

Invitation to Tender Requirements

For

Roof Replacement works and extension



To

Ecole André Malraux
44 Laurie Road
Hanwell
London
W7 1BJ

April 2017

1.0 Instructions to Tenderers

- 1.1 The Lycée Français Charles de Gaulle ("the School") invites you to Tender for the contract for the Roof Replacement works and extension at Ecole André Malraux.
- 1.2 In accordance with the Tender & Contract Documents comprising:
- 1.3 The Instructions to Tenderers
- 1.4 The Specification
- 1.5 Form of Tender

2.0 Acknowledgement of Invitation to Tender

- 2.1 Tenderers are requested to acknowledge receipt of this Invitation to Tender and return an email to the attention of Justine Parè, quoting 'Ecole André Malraux' and TENDER ACKNOWLEDGEMENT in the subject line.

travaux@lyceefrancais.org.uk

3.0 The Project

- 3.1 The works comprise of the replacement of all roof coverings to the André Malraux school, excluding two small pods. This includes replacement of roof lights and in some instances their removal. The works also include for a small extension to the East of the Primary School Building.

4.0 The Contract

- 4.1 The School's requirements for the works are set out in the specification. The School will not consider variant Tenders.
- 4.2 The conditions of contract will be the JCT Intermediate Building Contract 2016.
- 4.3 It should be noted payment terms will be 30 Days. There may also be other minor amendments to the Contract which will be discussed with the successful contractor.

5.0 Your Tender

- 5.1 Please read the Instructions to Tender carefully. They tell you in detail what you have to do to submit a Tender for the proposed contract. If you do not comply fully with the Instructions to Tender, there is every chance that your Tender will be rejected outright by the School and will not even reach the evaluation stage.

6.0 Clarification of Tenders

- 6.1 Once Tenders have been received and opened, and before evaluation begins, they will be checked to ensure that they comply with the Instructions to Tenderers, that they do not contain any qualifications or conditions and that they are clear and comprehensive. If the School needs to clarify any of these points, questions will be submitted in writing to the, Tenderer, who will also be required to respond in writing.

7.0 Evaluation Criteria

- 7.1 Tenderers are strongly advised to read all sections of this document.
- 7.2 The tenders will be evaluated in three stages against an Evaluation Model:
- Stage 1 – Eligibility and Financial Standing (Pass/Fail)
- Stage 2 – Price (60%)
- Stage 3 – Quality (40%)
- 7.3 These Stages are progressive and any Tender response not achieving the required (Acceptable) level in any Stage will not be evaluated in subsequent Stages.
- 7.4 The tables below capture the criteria that will be considered in evaluating tender responses in the above Stages.

8.0 Stage 1 – Eligibility and Financial Standing (Pass/Fail Section)

Tender Compliance	Information Included	Pass / Fail
Signed, dated etc. 'Form of Tender' document.	Yes / No	
Signed, dated etc. 'Certificate of Non-Collusive Tendering & Canvassing' document, included at the bottom of this document.	Yes / No	
Current insurance policy certificates or confirmation by Insurance Brokers showing that the required levels stated as a minimum are met, or signed undertaking to increase current levels of insurance to that required if successful at no additional cost to the tendered price.	Yes / No	
Company certificate of incorporation.	Yes / No	
2016-2017 audited Accounts showing Turnover, Balance Sheet, Profit & Loss Account, Director and Auditor Reports.	Yes / No	
If the submitted accounts are for a year ended more than 10 months ago, confirmation that the company as described therein is still trading and a statement of turnover since the last audited accounts.	Yes / No	
Within the last three years' confirmation that no claims have been logged against the company exceeding £10,000.00.	Yes / No	
Turnover exceeds £1.2m	Yes / No	
Company certificate for CHAS (The Contractors Health and Safety Assessment Scheme)	Yes / No	
Provide Hot works permit to work system to be used for project if successful.	Yes / No	

9.0 Stage 2 – Price – 60%

- 9.1 Once it has been determined that a Tender response is compliant and that the tendering organisation is legally eligible and has sufficient financial standing the evaluation process will continue.

The Tender Sums of those Tenderers that have achieved a Pass (i.e. Acceptable) in the Stage 1 evaluation will be evaluated as follows:

- 9.2 The Pricing Document forming the Submitted Tender Sum will be arithmetically checked. Any Pricing Documents that are incomplete, contain qualifications, exclusions of works, Tenderer inserted Provisional Sums or Provisional Quantities, or those that are considered not to have included and priced the whole of the Works may be excluded and not evaluated further.
- 9.3 The Weighted Price Score will be evaluated as follows:

Lowest Acceptable Tender Received x 100% x 60%

Acceptable Tender Sum 1

10.0 Stage 3 – Quality – 40%

- 10.1 Only those Tenders that have a mathematical chance of overtaking the lowest Acceptable Tender received will be evaluated against the Quality criteria. Tenders that do not achieve an Acceptable Initial (Weighted) Quality Score of 18% will not be progressed further in the evaluation process. If the lowest Acceptable Tender that meets the Quality Threshold, the next lowest Acceptable Tender that meets the Quality Threshold will be used to ascertain if any additional Tenders should be evaluated.
- 10.2 The responses to the Quality questions will be evaluated each on its own merit consistent with the evaluation criteria relevant to that section.
- 10.3 A predetermined group of individuals will be responsible for the evaluation of the Tender Quality Responses. This Evaluation Panel will evaluate on an independent basis, i.e. each will apply a single score for each response considered in isolation. The scores for each criteria will be averaged and the weighting applied to the average score. The total of all the weighted percentage scores will constitute the Initial Quality Score.

10.4 The Quality Scoring Criteria will be as shown below.

Points Awarded	Percentage of Score Awarded	Acceptability	Description
0	0%	Unacceptable	The information is omitted / no details provided.
1	20%	Poor	The submission does not address the question, or the Evaluator is not confident that the applicant has demonstrated relevant capacity.
2	40%	Fair	The submission is superficial and generic in its scope. The Evaluator has some reservations that the applicant understands the question and has demonstrated limited relevant capability.
3	60%	Satisfactory	The submission is compliant, realistic and achievable. The Evaluator is reasonably confident that the applicant understands the requirements covered by the question and has demonstrated some relevant capacity.
4	80%	Good	The submission is adaptable, robust and documented. The Evaluator is confident that the applicant understands the requirements covered by the question and has demonstrated substantial relevant capacity.
5	100%	Excellent	The submission is innovative and adds value which exceeds the Evaluators expectations. The Evaluator is completely confident that the applicant understands the requirements covered by the question and has demonstrated extensive capability.

11.0 Question 1 – 15%

- 11.1 Provide examples of similar projects undertaken within the last 3 years.
- 11.2 Provide contact details for clients for references.
- 11.3 Maximum one A4 page per project.

12.0 Question 2 – 15%

- 12.1 Provide a detailed programme showing each section / phase of works.
- 12.2 Where possible justify or better the contract periods stated within the specification.

13.0 Question 3 – 10%

- 13.1 Produce a logistics plan for the site, including security arrangements, compound design, storage of waste, storage of materials, delivery management, waste removal etc.

14.0 Interpretation

- 14.1 Whilst the School will use reasonable endeavours to ensure that the information given to tenderers by the School is both accurate and complete, the School does not warrant the same and in pricing your proposals or, if successful, in entering into the contract, you should not rely upon any representations made by or on behalf of the School.
- 14.2 Any questions about the Invitation to Tender or the procurement process should be submitted by email to nial.mckeown@consultconstruct.co.uk
- 14.3 If the School considers any question or request for clarification to be of material significance, both the query and the response will be communicated to all tenderers in a suitably anonymous form.
- 14.4 All submissions will be deemed to have taken account of any such clarifications / responses issued by the School. All responses received and any communication received from respondents will be treated in strictest confidence.

15.0 Clarification of Disclosure and Barring Service (DBS) checks

- 15.1 For the purposes of this contract the specific requirement for contractor's operatives to obtain DBS checks will apply for operatives and management staff remaining on site when the pupils return in September 2017.

16.0 Confidentiality

- 16.1 All information supplied by the School in connection with the invitation to tender must be treated as private and confidential. You **must** not disclose that you have been invited to tender or disclose details of any of the invitation to tender documents, other than on an “in confidence” basis to the professional advisers and insurers whom you need to consult for the purpose of preparing and submitting your tender. If you disclose that you have been invited to tender or discuss your tender with anyone else, your tender will be automatically disqualified.

17.0 Preparation of Tender

- 17.1 It is your responsibility to satisfy yourself as to the accuracy and sufficiency of the rates and prices and all other information contained in your Tender. You shall be deemed to have obtained for yourself all necessary information that might influence or affect your Tender and to have included for all necessary equipment, materials, staff, facilities and anything else required for the performance of your obligations under the contract.
- 17.2 Two hard copies of the tender submissions are to be returned to the below address by no later than Friday **26th May 2017** Tenders received after this date and time WILL BE AUTOMATICALLY REJECTED.

Completed electronic Excel Schedules (Sections 3, 4, 5 & 6) must also be submitted. If not submitted tenders WILL BE AUTOMATICALLY REJECTED.

TENDER DOCUMENTS

FAO Justine Parè
Lycée Français Charles de Gaulle
35 Cromwell Road
London
SW7 2DG

18.0 Rejection of Tenders

- 18.1 The School's purpose in inviting Tenders for this contract is to establish an open, fair and transparent procedure that generates genuine competition between Tenderers and maximises value for money for the School.
- 18.2 Following the investigation by the Office of Fair Trading, the School has become aware of certain anti-competitive practices prevalent in the construction industry. Where such practices result in the School paying more than it should have done, the School considers this to be a fraud.
- 18.3 Any Tender will be rejected if the School has reason to believe that the Tenderer:
- 1 Has directly or indirectly canvassed any member, officer, contractor or servant of the School concerning the acceptance of his Tender or award of the contract or has directly or indirectly obtained or attempted to obtain from any such person information about other Tenderers; or
 - 2 Has communicated in any form with any former employee of the School to obtain confidential information in connection with letting this contract; or
 - 3 Has communicated to any other person the amount or approximate amount of the rates and prices shown in his Tender; or
 - 4 Has entered into any agreement with any other person that one or other of them refrain from submitting a Tender or that one or other of them will reduce or enhance the rates and prices to be shown in his Tender; or
 - 5 Has paid or given or offered to pay or give any sum of money, inducement or valuable consideration either directly or indirectly to any person for doing or having done or causing or having caused to be done any act or omission in relation to any other Tenderer or any other person's proposed Tender; or
 - 6 Has committed any offence of corruption under the Bribery Act 2010.
- 18.4 The School will have no hesitation in reporting to the Office of Fair Trading when a Tender is rejected for any of these reasons.
- 18.5 Any Tenderer whose Tender is rejected for anti-competitive or corrupt behaviour will automatically be struck off the School's Approved List and will not be invited to Tender for any future School contracts.
- 18.6 For the avoidance of doubt, if a firm declines to Tender in response to an invitation, its opportunities to Tender for future contracts will not be affected. A firm which Tenders an inflated price with the intention of not being awarded the contract is likely to damage its chances of being invited to Tender for future contracts and risks being reported for anti-competitive behaviour.
- 18.7 Any Tender that is conditional or is qualified in any way (including by making assumptions) will be rejected.

Certificate of Non-Collusion

The essence of selective tendering is that the Employer shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, 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: -

- 1 Communicating to a person other than the person calling for these tenders the amounts 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;
- 2 Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- 3 Offering or paying or giving or agreeing 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 be done in relation to other tender or proposed tender for the said work any act or thing of the sort described above.

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

Signed:

Dated:

On behalf of:



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