

# Fallowfield Loop Path Improvements

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## Invitation to Tender

July 2019



## About Sustrans

Sustrans is the charity making it easier for people to walk and cycle.

We are engineers and educators, experts and advocates. We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute.

Sustrans works in partnership, bringing people together to find the right solutions. We make the case for walking and cycling by using robust evidence and showing what can be done.

We are grounded in communities and believe that grassroots support combined with political leadership drives real change, fast.

Join us on our journey. [www.sustrans.org.uk](http://www.sustrans.org.uk)

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# **1 Instructions to Tenderers**

## **1.1 Introduction**

Persons proposing to submit a tender are advised first to read the Contract Notice and the contents of this document carefully to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their Tender is accepted.

The 'Instructions to Tenderers' (this Section 1) do not form part of any Contract.

Failure to comply with these instructions may lead to tenders being rejected. Tenderers should seek to clarify any points of doubt or difficulty before submitting a Tender. For this purpose contact should be made with Steven Best on 0113 245 0006.

## **1.2 Tender rules**

### **1.2.1 Collusive Tendering**

Any Tenderer who:-

- fixes or adjusts the amount of his Tender by or under or in accordance with any agreement or arrangement with any persons; or
- communicates to any person other than the Employer the amount or approximate amount of the proposed Tender except where the disclosure is made in confidence in order to obtain quotations for insurance necessary for the preparation of the Tender; or
- enters into any agreement with any person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or offers or agrees to pay or give, or does pay or gives, any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the services, any act or omission,

shall (without prejudice to any other civil remedies and without prejudice to any criminal liability which such conduct by a Contractor may attract) be disqualified.

### **1.2.2 Guarantees of Contract**

If the Contractor is a subsidiary Company within the meaning of Section 736 of the Companies Act 1985 it shall also provide a guarantee by its holding company or companies (as defined by the said Section 736) to secure the due performance by the Contractor of its obligations.

### **1.2.3 Period of Validity**

Tenderers are required to keep tenders valid for acceptance for a period of 60 days from the closing date of receipt of tenders.

### **1.2.4 Site Visits**

The site locations are publically accessible. Tenderers will be deemed to have inspected the site before submitting their tender. Accompanied site visits can be arranged if required.

## **1.3 Tender submission**

The Tender will be awarded under the NEC3 Engineering and Construction Short Contract (ECSC) form of contract. The formal tender offer shall therefore be made by completing the Contractor's Offer section of the Contract Data within the NEC3 ECSC document provided in Appendix A.

The Contractor shall provide the following documents with their Tender:

- Contractor's Offer
- Completed Price List
- Completed Health & Safety Questionnaire
- Outline Programme
- Outline Method Statement
- Examples of similar previous work
- Details of proposed sub-contractors, if any
- Insurance details confirming that the Contract requirements are met

Tenderers shall treat all tender documents as private and confidential. No alterations or additions may be made to the Contract Data or any other of the Contract Documents.

The tender must be submitted via the Contracts Finder portal:

Tenders are to be submitted no later than **12:00hrs (midday) on Monday 19<sup>th</sup> August 2019.**

## **1.4 Price List**

The price list is provided with key elements pre-populated with quantities. This is to allow for a more transparent 'like-for-like' comparison of tender price submissions. Contractors are requested to price against the items listed and also add any additional items they consider necessary to fulfil the brief.

## **1.5 Tender evaluation and award**

Tenders will be assessed on the basis of both quality and price. The contract will be awarded to the Tenderer submitting the most economically advantageous offer assessed on the basis of quality and price proposals.

Sustrans Ltd does not bind itself to accept the lowest or any Tender.

The amount of the successful Tender and the name of the Contractor may be published on the Contracts Finder portal. If in special circumstances a Tenderer does not wish details of his Tender, if successful, to be released he should notify his objections and reasons at time of tendering.

## **1.6 Clarifications**

Should there be any doubt or obscurity as to the meaning of the tender documents, or as to anything to be done under the Contract, or as to any other matter concerning the Contract, the Tenderer must contact the Employer. Requests for clarification can be submitted via the Contracts Finder portal or in writing by email to:

Steven Best – [steven.best@sustrans.org.uk](mailto:steven.best@sustrans.org.uk)

The deadline for submitting clarification queries is 12:00hrs (midday) on Friday 9<sup>th</sup> August 2019.

Clarification questions and answers may be made available for other tenderers to view via the Contracts Finder portal.

## 2 Contract Documents

The information contained within this Section forms part of the Contract.

### 2.1 Form of Contract

The form of contract for the works is:

The NEC3 Engineering and Construction Short Contract (ECSC) April 2013.

### 2.2 Contract Data

The Contract Data is enclosed in Appendix A.

### 2.3 Contractor's Offer

The formal tender offer shall be made by completing the Contractor's Offer section of the Contract Data.

The Tenderer is required to enter prices against the Price List section of the Contract Data.

### 2.4 Contractor Health and Safety Questionnaire

The Tenderer is required to complete the Contractor Health and Safety Questionnaire included in Appendix B.

This will be used to help assess the competence and health and safety arrangements of tenderers and will go towards the quality element of the tender evaluation.

### 2.5 Drawings

The contract specific drawings are listed in the table below and provided in Appendix C.

Drawing Number	Revision	Title
T137-YH-DR-WO1	-	Athol Road Access – Proposed Path Improvements
T137-YH-DR-WO2	-	Lindleywood Road & Kingsway – Proposed Path Improvements
T137-YH-DR-WO3	-	Abbey Hey – Proposed Path Improvements
SD/01	D	Standard DBM path cross section
SD/11	A	Filter drain

### 2.6 Specification

The overarching Specification for the Works will be the 'Specification for Highway Works', published by the Stationery Office (formerly HMSO) as Volume 1 of the Manual of Contract Documents for Highway Works.

## **Appendices**

## **Appendix A – NEC3 ECSC Contract Data**



## **Appendix B – Contractor Health and Safety Questionnaire**

## **Appendix C – Drawings**

## **Appendix D – Pre-Construction Information**

T137-YH-PC-01 Fallowfield Loop Path Surfacing Pre-construction Information, July 2019