

**Minerva Learning Trust**

**Ref (MLT-019-Minor Works-Fire Doors-High Storrs)**

**Tender Submission**

Please complete the attached form. Please note that the PQQ should also have been completed, any requirement for additional documentation should be sent to procurement@minervalearningtrust,co,uk. Please specify in your communication the above reference at all time.

## Introduction

Minerva Learning Trust is a Multi Academy Trust that operates mainly in the Sheffield are. At the time of writing this document we sponsor 4 large secondary schools and 1 post 16 provider.

This document has been developed with our schools and Premises Teams.

*Buildings are compartmentalised to delay the spread of fire from one area to another. These compartments are usually linked by fire doors to allow the flow of traffic around the building. Fire doors have two important functions in a fire; when closed they form a barrier to stop the spread of fire and when opened they provide a means of escape.*

*A well-designed timber fire door will delay the spread of fire and smoke without causing too much hindrance to the movement of people and goods.*

*Every fire door is therefore required to act as a barrier to the passage of smoke and/or fire to varying degrees depending upon its location in a building and the fire hazards associated with that building.*

*The main categories of fire doors are FD30 and FD60 fire doors which offer 30 and 60 minutes fire protection.*

***Certification testing of timber fire doors.***

*To determine the FD rating of fire doors, the manufacturers have their fire doors assessed by subjecting them to a test procedure as specified in BS 476-22:1987 or BS EN 1634-1:2014. Tests are made on complete fire door sets: i.e. the fire door and door frame with all the requisite hardware (e.g. locks, latches, hinges, etc). The door set, as it is also known, is fixed in a wall representing its use in practice. The test procedure is fully described in the Standard and consists of exposing one face of the door to the heat conditions anticipated in a fire while observing the door for stability and integrity. The Standard requires the tests to be carried out with the upper part of the door under a small positive pressure, to simulate the conditions likely to occur in a fire. It also provides an objective method of establishing the loss of integrity of a fire door by the use of a combustible fibrous pad on the unexposed side of the door to see when it ignites. As a fire door should be tested from each side to establish its performance with either face exposed to fire conditions, two specimens are required. It is reasonable to assume that all fire doors and door frames manufactured to the same specification as the two specimen doors and frames will then achieve the same fire resisting properties.*

|  |  |  |
| --- | --- | --- |
| ***Fire resisting doors – door type for means of escape purposes*** | ***Integrity Minutes [1]*** | ***Stability Minutes [2]*** |
| *Half-hour fire-resisting* | *30* | *30* |
| *One-hour fire-resisting* | *60* | *60* |

*[1] Integrity failure is deemed to occur when cracks or other openings develop through which flames or hot gases can pass or when flaming occurs on the unexposed face.*

*[2] Stability failure is deemed to occur when collapse of the specimen takes place.*

*While fire doors are tested together with a fire door frame and certified as a*[***fire door set***](https://www.safelincs.co.uk/custom-30-and-60-minute-fire-doors-fd30-fd60/)*, it is common for fire door manufacturers to sell*[***certified fire doors***](https://www.safelincs.co.uk/fd30-single-fire-doors/)*by themselves for use with frames to be constructed by the installer from timber. The specification for the frame is either sent with the door or is available on the website of the relevant fire door certification scheme. These fire door leaf’s can also be used when replacing fire doors that have been damaged or where additional features such as vision panels are required etc. Fire door manufacturers also commonly send out fire door frames on their own with certification.*

*Fire doors with a rating in excess of FD6O are rarely used on escape routes or to protect people but may be found where the preservation of property is important e.g. data storage areas where documents cannot be removed in the event of fire. Some of these doors have the appearance of timber, but may be constructed with a mineral core. Expert assistance may be required to identify such door sets.*

*Fire Safety Advise Centre (*[*Fire Doors : Firesafe.org.uk*](https://www.firesafe.org.uk/fire-doors/)*) 25/2/2021*

## Standards

**British Standards**

The following is a list of documents relevant to timber fire doors. This is not an exhaustive list.

* BS 476: – 20: 1987 Fire tests on building materials and structures. Methods for determination of the fire resistance of elements of construction (general principles)
* BS 476 – 22: 1987 Fire tests on building materials and structures. Methods for determination of the fire resistance of non-loadbearing elements of construction
* BS 476: – 23: 1987 Fire tests on building materials and structures. Methods for the determination of the contribution of components to the fire resistance of a structure
* BS 476: – 31.1: 1983 Fire tests on building materials and structures. Method of measuring smoke penetration through door set and shutter assemblies – method of measurement under ambient temperature conditions.
* BS 8214:2016 Code of practice for fire door assemblies
* BS EN 1634-1:2014 Fire resistance and smoke control tests for door, shutter and openable window assemblies and elements of building hardware. Fire resistance tests for doors, shutters and openable windows which is an alternative for BS 476 – 22: 1987.

## Legislation

* The Regulatory Reform (Fire Safety) Order 2005 covers general fire safety in England and Wales
* H&S at Work Act 1974
* COSHH 2002.
* Management of Health and Safety at Work Regulations 1999.

**Process**

**About the process**

The Tender is being conducted under the Open procedure (non-OJEU) which means that it is a single stage process. This process is conducted in two parts:

* Part 1 – Selection Criteria. This is an evaluation of the capacity of Tenderers to meet the trust’s requirements. This includes Mandatory Requirements and Minimum Capacity Requirements.
* Part 2 – Award Criteria. This is an evaluation of the offers conducted to determine which is the most economically advantageous from the point of view of the contracting authority.

Submissions will be assessed by the evaluation team and decisions made at their discretion in accordance with the regulations.

Please read this documentation carefully before attempting to answer any questions. All parts of the ITT must be completed and supporting information and evidence must be supplied where appropriate or requested. Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, means that the Tenderer may incur a loss of points and may be disqualified from the process.

**Part 1 Selection Criteria**

Selection criteria will cover both financial and non-financial factors and will consider:

* Tenderer Information
* Grounds for Mandatory Exclusion
* Grounds for Discretionary Exclusion
* Economic and Financial Standing
* Technical and Professional Ability
* Modern Slavery Act

Unsatisfactory Responses and Disqualification

All responses will be checked to ensure that all questions have been addressed and that all documents requested have been attached. In the event that the Potential Supplier does not provide a positive response to one or more of the questions, or a detailed reason as to why a positive response cannot be given; MLT will either exclude the Potential Supplier from further participation in the tender process or, at its discretion, may seek clarification. In the case of the latter, a failure by the Potential Supplier to provide a satisfactory response within the deadline specified in the request for clarification may result in its disqualification from the tender process. When the Potential Supplier fail to provide documents where requested; MLT may either exclude the Potential Supplier from further participation in the tender process or, at its discretion, may make a further request for copies.

**Purpose**

The Selection Questionnaire is a self-declaration, made by You, that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (called self-cleaning).

**Mandatory Requirements**

The following Mandatory Requirements are treated on a pass or fail basis. Failure to complete these, or complete them satisfactorily, will result in disqualification; these include:

|  |  |  |  |
| --- | --- | --- | --- |
| Section No | Tenderer Selection Criteria - Mandatory Requirements | Total Maximum Points Available | Total Maximum Percentage Weighting Available |
| 1 | Contract Information | Pass / Fail | Pass / Fail |
| 2 | Potential Supplier Information | For information only | For information only |
| 3 | Person if Significant Control | For information only | For Information only |
| 4 | Grounds for Mandatory Exclusion | Pass / Fail | Pass / Fail |
| 5 | Grounds for Discretionary Exclusion | Pass / Fail | Pass / Fail |
| 6 | Economic & Financial | For information only | For information only |
| 6.1 | Financial Assessments / Credit Checks | Pass / Fail | Pass / Fail |
| 7 | Technical & Professional Ability | 15 | 100% |
| 8 | Insurances | Pass / Fail | Pass / Fail |
| 9 | Modern Slavery | Pass / Fail | Pass / Fail |

**Progression to Evaluation of Award Criteria**

Those Tenderers that meet the mandatory requirements of MLT in the Selection Criteria will have their responses to the Award Criteria evaluated.

**Part 2 Award Criteria**

Tenderers who meet the standards of the selection criteria will then have their bid scored against the award criteria, the following criteria will be used.

Price 70%

Customer Engagement 30%

MLT will evaluate the tenders based on the MOST ECONOMICALLY ADVANTAGEOUS TENDER (MEAT). The bid with the highest weighted score will be considered the MEAT.

**PRICE EVALUATION 70%**

All services will be scored in the following way

(Lowest Price Received / Price to be Evaluated) x % Weighting = Score

Eg

|  |  |  |  |
| --- | --- | --- | --- |
| Service | Supplier 1 | Supplier 2 | Supplier 3 |
| Service 1 (80%) | £10.00 | £12.00 | £9.00 |

Supplier 1 score is (£9.00/£10.00)x80%= 72%

Supplier 2 score is (£9.00/£12.00)x80% = 60%

Supplier 3 score is (£9.00/£9.00)x80% = 80%

**CUSTOMER ENGAGEMENT 30%**

Each question has been allocated a maximum points and percentage weighting. This is the following weighting for each section.

1. Service Delivery 10%
2. Technical Capability 10%
3. Sustainability 10%

Answers will be scored in the following way.

|  |  |
| --- | --- |
| **Score** | **Criteria for awarding score** |
| 0 | No response, or response shows an unacceptably poor level of understanding of the requirements, or completely fails to meet the required standard. |
| 1 | Response shows an inadequate understanding of the requirements, or substantially fails to meet the required standard, or is inconsistent with other proposals in several significant respects. |
| 2 | Proposal shows a satisfactory understanding of the requirements and meets the required standard in most material respects, but falls short of achieving the required standard in several respects or is inconsistent with other proposals in at least one significant respect. |
| 3 | Proposal shows a satisfactory understanding of the requirements and is consistent with other proposals and meets the required standard in most material respects, but falls short of achieving the required standard in one material respect. |
| 4 | Proposal shows a satisfactory understanding of the requirements, and is consistent with other proposals and fully meets the required standard in all material respects. |

**Abnormally Low Tenders**

If prices offered within the Pricing Schedule appear to be abnormally low in comparison to the prices of the other Tenderers then We will seek clarification from You.  You will be required to provide evidence that You can supply the services specified at the price quoted and that this price can be sustained. If you cannot provide such evidence or if the price quoted is below cost price then We will treat this as an abnormally low price and this will not be evaluated.

**Right to Consider Alternatives**

In the event that none of the responses are deemed satisfactory, MLT reserves the right to consider alternative procurement options.

**Evidence Required at Award**

The following evidence is required from the successful supplier, any award is subject to this information been provided, if you do not provide this information your bid will be re-evaluated which may result in the contract been awarded to another supplier

* Insurance Certificates
* Financial information if accounts cant be accessed
* Certificates to relevant awarding bodies.
* Enhanced DBS Certificate Numbers

**All enquiries relating to this Request must be forwarded in writing via email to procurement@minervalearningtrust.co.uk**

**To arrange site visits please contact smachin@minervalearningtrust.co.uk.**

Telephone enquiries to 0114 2838438 or 07309676332

Please note that responses to any queries or clarification requests maybe circulated to all Suppliers.

Minerva Learning Trust reserves the right to issue supplementary documentation at any time during the process to clarify any issue or amend any aspect of the ITT.

The trust reserves the right to cancel the process at any point. The trust is not liable for any costs resulting from any cancellation of this process nor for any other costs incurred by those quoting for this Contract.

**Tenders must reach us by 31st March 2021. Late bids will not be considered.** We reserve the right, both prior to and after the award of the contract, to inspect the validity of all information given, in order to substantiate the information detailed by a supplier.

Tenders will be assessed in strict accordance with the award criteria stated.

Tenders must be valid for acceptance for a minimum of 90 days from the process

## Pricing 70%

**SUPPLIER NAME xxxxxTYPE HERExxxx**

|  |  |  |
| --- | --- | --- |
| Question | Item | Price £ |
| For Information | ***Specification***  FD30 Doors with frame and glass panels, with fire and smoke intumescent seals in line with current British Standard regulations.  The door design is to be retained as much as possible to meet listed building planning regulations (Planning has been approved)  Approx Door frame sizes  Type 1 – 1670mm x 2120mm  Type 2 – 1690mm x 2750xx (with top light)  See photos below.  Door guard system to be fitted to each door to retain them in an open position, This must utilize the latest wireless communications technology integrated into the fire alarm system. |  |
|  |  |  |
| Timeline | **The trust are looking for the work to be carried out during the summer holidays 2021**  **19th July to 27th August 2021** |  |
| 1 | **Supply & Fit replacement Fire Doors at High Storrs School x21 as per latest standards and to specifications above.** | **£xxx** |

## Service Delivery 10%

Please complete the questions below

**Q9**

**Please describe how you will manage the project to ensure that the timescales and deadline can be adhered to, what sort of control do you put in place to measure the project progression. (Maximum 10 points)**

xxxxTYPE HERExxxx

## Technical Capability 10%

**Q12**

**Please provide details of your quality assurance systems and or any standards to which you company are certified or registered with. (Max 10 Points)**

xxxxxTYPE HERExxxxx

## Sustainability 10%

**Q14**

**Please demonstrate how your organisation will ensure commitment to environmental management considerations and compliance with all statutory environmental obligations in the delivery of these contract. Your response should include: (6pts)**

* **Initiatives You intend to employ to minimise or reduce adverse environmental impact incurred in delivery of this project, including reducing carbon in transportation.**
* **Your Organisation’s internal policies, processes and procedures in relation to environmental management including how they are regularly monitored and updated.**
* **Staff awareness and training**
* xxxxxTYPE HERExxxxx

**Q15**

**Please explain how your organisation quality manages its supply chain to ensure they meet your environmental policies. (4pts)**

xxxxxTYPE HERExxxxx