

### **Introduction:**

Lancaster University is entering into a procurement process with the aim of establishing a Mechanical & Electrical Engineering Services Framework.

### **Intended tender method:**

The University has published this notice to invite interest in attendance of a “Meet the Buyer” day. The aim of the event is to give suitable suppliers an opportunity to engage with the University, find out about our upcoming requirements, and discuss aspects of the tender process and operation of the framework, prior to the publishing of a formal tender.

The formal tender document will follow in October 2019, the submissions to which will be used to establish a Lancaster University Framework for Mechanical & Electrical Engineering Services featuring the most appropriate suppliers.

### **Meet the Buyer Event:**

Will be at Lancaster University’s main campus on the morning of **Tuesday 17<sup>th</sup> September 2019**.

During the event, we will be looking to explore:

- Upcoming opportunities, and types and values of work packages.
- Standardised terms and conditions with a view to simplifying the language of the contracts utilising and increasing both parties’ ease of comprehension.
- A more comprehensive scope of services to avoid ambiguity and misunderstandings.
- A more flexible framework and call off procedures.
- Key themes of innovation, collaboration, and continuous improvement, in order to develop both new and existing business relationships.

If you are interested in a place on Lancaster’s future Mechanical & Electrical Engineering Framework, and believe your organisation can help us by providing a range of appropriate services, ***we would ask for a short paper (two pages max.) by Friday 6<sup>th</sup> September 2019 to Laura Ross ([l.v.ross@lancaster.ac.uk](mailto:l.v.ross@lancaster.ac.uk))*** describing what you can offer. Please confirm what, if any, specialisms you offer (e.g. acoustic engineering, fire safety engineering, etc). We are particularly interested in understanding your level of expertise in relation to building services engineering and energy services.

In addition, please provide two examples of relevant work you have done within the last 3 years.

Areas to consider include:

- The array and relevance of specialisms demonstrated
- The type of site / building involved and how this is comparable to Lancaster University
- The kind of customer, i.e. education institution

The examples should demonstrate your range of skill, and you should include contact details so that we may contact the customers in the examples for references.

Due to the unprecedented level of interest in our “Meet the Buyer” event, the decision has been made to invite only those suppliers who demonstrate the most relevant experience and deemed most suitable to fulfil the University’s requirements. Only those suppliers who we invite to the “Meet the Buyer” day will then be asked to bid for the formal tender.

