

## Expression of Interest



**Title:** The Pirbright Institute – Modular Buildings 1 &2  
Roof covering replacements  
**Date:** 11/03/2022  
**Author:** John Nixon  
**Owner:** John Nixon  
**Client:** The Pirbright Institute  
**Version No:** 1

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## 1 Document History

### 1.1 Document Location

N:\Procurement\Private\EMS PROCUREMENT\The Pirbright Institute – Modular Buildings' roof covering replacements'\Contracts Finder Docs

### 1.2 Revision History

Version	Date	Details	Author
1	11/03/2022	First issue	John Nixon

Changes from previous version are highlighted yellow.

### 1.3 Approvals

This document requires the following approvals.

Name	Title	Issue Date	Version
Ben Williams	Property and Housing Manager	11/03/2022	1

### 1.4 Issue History

In addition to the approvers, this document has been issued to:

Name	Purpose	Date of Issue	Version
Contracts Finder	Expression of Interest	14/03/2022	1

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### **3 Introduction**

The Pirbright Institute (TPI) is inviting Expressions of Interest (Eoi) to tender for a project for works which comprises the over cladding of roofs to the two Modular Buildings 1 and 2 located at The Pirbright Institute, Ash Road, Pirbright, Surrey, GU24 0NF and providing minimum 10-year insurance backed warranty (including materials and labour).

#### **3.1 Document Purpose**

The primary purpose of this document is to provide potential suppliers with the information to allow them to submit their interest and capability to tender for the works.

#### **3.2 Contract Notice**

A notice for this contract was placed on Contracts Finder on the 14<sup>th</sup> March 2022 by TPI.

#### **3.3 Contract Type**

The contract will be based on the following model:  
JCT Minor Works Building Contract 2016 revision 1

### **4 Contract Scope**

The contract is the works described in this Specification comprises the over cladding of roofs to the two Modular Buildings 1 and 2 located at The Pirbright Institute, Ash Road, Pirbright,

Surrey, GU24 0NF and providing minimum 10-year insurance backed warranty (including materials and labour).

The full scope of work will be issued to shortlisted suppliers.

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## 5 Instructions to Tenderers

### 5.1 Location of Works

The works will take place at the following address:

The Pirbright  
Institute Ash Road  
Pirbright,  
Surrey GU24  
0NF

### 5.2 Pre-qualification questionnaire

All potential suppliers are required to complete a Pre-qualification questionnaire (PQQ) as an expression of interest and will be issued the invitation to tender (ITT) documentation should they be shortlisted following a shortlisting process.

### 5.3 Procurement Timetable

The timetable for this tender is anticipated as below:

**Requirement advertised on Contracts Finder by:** 14th March 2022

**PQQ to be submitted by:** 30<sup>th</sup> March 2022 by 4pm

**Shortlist tenderers and issue ITT by:** 7<sup>th</sup> April 2022

**Site Visit Period:** 26<sup>th</sup> - 28<sup>th</sup> April 2022 (by appointment)

**Tenders to be submitted by:** 6<sup>th</sup> May 2022 by 4pm

**Clarifications and tender evaluation period:** 9<sup>th</sup> - 20<sup>th</sup> May 2022

**Tender awarded by:** 25<sup>th</sup> May 2022

**Expected Contract Set up Period:** 11<sup>th</sup> - 22<sup>nd</sup> July 2022

**Expected Contract Start:** 25<sup>th</sup> July 2022

**Expected Works Completion:** 16<sup>th</sup> September 2022

### 5.4 Shortlisting of Tenderers

Shortlisting of potential tenderers will be performed by TPI project team.

The criteria of shortlisting will be based on the content of submitted PQQ documents.

Once the EoIs are received, TPI will make a qualitative assessment of the most appropriate suppliers to include in a shortlist and to whom TPI will issue a full Specification and model

Contract. TPI is under no obligation to inform the de-selected companies of the reasons for such de-selection.

## **5.5 EoI & PQQ Submission and Clarifications**

The TPI contact for queries and clarifications is the TPI Project Buyer:

John Nixon

[john.nixon@pirbright.ac.uk](mailto:john.nixon@pirbright.ac.uk)

01483 231411

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## **6 Appendices**

### **Appendix A – Pre-Qualification Questionnaire (PQQ)**