**TENDER DOCUMENT FOR WINDOWS REPLACEMENT**

**FROM**

**St Stephen’s CE RSA Academy**

A picture containing diagram

Description automatically generated

**June 2022**

**Ref: CRST/SSF/ESTATES/2022-1**

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# Section 1 Project Timeline

|  |  |
| --- | --- |
| Issue Tender Documents | **23rd May 2022** |
| **Site Address** | **St Stephen’s CE RSA Academy**  Mabey Avenue,  Redditch,  B98 8HW  For site visit contact St Stephens First School - Office [office@ststephensfirst.worcs.sch.uk](mailto:office@ststephensfirst.worcs.sch.uk)  Phone : 01527 63911 |
| Clarifications | By 17:00pm on 10th June 2022 |
| **Submission of Completed Tender Documents** | **By 17:00pm on 14th June 2022** |
| Inform Successful / Unsuccessful Suppliers | 21st June 2022 |
| Formally Award Contract | 24th June 2022 |
| Work to be Carried out | July – August 2022, Summer Half Term |

**PLEASE NOTE:**

**Dates may be subject to change but will remain within agreeable requirements.**

# Section 2 Instruction to Suppliers

1. Introduction
   1. The enclosed tender provides information for consideration with respect to the **St Stephen’s** **CE RSA Academy**, at Mabey Avenue, Redditch, B98 8HW for Windows Replacement.
   2. The contract will be awarded is at a sole discretion of the St Stephen’s C E RSA Academy to the successful supplier of this tender. Subject to agreement of the parties and satisfactory performance by the tenderer.
   3. Suppliers are required to answer all applicable questions and include all documentation requested. The tender must be completed in English.
   4. The objective of this tender is to identify the most economically advantageous offer. Your proposal will be evaluated in accordance with the assessment criteria and absolute percentage weightings set out within this document.
   5. Original documents must not be included, as the Academy does not accept responsibility for returning them.
2. Mini Competition Return and Validity
   1. All enquiries relating to this tender must be forwarded in writing at [tender@centralrsaacademies.co.uk](mailto:tender@centralrsaacademies.co.uk)
   2. Completed tender documents must be returned at [tender@centralrsaacademies.co.uk](mailto:tender@centralrsaacademies.co.uk) by 17:00 on 14th June 2022. Late submissions will not be considered.
   3. In order to assist you in preparing your proposal a site visit has been arranged. Please contact St Stephens First School - Office [office@ststephensfirst.worcs.sch.uk](mailto:office@ststephensfirst.worcs.sch.uk) or Call 01527 63911
   4. The proposal shall be submitted on the basis that the offer in it shall remain in force for a minimum of six months from the date fixed for the submissions.
   5. In submitting the proposal, the supplier shall undertake that, in the event of the submission being accepted by the St Stephen’s C E RSA Academy, within fourteen days of being called upon to do so by the St Stephen’s C E RSA Academy representative, the supplier will execute a formal contract consisting of the contract documentation and until such date as the contract is executed this submission, together with the formal written acceptance of it by the Principal or Authorised Officer on behalf of the St Stephen’s C E RSA Academy, will form a binding agreement between the St Stephen’s C E RSA Academy and the supplier.
   6. Failure by the successful supplier to execute a formal contract within the time specified above will render the contract voidable at the option of the St Stephen’s C E RSA Academy at any time.
   7. Tenderers must complete and return the Form of Tender, Declaration of Bona Fide Tender and Conflicts of Interest Declaration.
   8. During the evaluation period, the Institution reserves the right to seek clarification from any or all of the Tenderers, to assist it in its consideration of their Tenders.
   9. All bidders for this contract opportunity are hereby notified that in the event of any merger or acquisition taking place during the term of this contract that results in additional business being awarded to the selected supplier in accordance with Regulation 72 of the Public Contracts Regulations 2015
3. Acceptance of Submission
   1. The St Stephen’s C E RSA Academy shall not be under any obligation to accept any proposal.
   2. The Academy shall not be under any obligation to accept the lowest proposal.
   3. Supplier must provide responses using the Tender Response Form. The Institution reserves the right to disqualify you if you do not submit your tender in a manner consistent with the provisions set out in Instructions to Tenderers, Specification, Terms and Conditions and the Tender Response Form.
   4. The St Stephen’s C E RSA Academy reserves the right to cancel the mini tender process at any point. The Academy 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.
   5. At no time should the supplier, prior to submitting or following the bid submission, communicate with any person within the Academy in the first instance. Failure to abide by this ruling could disqualify the supplier’s proposal from being considered.
   6. The St Stephen’s C E RSA Academy has no liability to settle any cost incurred by the supplier as a result of the tender procedure.
   7. Suppliers will be notified of the outcome of their submission at the earliest possible time.
   8. In case a submission appears to be abnormally low in relation to the services to be provided, the St Stephen’s C E RSA Academy will request a clarification in writing and/or explanation concerning its elements. The St Stephen’s C E RSA Academy reserves the right to exclude a submission, if after a verification process based on the explanations and evidence received it comes to the conclusion that the submission is abnormally low.
4. Pricing
   1. Tenderers must complete the Pricing Schedule to provide all of the obligations under the Contract. No claim for additional payment will be considered for items that have not been specified.
   2. All Prices shall be stated in pounds sterling and exclusive of VAT.
   3. If the St Stephen’s C E RSA Academy suspects that there has been an error in pricing of the proposal, the Academy reserves the right to seek clarification as it considers necessary from that supplier only.
5. Submission of Proposals
   1. In completing the submission documentation, the supplier shall prepare and submit its proposal giving due consideration to the entire submission package. The requirements for submission of proposals are that the supplier shall:
6. Complete and return the TENDER RESPONSE (See Section 5);
7. Comple and return the PRICE SCHEDULE (Section 6);
8. Complete, sign and return the FORM OF TENDER (See Appendix A);
9. Complete and return the DECLARATION OF BONA FIDE TENDER (See

Appendix B);

e) Complete and return the CONFLICT OF INTEREST DECLARATION FORM (See

Appendix C)

* 1. Any further supporting information you wish to provide should be provided in separate sections or appendices along with the following;

1. Copy insurance documentation demonstrating at least £5 million Employers Liability cover

and £5 million Public Liability cover.

1. Use of Submission Documents
   1. Invitations to submit a proposal must be treated as private and confidential. Suppliers must not disclose that they have been invited to submit a proposal or release details of the submission documents, other than on an “in confidence” basis to those who have a legitimate need to know, or to those professional advisers whom the supplier needs to consult for the purposes of preparing the submission.
   2. Any information given to the supplier by way of guide quantities, or any plan is only given as a guide. The supplier warrants that it has ascertained for itself the accuracy of the information. No claim against the St Stephen’s C E RSA Academy shall be allowed whether in contract or in tort or under the Misrepresentation Act 1967 or otherwise on the ground of inaccuracy.
   3. The copyright in this Mini Competition is vested in the RSA Academy. The Mini Competition may not be reproduced copied or stored in any medium without the prior written consent of the Academy other than for use strictly for the purpose of preparing a response to this Mini Competition.
2. Freedom of Information

Suppliers are requested to specify with reasons if any information contained in its submission is confidential. The Academy will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000.

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# Section 3 About the Academy

St Stephen’s CE RSA Academy is a proud distinctly Christian church school serving a diverse cultural community. Our curriculum is rich and exciting using our Christian values to guide learning. Our values ensure pupils learn to be honest, respectful citizens who care for one another and our planet. We share common values with the RSA and fit in well with the RSA’s commitments to the Arts, World Beyond School and good Mental Health. Our motto, Achieve, aspire and care for one another, is continually reiterated to encourage our children to achieve and flourish. We are a happy school with dedicated staff who work hard to meet the needs of all our pupils.

At St Stephen’s CE RSA Academy, we are committed to the Christian ethos – that every child is special in the eyes of God and we teach that all people should love, care for and respect one another and our planet.

We recognise that in order to lift pupils out of poverty for the future basic skills are crucial to their future employment opportunities. We want our pupils to have accessed a wide range of experiences and to be able to have the vocabulary to articulate their thinking in any given situation.

The use of Growth Mindset Principles encourages children to believe that they can achieve irrespective of any barriers to learning that may exist. The school uses rich text based sequences of learning, incorporating drama as a learning tool, to help to deliver an engaging, creative curriculum. This aids language development, which is a barrier for many of our children. Classes also use themes to ensure skills coverage in all the other curriculum areas, but also to practise their basic skills across a range of subjects.

The school uses KASE (Knowledge, Attributes, Skills and Experiences), introduced by the Central RSA Academies Trust, to embed and advance children’s learning, and Philosophy for Children to enhance oracy and critical thinking skills. The school is also part of the Central Maths Hub and uses ‘Maths No Problem’ (based on a Singapore maths programme), to extend pupils mathematical vocabulary and to enhance problem solving and reasoning skills. We follow a ‘teaching for mastery’ approach.

At St Stephen’s we want to foster a ‘love for learning’ that both challenges and excites pupils and prepares them for the future.

St Stephen’s work closely with Abbeywood First School, Sutton Park Primary RSA Academy, Ipsley CE RSA Academy, Church Hill Middle School, Arrow Vale RSA Academy and the RSA Academy in Tipton as part of the [**Central RSA Academies Trust**](http://www.centralrsaacademies.co.uk/).

**Address**: Mabey Avenue, Redditch, B98 8HW

**Website**: <https://www.ststephensfirstrsa.co.uk/>

# Section 4 Specification

Current Issue

The current external windows and doors are UPVC double glassed units which were installed over 40 years ago. The windows and doors to the front of the school leading into the Foundation stage Unit are particularly warn, malfunctioning causing health and safety and security concerns. The glass has become loose in areas and windows are particularly difficult to open. This has become more apparent due to windows needing to be open when complying with our covid health and safety guidelines. They also give an unappealing aesthetics with regards to first impressions of our school to visitors, which may deter potential recruitment, giving a feeling of lack of care, pride or and security.

Several windows have malfunctioned and are unable to be opened preventing full ventilation in the room. This having a negative impact on a child’s learning environment and health.

The sash windows are very heavy, stiff and difficult to open putting staff at risk of injury.

The windows and doors of the Foundation Stage Unit are a potential security risk to the school. Mechanisms have broken down and there is movement/play in the windows. The door has to be adjusted frequently for it to lock securely.

Solution we are looking for

All windows and doors identified to be replaced with energy efficient double-glazing, meeting building regulations of at least C rated. Installed with using multi point locks and hinge restrictors for added security.

|  |  |
| --- | --- |
| **Description** | **Items** |
| High level windows- replacement of glass units | 37 |
| Supply and fit replacement windows and doors to front elevation (Foundation Stage Unit) | 1 |

**It has been decided that for safety reasons, the opening windows should be at the top. Following options a or b, where the top panel opens and levers outwards.**

**Option a- Option b -**

**Foundation Stage Unit**



**Foundation Stage Unit office/quiet room**

A picture containing building, window

Description automatically generated A picture containing building, sky, outdoor, brick

Description automatically generated

**High level windows throughout the school**

A picture containing indoor, oven, stove, window

Description automatically generated A picture containing indoor, ceiling, window

Description automatically generated

A picture containing ceiling, building, window

Description automatically generated

# Section 5 Tender Response

**TENDERERS CONTACT DETAILS**

Please provide contact details for individuals responsible for this tender submission.

|  |  |
| --- | --- |
| **Main Contact** | |
| Name |  |
| Position |  |
| Company Name |  |
| Address |  |
| Telephone – Main |  |
| Telephone – Direct |  |
| Mobile |  |
| Email |  |
| Website |  |

# Section 6 Price Schedule

The tender response section of the mini-competition is worth **70%** of the overall score available to suppliers. Answers to the below questions must refer back to the specification provided to ensure they are relevant to this requirement.

**Detail Programme of Works**

|  |  |  |
| --- | --- | --- |
| **Works** | **Price** | **Proposed Delivery Date/Lead time** |
|  |  |  |
| **Grand Total** |  |  |

# We would need you to submit the safety certificates and window compliance documents.

# All windows to meet health and safety regulation and not have staff put at risk of injury by just trying to open or close them

# Section 7 Evaluation Criteria

This tender will be scored using the following award criteria:

|  |  |
| --- | --- |
| **Award Criteria** | **Original Tender Weighting** |
| **Pricing** | **70%** |
| **Quality/Safety/Delivery** | **30%** |

**SCORING METHODOLOGY**

Pricing

* The submitted contract price (based on our requirements) using the rates submitted in the pricing schedule will be ranked and points allocated in ascending order from a maximum of **70%** of the overall score. The lowest annual contract price submitted will be set as the maximum score from which we will calculate the relative percentage scores of all other tenderers’ bids.
* In case a tender appears to be abnormally low in relation to the services to be provided, **St Stephen’s CE RSA Academy** will request a clarification in writing and/or explanation concerning its elements. **St Stephen’s CE RSA Academy** reserves the right to exclude a tender, if after a verification process based on the explanations and evidence received it comes to the conclusion that the tender is abnormally low.

Non-Pricing

Scores under each Quality / Technical criteria will be awarded on the following basis:

|  |  |  |
| --- | --- | --- |
| **Assessment of Suitability** | | **Scoring** |
| **Excellent** | Fully meets requirements. Provided a clear & comprehensive response and evidence of expertise, experience and/or capabilities | **4** |
| **Good** | Meets most requirements. Provided a response which evidenced most of the requirements relating to expertise, experience and/or capabilities | **3** |
| **Marginal** | Meets some requirements. Provided a response which evidenced some of the requirements relating to expertise, experience and/or capabilities. | **2** |
| **Unsatisfactory** | Meets few requirements. The response did not demonstrate adequate levels of expertise, experience and/or capabilities. | **1** |
| **No Response** | | **0** |

# Appendix A FORM OF TENDER

To: St Stephen’s C E RSA Academy

Dear Sirs

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 180 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.

Signature:

Print Full Name:

Date:

In the capacity of:

*(Please state official position, eg. Director, Sales Manager, etc.)*

being a person duly authorised to sign tenders on behalf of:

Company Name:

Address:

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# Appendix B 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.

Signature:

Print Full Name: Date:

In the capacity of:

*(Please state official position, eg. Director, Sales Manager, etc.)*

being a person duly authorised to sign tenders on behalf of:

Company Name & Address:

# Appendix C CONFLICTS OF INTEREST DECLARATION

**Please complete Section A or B as appropriate  
  
Section A**

I/We warrant that:

* 1. There **would be no** conflict or perceived conflict of interest arising from any existing relationship that I/We might have and the members of staff involved in the conduct of the procurement procedure\*. If in doubt please declare. I/We acknowledge that a failure by us to declare a potential conflict of interest, which I/We should have reasonably known about, may result in our disqualification from the tender process or a termination of any contract awarded as a result of this tender process.

Name:

Position/Status:

Company Name:

Address:

Date:

**Section B**

I / We warrant that:

* 1. There could be a possible conflict or perceived conflict arising from any existing relationship that I/We might have and the members of staff involved in the conduct of the procurement procedure\*   
       
     Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract.

|  |
| --- |
|  |

Name:

Position/Status:

Company Name:

Date:

\*means staff members of the Institution, or of a procurement service provider acting on behalf of the Institution, who are involved in the conduct of the procurement procedure or may influence the outcome of that procedure.

# FREEDOM OF INFORMATION ACT

The Institution adheres to the Government’s Code of Practice on Access to Government Information, commonly known as Open Government. Under the Code of Practice, the Institution is obliged to provide details, upon request, regarding the expenditure of public money.

This may include, amongst other things, the disclosure of a winning tender price, the nature of the goods or services provided standards of service or performance and the tender evaluation criteria. If you wish your tender details to remain confidential, please signify on your tender return. (Subject to the public interest test)

For further information on the Freedom of Information Act 2000 please refer to the following guidance notes issued by the Information Commissioner, [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

FOIA Guidance Note 2 – Information provided in confidence

FOIA Guidance Note 3 – The Public Interest Test

FOIA Guidance Note 5 – Commercial