**Invitation to Tender**

**Provisions of Air Handling Units and Stocksbridge High School Sheffield**

**MLT-125**

**TENDER CLOSING DATE: 12th April 2023**

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## About our trust

The Minerva Learning Trust was established in October 2014. Our vision is to provide outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the trust brought together four secondary schools to create a new partnership which will support the teaching and learning of around 5,000 pupils. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school. Our aim is for all schools within the Trust to become ‘Outstanding’.

The Trust ethos is one of collegiality which whole heartedly places pupils at the centre of the work we do. We are a recognised Academy Sponsor and consequently will engage with schools in difficulty giving the necessary level of support to bring about school improvement.

Our procurement strategy stipulates the following and suppliers will be expected in the tender documentation to evidence supporting these values:-

* *Ensure procurement supports the education and development of our pupils*
* *Achieve value for money*and economies of scale and terms that are favourable but maintain the quality standards
* *Source locally*where feasible andwithin the requirements
* *Procure in a sustainable way* given due consideration to the environment, social and economic factors
* *Equality and transparency*ofprocurement procedures
* *Professional conduct*during procurement activities should reflect the Trust’s Code of conduct

**In submitting a tender you are agreeing to the declarations at the bottom of this document Please ensure that you review these prior to submitting a bid document.**

* **Form of Tender**
* **Declaration of Bona-Fide Tender**

Please find enclosed in the Tender Documents the following additional information

* Specification
* Example Terms & Conditions

## About the tender process

The objective of this tender is to identify the most economically advantageous tender offer. The criteria by which this tender will be evaluated are detailed within this document.

This procurement process is a 2-stage approach as follows

Stage 1 – Business Criteria Pass or Fail

Stage 2 – Quality, Service and Price Evaluation

### Business Criteria

Bidders will be evaluated as follows

* Mandatory Exclusion Criteria
* Discretionary Exclusion Criteria
* Insurances
  + Employers Liability =£5m
  + Public Liability = £3m
  + Professional Indemnity = £2m

### Tender Bid

#### **Your submission document will be evaluated on the following basis**

#### **Price / Quantitative (50%)**

Please complete the pricing table in this bid document. An annual price per school is required and a rate per day for one person.

##### **Service Quality (Qualitative) 25%**

This will be based on written responses from the suppliers. The responses will be evaluated based upon the criteria set out in the tender and this area will look at the following

* Mobilisation.
* Quality assurance systems in place.
* Team structure and contract management.
* Dispute Resolution Response times / processes

##### **Technical Ability (Qualitative) 25%**

This will be based on written responses from the suppliers. The responses will be evaluated based upon the criteria set out in the tender and this area will look at the following

* Registrations / certifications to relevant professional or statutory bodies.
* Training and certification of staff.
* Capacity, size of team, ability to cover absences.

### Submission

**All enquiries relating to this Tender must be forwarded in writing via email to procurement@minervalearningtrust.co.uk**

Telephone enquiries to 0114 2838438 or 07309676332

Please note that responses to any queries or clarification requests maybe circulated to all Tenderers.

Minerva Learning Trust reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT.

The trust reserves the right to cancel the tender process at any point. The trust is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

The works are required as soon as possible

**Tenders must be returned via email to procurement@minervalearningtrust.co.uk**

**Tenders must reach us by 12th April 12pm. Late tender bids will not be considered. Failure to use the tender documents will invalidate the tender.** We reserve the right, both prior to and after the award of the tender, to inspect the validity of all information given, in order to substantiate the information detailed by a supplier.

Tenders will be assessed in strict accordance with the award criteria stated.

Tenders must be valid for acceptance for a minimum of 90 days from the tender closing date.

**References**

References provided may be taken up to assist with the decision-making process and to back up

## Tender Timetable

|  |  |
| --- | --- |
| Invitation to tender | 15/03/2023 |
| Site Visits | 16/03/2023 - 31/03/2023 |
| Last date for clarifications | 6/4/2023 |
| **Tender closing date 12 noon** | 12/04/2023 |
| Tender opening and assessment | 13/04/223 |
| Award contract | 14/04/2023 |
| Mobilisation Meeting | w/c 17/04/2023 |
| Contract start date | ASAP |

**Dates may be subject to change.**

## About the Provision

See the specification document

## Bid Format

Please provide in your bid a breakdown of prices as follows exclusive of VAT.

1. **Price**

|  |
| --- |
| **Work Required** |
| Remove and re-install Air Handling Units |
| Labour |
| Materials |
| Skip & Waste Transfer |
| Scaffolding |
| Insulation |
| Commissioning |
| Other (Please explain) |
| TOTAL CONTRACT PRICE |

Pricing will be assessed in the following way.

(Lowest Total Cost / Cost to be Scored) x % Weighting = Final Score

Please ensure your bid addresses the questions regards service and technical ability below.

### Service Quality (Supplier to respond)

How will you approach the contract management?

(Mobilisation, Quality Assurance Systems, processes and procedures, team structure, dispute resolution, response times, other services available)

### Technical Ability (Supplier to respond)

What technical ability do you offer that will fulfil this contract but also add value to the contract.

(Registration / certification to relevant professional or statutory bodies, Evidence of work on similar projects/contracts, training and certification of staff, capacity, size of team, ability to cover absences)

**Question 2 and 3 above will be evaluated as follows**

|  |  |
| --- | --- |
| **core** | **Criteria for awarding score** |
| 0 | Major Concerns.  The tenderer has failed to address the questions submitted, a nil response or any element of the responses gives a cause for major concern that the requirements will not be met |
| 1 | Unsatisfactory.  The Tenderer has provided a minimal response addressing some of the requirement with very little detail. The response provided does not provide full confidence that the requirements can be met. |
| 2 | Acceptable.  The Tenderer has provided an acceptable response addressing some of the requirement with partial detail. There are a few concerns about whether or not the requirements can be met, which requires further clarification |
| 3 | Satisfactory.  The Tenderer has provided a satisfactory response addressing most of the requirements in sufficient detail, providing confidence that most requirements can be met |
| 4 | Good.  The Tenderer has provided a strong response addressing most of the requirements in detail, providing confidence that the requirements can be met in full. |
| 5 | Excellent.  The Tenderer has provided a thorough response, addressing ALL requirements in extensive detail, providing confidence that the requirements can be met in full, with added value solutions. |

## FORM OF TENDER (In submitting I agree that)

To: **Minerva Learning Trust**

Dear Sir / Madam

1. I/we have read the information provided in your Invitation to Tender and, subject to and upon the terms and conditions contained therein, I/we offer to supply the services described in the said tender documents in such manner as may be required.

2. Terms and Conditions: I/we agree that this tender and any contract which may result there from shall be based upon those included in the Invitation to Tender Pack.

3. The prices quoted in this Tender are valid for acceptance for 90 days from the final day for submission of Tenders and I/we confirm that the terms of the Tender will remain binding upon me/us and may be accepted by you at any time before that date.

4. Law: I/we agree that the construction, validity, performance and execution of any contract that may result from this Tender shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.

5. I/we agree to bear all costs incurred by me/us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me/us prior to the award of any contract.

6. I/we agree that any other terms or conditions of the agreement or any general reservation which may be printed on any correspondence emanating from me/us in connection with this tender, shall not be applicable to this Tender or Contract.

## DECLARATION OF BONA FIDE TENDER

1. We certify that this is a bona fide tender, and that we have not fixed or adjusted 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 undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.

b) Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.

c) Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to any other tender or proposed tender for the said work any act or thing of the sort described above.

2. We further certify that the principles described in paragraph 1 above have been, or will be, brought to the attention of all sub-contractors, suppliers and associate companies providing services or materials connected with the tender, and any contract entered into with the sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word “person” includes any persons and anybody or association, corporate or otherwise; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

4. I confirm that I accept any breach of the conditions of this Declaration of Bona Fide Tender will inevitably lead to the termination of the agreement by Minerva Learning Trust