the amount or approximate amount of the rates and prices shown in his quotation; or
- has entered into any agreement with any other person that one or other of them refrain from submitting a tender or that one or other of them will reduce or enhance the rates and prices to be shown in his quotation; or
- has paid or given or offered to pay or give any sum of money, inducement or valuable consideration either directly or indirectly to any person for doing or having done or causing or having caused to be done any act or omission in relation to any other tenderer or any other person's proposed quotation; or

The Council will not consider variant tenders.

7.0 Contact address

The contact for all enquiries concerning this Invitation to Tender should be by email to:

Robert Turner
London Borough of Ealing,
Perceval House, 4/SE/2
14-16 Uxbridge Road,
Ealing W5 2HL
e-mail turnerr@ealing.gov.uk
Tel 0208 825 5482

PART 2

INSTRUCTIONS TO TENDER

1.1 Tender Documents

Your tender must include the following documents:

- Completed Form of Tender;
- Completed Pricing Schedule;
- Completed Qualitative & Technical questionnaire.

You are responsible for obtaining all information necessary for the preparation of your Tender. You shall bear all costs, expenses and liabilities that you incur in connection with the preparation and submission of a Form of Tender.

You should visit the site to acquaint yourself with the nature of the works to be carried out, the approach to the site (and the nature of the existing structures), road conditions etc as no claims based on grounds of want of knowledge of the works involved will be recognised.

There are four parts to the Form of Tender. Each part must be completed in full, in ink and must be signed and dated by hand by people authorized to make the tender on your behalf

- Part 2 (the Acknowledgement and Undertaking) and Part 4 (the Statement of Interest) requires only one signature.
- Part 3 (the Offer) must be signed by two different duly authorised people.

Digital or mechanically produced signatures are not acceptable and will result in the Tender being rejected.

Your Form of Tender must be a paper document. It must include the green shading in Part 3 (the Offer), and shall be accompanied by the Pricing Schedule (Part D)

All prices must be inserted in ink. Any prices inserted in pencil will be deemed to be priced at a nil value. Any items not priced will be deemed to be included within the other amounts stated.

The quoted amount entered onto the Form of Tender shall be the sum of the individual amounts entered against the clauses in the Pricing Schedule in Part D, including the provisional sums, but excluding VAT.

Arithmetic errors will be checked as part of the clarification of tender, before evaluation. Obvious arithmetical errors that would reduce the price to be paid by the Council may be corrected but an arithmetical error that would result in the Council paying more will not be corrected. In such a case, the tenderer must stand by or withdraw their quote as submitted.

Your tender must be in English and priced in pounds sterling.

The Quality & Technical questionnaire (Part D) is where you can demonstrate your experience, skill and competence for the work on offer. This section accounts for 50% of the score, and you should answer the question as fully as is possible to demonstrate why you should be awarded the work.

You must submit **one** completed, signed and dated Form of Tender on paper. You may submit a digital copy (on a cd-rom) of any supplementary/supporting documents apart. **You must not attempt to submit any of your tender documents by e-mail or fax; any tender documents submitted by e-mail or fax will automatically be disqualified.**

1.2 Pre-render questions and bidder's proposed changes

If you have any questions concerning the interpretation of any of the invitation to tender documents, you should submit them in writing to the contact address (in Part 1, section 7 above) no later than **16:00 on Wednesday 1st of March**. The Council's response will be given in writing to all those who have indicated that they intend to submit a tender as soon as possible after submission, and in any event no later than **16:00 on Wednesday 8th of March**.

The Council will consider proposals for changes to the terms and conditions only provided these are made no later than 16:00 on Wednesday 2nd of March. Such proposals will be considered and, if agreed, will be circulated to all other invitees to tender. Please note that thereafter the Council will not consider any changes to the terms and conditions of contract. Tenders are therefore strongly advised to take any legal or insurance advice they feel necessary before this date.

1.3 Conditional or qualified tenders

Any tender that is expressed to be conditional or is limited **in any way** will automatically be rejected. Any tender that does not comply fully with these instructions to tender will automatically be rejected. Accordingly, you are strongly advised to obtain from the Council all the information you need in order to formulate your tender, well before the latest date and time for receipt of tenders.

1.4 Return of Tender

The Tenders must be returned to the Council in a plain, sealed envelope or package, bearing only the address label issued by the Council.

The address for deliver is :

The Director of Regeneration and Housing
London Borough of Ealing
14/16 Uxbridge Road (Staff entrance on Longfield Avenue)
London,
W5 2HL

The envelope or package must not bear any name or mark by which the tenderer may be identified. Any such received will be retained unopened until after tenders properly received have been opened and recorded. It will then be returned to the sender and will not be considered by the Council at all. This includes identification placed on the envelope or package by a franking machine, by a courier or by the Post Office. Accordingly, you are strongly advised to ensure that those responsible for dispatching and carrying your quote do not mark the tender envelope or package in any way that will identify you as the sender.

Tenders returned by hand (either in person or by a courier) must be delivered during normal working hours (09.00 – 17.00 Monday – Friday) to the staff entrance of Perceval House on Longfield Avenue, where the envelope or package will be endorsed with the date and time received. A dated and timed receipt will be handed to the delivery person on request. Tenders returned to any other Council location will not be endorsed or receipted and the Council gives no guarantee that they will be treated as having been received before the latest date and time for receipt of tenders.

1.5 Latest date and time for receipt of tenders

Tenders must be received by the Council **before 12.00 noon on Wednesday 15th of March 2017**

Any tender that is received by the Council after this time, **whatever the circumstances**, will be retained unopened until after tenders properly received have been opened and recorded. It will then be opened and may be considered by the Council if the Council is satisfied the the delay in deliver was a genuine, and that no advantage can have been obtained by late delivery

Any tender will automatically be disqualified, and any contract arising from a quotation will be terminated immediately and any losses to the Council arising from the termination recovered from the supplier, if the bidder tendering or anyone acting on his behalf (with or without his knowledge):

- offers or gives or agrees to give to any member or officer of the Council any gift, benefit or consideration of any kind or value as an inducement or reward with regard to the contract; or
- commits any offence under the Bribery Act 2010.

Note: The council is not bound to accept any or the lowest tender.