

**Scarborough TEC Skill Development Fund Project**

Invitation to Tender

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The TEC Partnership, formerly the Grimsby Institute Group, is one of England’s largest providers of further and higher education. With a rich history of developing innovative training and education solutions for the community, the Partnership comprises the Grimsby Institute, University Centre Grimsby, East Riding College, Scarborough TEC (formerly Yorkshire Coast College), Skegness TEC (formerly Lincolnshire Regional College), The Academy Grimsby and Career 6. More recently, it has expanded to offer exceptional training provision through National Employer Training and Modal Training. An Ofsted Outstanding provider, it has been awarded numerous accolades including TEF Silver, EdTech Demonstrator and Microsoft Showcase status, a 2019 Learning Technologies Award and two 2020 AoC Beacon Awards.

**Part A - Instructions to Tenderers**

Further to your Interest, **TEC Partnership** invite you to tender for the works described within this invitation to tender. The tender shall conform to the requirements set out in these documents and shall be **exclusive** of Value Added Tax (VAT).

Address all technical enquiries about the work and make arrangements to view and inspect the premises through the In-tend system.

Complete and upload one copy of;

1. The bona fide Tender Declaration (Appendix 1) which includes your costs broken down as requested.
2. A completed Conflict of Interest form regarding your proposed management team (Appendix 2)
3. Completed self-certification declaration (Appendix 3)

**All tender submissions should be made electronically through the In-tend system. Manual returns may be discarded and not considered.**

The whole tender must be received by **The TEC Partnership** no later than noon on **Monday 17th January 2022**

**The TEC Partnership** will not consider late, incomplete or faxed tenders.

**The TEC Partnership** shall **NOT** be bound to accept the lowest or any tender proposal.

**The TEC Partnership** does not accept any liability for any expenses incurred by any supplier in the preparation of tenders, portfolios or attendance at any meetings or presentations.

***Undertaking Of Confidentiality***

The **TEC Partnership** has appropriate technical and organisational measures to comply with the General Data Protection Regulation and Data Protection Act 2018. The information provided in a tender submission is only used for the purpose it is collected for to inform the evaluation and contract award process of this ITT.

The **TEC Partnership**undertakes its best endeavours to hold confidential, any information provided by you in your tender submission, subject to its obligations under law, including the Freedom of Information (FOI) Act.  **The TEC Partnership** excludes personal data submitted as part of a tender submission in an FOI response.  Should you wish any of the information supplied by you in your submission not to be disclosed because of its sensitivity, you must identify the information and specify the reasons for its sensitivity. The**TEC Partnership**will consult with you about this sensitive information before making a decision on any FOI 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.

Information on the successful contract award is held for 6 years following the end of the contract.  Unsuccessful submissions are held for 1 year after the commencement of the contract.

**Part B - The Process and Timetable**

Below are the key dates for the mini tender exercise and subsequent appointments:

* Tenders issued **14.12.21**
* **Date for final questions to be asked by 10.01.22**
* Tenders to be returned **17.01.22**
* Appointment of Contractor  **19.01.22**
* Commencement of contract **24.01.22**

Please note that all the dates referred to above are currently anticipated and may be subject to change.

**Part C - Selection Procedure**

TEC Partnership will be evaluating your responses and will appoint the tender based on the Most Economically Advantageous Tender (MEAT).

**Duration**

The tenderer shall be prepared to commence the service on **24.01.22** being the commencement date referred to in the contract conditions of the contract documentation.

**Part D - Standards & Services Required**

**Please read this tender document carefully and ensure that for all elements required you provide evidence or a statement to fulfil the requirements.**

As part of the National Skills Accelerator programme, funding through the Department of Education has been secured for this fiscal year to deliver a transformational programme of developments into Colleges to deliver technical training at levels 3 – level 5. The aspiration is to create new courses that deliver skills on automated systems, including modular or integrated solutions of technologies that allow us to teach a range of technical disciplines. The functionality required could be either practical working technologies, or simulators that will enable us to teach specific components of new Higher Education engineering courses.

We Currently have a range of Pneumatic & Hydraulics Mechatronic training systems and require modules that will work and integrate with existing systems to introduce Automated control and Industry 4.0

We require Learning Systems that must mimic typical Industrial Tasks to allow students, apprentices and SME’s to come and familiarise themselves with technology to aide them to upskill.

The grant is time bound to March 2022. So, suppliers must be in the position to commit to production and payment, with scheduled delivery dates within an acceptable timeframe around this deadline. This can include staggered delivery dates, if required.

**Technical Specifications**

We currently have Festo Pneumatic and Hydraulic work stations and modular production systems and need something that will be compatible to work with our existing equipment.

• Programming of industrial touch panels

• Integration of intelligent Sensors on IO-link basis

• Industrial communication protocols like OPC-UA

• New business models through industrial IoT retrofitting

Artificial Intelligence and Machine Learning using the example of image processing

• Networking of several stations in an MES environment

• HMI using the example of augmented reality and web interfaces

• Integration of RFID and network technology

• Manufacturing of customer

• Connection of web shops to production facilities

Indicative Budget

The total spend is anticipated to be approximately £130,000 ( inclusive of delivery, Training and VAT)

Training must be conducted on site with the ability to cater for up to 5 people, span over at least 10 days and be conducted over 18 months of delivery. The vender must be able to supply the entirety of the specification in one complete bid, detailing each product section subtotal.

The DfE grant funding is finite. We are following best value procurement on Find a Tender, in order to deliver best value for the public purse. While it is unusual to indicate a potential price, the intention is to provide an indication so that suppliers do not over-specify or submit tenders that do not match the utility and functions outlined in the specification. We will follow a staged procurement process that will allow opportunities for clarification, and we reserve the right to negotiate, or vary our purchase decisions, in accordance with objectives and limitations of the funding

Whilst every effort has been made to ensure that the tender specification and drawings match you are required to ensure that your price includes all the requirements of the tender drawings and the specification. Any queries should be addressed to Simon Gummerson, failing that your tender submission is taken as meeting the full requirements of both documents.)

Payment Terms – Prompt Payment

1. Where the Contractor submits an invoice to the TEC Partnership the TEC Partnership will consider and verify that invoice in a timely fashion.
2. The TEC Partnership shall pay the Contractor any sums due under such an invoice no later than a period of 30 days from the date on which the TEC Partnership has determined that the invoice is valid and undisputed.
3. Where the TEC Partnership fails to comply with paragraph 1 and there is an undue delay in considering and verifying the invoice, the invoice shall be regarded as valid and undisputed for the purposes of paragraph 2 after a reasonable time has passed.
4. Where the Contractor enters into a Sub-Contract, the Contractor shall include in that Sub-Contract:
5. Provisions having the same effect as clauses 1-3 of this Agreement; and
6. A provision requiring the counterparty to that Sub-Contract to include in any Sub-Contract which it awards provisions having the same effect as clauses 1-3 of this Agreement.
7. In clause 4, “Sub-Contract” means a contract between two or more suppliers, at any stage of remoteness from the TEC Partnership in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Agreement.

Further details can be found in our standard Terms & Conditions.

**Site Address**

*Scarborough TEC*

*Filey Road*

*Scarborough*

*North Yorkshire*

*YO113AZ*

**The Current Users**

**TEC Partnerships**

**Site Features**

**Site Features**

Live teaching and learning environments, offices and Halls of Residence across North East Lincolnshire, Lincolnshire, Hull, East Riding and North Yorkshire.

**Appendix 1 - Pricing Summary and Bona fide tender declaration**

I/We offer to provide the services as outlined in the Invitation to Tender for Skills Development fund Scarborough TEC.

I/We understand that **The TEC Partnership** is not obliged to accept the lowest or any tender.

I/We give below the proposed fees for the various stages of the project (exclusive of VAT) but inclusive of all costs relating to travel subsistence and all other disbursements.

**Expenses and Disbursements**

All expenses will be accounted for in your fee proposal. This is accordance with the original Framework Tender.

**Statutory Fees**

The College will pay all fees in respect of applications under Planning, Building Regulations and other Statutory requirements

***Please add in your pricing structure here***

**Declaration**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of…………………………………………………………(insert name of supplier).  I understand that the TEC Partnership may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.  I also declare that there is no conflict of interest in relation to the TEC Partnership’s requirement.  The following appendices form part of our submission;   |  |  | | --- | --- | | **Section of ITT** | **Appendix Number** | |  |  | |  |  | | |
| **ITT completed by** | |
| **Name** |  |
| **Role in organisation** |  |
| **Date** |  |
| **Signature** |  |
| **Email** |  |
| **Direct Tel No:** |  |

In submitting a tender, including the Pricing Schedules, for these works **The TEC Partnership** deems the tenderer to have agreed to be legally bound by the following declaration:

Recognising the principle that the essence of selective tendering is that the employer receives bona fide competitive tenders from all firms tendering, we certify that we will submit such tender, and that we will not fix or adjust the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we will not do at any time before the date for this tender to be submitted, any of the following acts:

1. Communicate to any person other than the person calling for our tender the amount or approximate amount of the proposed tender.

2. Enter into any agreement with or arrange for any other person to refrain from tendering, or indicate the amount of any tender to be submitted.

3. Reward, or promise to reward, any person for performing or causing any of the actions or effects described in 1 or 2 above.

In this declaration, the word ‘person’ includes any persons, bodies or associations, corporate or incorporate; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.

**Appendix 2 –Conflict of Interest**

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

The TEC Partnership 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 TEC Partnership, detailing the conflict below. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the TEC Partnership should not represent a conflict of interest for the Supplier.

|  |  |
| --- | --- |
| Category | *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.* |
| Have you or any member of your staff working on this project had any previous employment (staff or contractor) with Grimsby Institute of Further & Higher Education? |  |
| Do you have a financial interest in Grimsby Institute of Further & Higher Education? |  |
| Are you a member of any professional bodies, special interest TEC Partnerships or mutual support organisations that are linked to Grimsby Institute of Further & Higher Education? |  |
| Do you have any investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests with Grimsby Institute of Further & Higher Education? |  |
| Have you/your Company offered any gifts or hospitality to any staff members of the Grimsby Institute of Further & Higher Education 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.

Signed:………………………………………… Company Name:…………………………………………………

Position:………………………………………

Date:……………………………………………

*Original copies of this document to be kept with tender returns or quotes by the Purchasing Team and made available for audit by request to the Purchasing Manager*

**Appendix 3 – Due Diligence**

|  |  |  |
| --- | --- | --- |
| **1.1 Supplier Details** | | |
| Full name of the Supplier completing the ITT |  | |
| 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 | i) a public limited company | Yes |
| ii) a limited company | Yes |
| iii) a limited liability partnership | Yes |
| iv) other partnership | Yes |
| v) sole trader | Yes |
| vi) other (please specify) | Yes |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i) Voluntary, Community and Social Enterprise (VCSE) | Yes |
| ii) Small or Medium Enterprise (SME) | Yes |
| iii) Sheltered workshop | Yes |
| iv) Public service mutual | Yes |

|  |  |
| --- | --- |
| **1. 2 Bidding Model** | |
| Please mark ‘X’ in the relevant box to indicate whether you are; | |
| a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself | Yes |
| 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. | Yes |
| 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. | Yes |
| 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 TEC Partnership 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. | Yes  Consortium members  Lead member |
| 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 biding model using a separate Appendix. | Yes  Consortium members  Current lead member  Name of SPV |