

# Invitation to Tender

**Title:** The Pirbright Institute Brooksby Building - SIL 1 Water Supply Shutdown System

**Project:** Brooksby Building

**Date:** 13 June 2023

**Procurement:** John Nixon

**Owner:** Andrian Harsono

**Client:** The Pirbright Institute

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## 1. Procurement Timetable

<b>Opportunity Notice Published through Contract Finder</b>	<b>13<sup>th</sup> June 2023</b>
<b>Invitation to tender uploaded to the Opportunity Notice</b>	<b>13<sup>th</sup> June 2023</b>
<b>Visits to site to be arranged through Andrian Harsono on <a href="mailto:andrian.harsono@pibright.ac.uk">andrian.harsono@pibright.ac.uk</a></b>	<b>28<sup>th</sup> June 2023 until 7<sup>th</sup> July 2023</b>
<b>Deadline for receipt of questions relating to the tender</b>	<b>14:00 3<sup>rd</sup> July 2023</b>
<b>Answers to questions circulated</b>	<b>14:00 5<sup>th</sup> July 2023</b>
<b>Tender submission deadline</b>	<b>14:00 11<sup>th</sup> July 2023</b>
<b>Notification of evaluation result</b>	<b>14<sup>th</sup> July 2023</b>
<b>Invite to present tender (top three scored submissions)</b>	<b>18<sup>th</sup> July 2023</b>
<b>Award of Contract</b>	<b>1<sup>st</sup> August 2023</b>
<b>Contract Commencement</b>	<b>1<sup>st</sup> September 2023</b>

## **2. About us**

The Pirbright Institute is a unique national centre that works through its highly innovative fundamental and applied bioscience to enhance the UK capability to contain, control and eliminate viral diseases of animals and viruses that spread from animals to humans. We thereby support the competitiveness of UK livestock and poultry producers, and improve the health and quality of life of both animals and people.

The Institute employs around 350 staff plus research students and visiting scientists, and has recently moved to one campus in Pirbright, Surrey, where investment by BBSRC has resulted in a redevelopment of the site and the construction of a high level containment facility – the BBSRC National Virology Centre: The Plowright Building and a SAPO level two facility, BBSRC National Vaccinology Centre: The Jenner Building

### **2.1 Our mission:**

To be the world's leading innovative centre for preventing and controlling viral diseases of livestock.

### **2.2 Our vision:**

Apply scientific research to prevent and control viral diseases, protecting animal and human health and the economy.

### **2.3 Our values:**

The Pirbright Institute and its staff takes pride in being a world-class organisation where knowledge, expertise, facilities, professional excellence and rigorous academic, biosafety and ethical standards combine to generate global health and economic impacts. Our values include:

**Passion** – for the highest quality standards, delivery and performance

**Reliability** – in everything we do - leadership, learning, biosecurity, problem anticipation and containment of unexpected events

**Innovation** – is the driving force behind our fundamental and applied science. Our work is positioned at the cutting edge of science to deliver solutions for global good

**Dignity and respect** – we respect and trust all in our diverse community

**Excellence** – we aim to deliver the best in all aspects of our work including health, safety, biosafety, scientific research, customer service and protecting the environment.

## **3. Specification**

Following a Layers of Protection Analysis (LOPA), The Pirbright Institute requires the design of a safety system that detects flooding of the drainage system in the building. The system subsequently responds by shutting down the building water supply system. As per Functional Safety standards IEC 61508 and IEC 61511, Pirbright requires this system to be reliable to Safety Integrity Level (SIL) 1. Safety Requirement System (SRS) attached at the back of this document for more detail.

Pirbright expects that the designer will have good awareness of the above-mentioned functional safety standards, and to be able to carry out their activities in adherence to the functional safety lifecycle phases as per IEC 61511. A non-exhaustive list of typical deliverables for such a project is as follows:

- Data sheets for all sensing elements (e.g., level switch), logic solvers and all final elements (e.g., valves)
- Bill of Materials (BoM) for all materials and accessories to be purchased
- Quotations for all required materials
- Functional logic diagrams (if required)
- I/O lists
- Functional Design Specifications (FDS)
- Loop diagrams
- Instrument wiring diagrams
- Electrical wiring diagrams
- Control panel layout and drawings
- Safety Integrity Level (SIL) Verification report
- SIL certifications for all relevant hardware (if available)
- Factory Acceptance Test (FAT) procedures
- Site Acceptance Test (SAT) procedures
- Safety Instrumented System (SIS) installation plan
- SIS validation plan
- Safety manuals
- Proof test procedure
- Spare parts list
- Assets' register ready for upload to Pirbright Computerised Maintenance Management System (CMMS).

In addition, Pirbright advises that cost proposals should consider the following:

- The contractor shall perform some project management services, such as attending weekly one-hour meetings to report on progress, to manage and own project action tracker sheets and to collaborate with relevant Pirbright personnel where their input is required.
- Contractor to update the SRS as and when the design evolves.
- Contractor to provide representation for Functional Safety Assessment (FSA) Stages 2 & 3. Pirbright approximates this to take two days for each FSA Stage - one day for the FSA and another day for answering queries and supplying documents.
- Contractor is highly likely to require some time to travel to site for site surveys to confirm wiring, installation locations etc. Pirbright advises ~5 days' worth of site survey time.
- Contractor to provide support as new signals are incorporated into Human Machine Interface (HMI) graphics in the Control Room. Pirbright advises ~5 days' worth of support time.
- Contractor to provide hourly rates for technical experts and other relevant personnel if additional hours are required.
- Contractor shall provide all approved document deliverables not only in PDF format, but also in their native files (e.g., MS Word, MS Excel, CAD) for future updates.
- Beyond design, contractor to provide installation and commissioning support during construction phase. Note that this Invitation to Tender (ITT) is ONLY for the design phase, and that construction will be covered under a separate ITT towards the end of the design phase.

#### 4. Scope of Works

The tenderers will need to be able to demonstrate the following:

- A track record of working with clients in the microbiology or biotechnology sector involving high Containment Level (CL) facilities.
- A track record of managing a multidisciplinary work force to complete medium-sized (up to £1 million) design and construction projects.
- A track record of successful installation and commissioning of safety systems as per IEC 61508/61511.
- Competency, expertise, and experience of personnel in Functional Safety and any other disciplines (e.g., instrument, control, electrical, mechanical, etc.) required to deliver this contract.

As part of the tender process, contact details will be taken up of three client referees in support of the points above.

#### 5. Tender Submission Requirements

Tenderers should submit the following information/documents as part of their proposal:

- Introduction to company.
- Examples (up to 3) of previously delivered projects of a similar nature.
- Details of the delivery team including previous experience in design and/or construction.
- Details of personnel's previous experience in the field of Functional Safety.
- Completed supplier pre-qualification survey (see appendix A).

#### 6. Tender Submission & Clarifications

Name	Position	Email & Telephone
John Nixon	Procurement Buyer	<a href="mailto:Procurement.department@pirbright.ac.uk">Procurement.department@pirbright.ac.uk</a>

All queries will be collated, and clarifications issued to all tenderers during the process.

Tender submissions to [PirbrightTenders@pirbright.ac.uk](mailto:PirbrightTenders@pirbright.ac.uk) only and by no later than **14:00 11<sup>th</sup> July 2023**.

#### 7. Evaluation of Tendering Responses

Once received, tenders will be evaluated by members of the PIRBRIGHT INSTITUTE Estates Management Services (EMS) and the Directorate of Risk and Assurance (R&A).

Tenders will be evaluated based on cost, commercial and quality aspects, and references will be sought where appropriate.

Evaluation will take the form of scoring via a scoring matrix see Appendix B.

Where required, clarifications will be sought by THE PIRBRIGHT INSTITUTE from tenderers to ensure scoring is fair.

Where tender contract price is deemed by THE PIRBRIGHT INSTITUTE to be abnormally high or low, they may be discounted from the competition and not taken through to the scoring stage of the tender. It will be at the discretion of THE PIRBRIGHT INSTITUTE whether clarification is sought for the abnormally high/low proposal. In the event that a tender submission contains other abnormal factors, clarification will be sought by THE PIRBRIGHT INSTITUTE. Should THE PIRBRIGHT INSTITUTE not be satisfied with the clarification response, they may disqualify the tender from the competition and no further evaluation/scoring will be conducted for the tender submission.

On completion of evaluation and scoring of tender submissions, where the highest scoring submissions are within 5% of each other, it will be at the discretion of THE PIRBRIGHT INSTITUTE to award the contract to the supplier they deem most appropriate for the contract provision.

The awarding committee will invite the top three scoring tenders to present their bids. The invitation to present will outline any additional questions the awarding committee has with regard to the tenders bid. The invitation will also include a brief on the information that the presentation should cover.

The Pirbright Institute intends to award any contract based on the most economically advantageous based on the award criteria provided as part of the tender documentation. The Pirbright Institute reserves the right to award all or none of the business described.

## **8. Proposed Contract**

Standard Terms and Conditions for the Purchase of Goods and Services

## **9. Confidentiality**

By submitting a tender proposal in response to this ITT the tenderer is agreeing to the following: All information supplied to you by The Pirbright Institute, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender Response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

You shall not disclose copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Customer Organisation has given express written consent to the relevant communication.

This ITT and its accompanying documents shall remain the property of The Pirbright Institute.

The Pirbright Institute reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the Customer Organisation. The Pirbright Institute further reserves the right to publish the Contract once awarded and/or disclose Information in connection with supplier performance

under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the Customer Organisation in accordance with such rights reserved by it under this paragraph.

The Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies, including the placing of contract award notices on the Contracts Finder database, apply to The Pirbright Institute (together the “Disclosure Obligations”).

You should be aware of The Pirbright Institute’s obligations and responsibilities under the Disclosure Obligations to disclose information held by The Pirbright Institute. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by The Pirbright Institute under the Disclosure Obligations, unless The

Pirbright Institute decides that one of the statutory exemptions under the FOIA or the EIR applies. If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, you must provide clear and specific detail as to:

- The precise elements which are considered confidential and/or commercially sensitive.
- Why you consider an exemption under the FOIA or EIR would apply.
- The estimated length of time during which the exemption will apply.

The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process you agree that The Pirbright Institute should not and will not be bound by any such markings.

In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that The Pirbright Institute accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to The Pirbright Institute, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to The Pirbright Institute on the basis that it may be disclosed under the Disclosure Obligations if The Pirbright Institute considers that it is required to do so and/or may be used by the Customer Organisation in accordance with the provisions provision of this ITT.

Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with The Pirbright Institute’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on The Pirbright Institute’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.



## **10. Appendices**

**Appendix A – Supplier Pre-Qualification Questionnaire**

**Appendix B – Pricing Schedule**

**Appendix C – Evaluation Scoring Matrix**

**Appendix D – Proposed Contract**

**Appendix E – Specification documentation, drawings (combined)**

**Appendix F – Form of Offer**

**Appendix G – The Pirbright Institute's use of animals in research**