



**UK Centre for
Ecology & Hydrology**

UK Centre for Ecology & Hydrology
Maclean Building, Benson Lane
Crowmarsh Gifford, Wallingford
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United Kingdom

Telephone: +44 (0) 1491 838800
Main Fax: +44 (0) 1491 692424
www.ceh.ac.uk

Date: 14/10/2020

Dear Sirs,

Invitation to Tender for LANCASTER CLEANING SERVICES 2021-2025
Reference: FO108-20

The UK Centre for Ecology and Hydrology ("UKCEH") invites you to quote for the provision of **services** as detailed in the attached documentation:

0. This Invitation to Tender letter
1. Instructions for Tenderers
2. Invitation to Tender Questionnaire
3. Proposal for Sustainable Procurement
4. Specification / works information
5. Lancaster Site Plans
6. UKCEH Terms and conditions
7. Evaluation matrix
8. Form of tender
9. UKCEH Due Diligence Questionnaire

If you do not receive any of the documentation please contact the writer in the first instance.

Address for returning tender.

Your quotation must be received by UKCEH by email to procurement@ceh.ac.uk by 12:00 on 20/11/2020. It is the responsibility of all tenderers to ensure that their response is received no later than the appointed time. Bids received before that time will not be opened until the stated closing time. UKCEH may reject tenders received after that time.

Contract duration.

The contract duration is 2 years with a potential extension of 2 years (1+1).

UKCEH is not bound to accept the lowest priced or any quote and is not bound to accept the tenderer as sole supplier. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and your VAT registration number given.

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Format of Bids.

Tenderers should submit their bids in the following format:

1. ITT Questionnaire response including any requested attachments
2. Supplier Quotation with a break down of costs by year, including optional extension
3. Alternative bid(s). If offering alternative bids please use the same pricing schedule format.

Tender evaluation.

The quotation will be evaluated using the following criteria and weightings:

Evaluation Criteria	Weighting
Quality/Technical	40%
Price	40%
Sustainability	20%

By providing us with a quotation you agree to be bound by UKCEH's terms and conditions which will apply to any contract awarded.

Tender programme.

This programme is provisional and may be subject to change but will be adhered to by CEH as far as reasonably practical:

ACTIVITY	DATE
Advertisement date	14/10/2020
Start clarifications and site visit stage	19/10/2020
End clarifications and site visit stage	13/11/2020
Deadline for receipt of bids	20/11/2020
Shortlisted bidder presentations (maximum of 3 suppliers)	w/b 23/11/2020
Inform bidders of award	11/12/2020
Contract start date	01/02/2021

Enquiries and requests for clarifications or site visits should be sent to procurement@ceh.ac.uk with the ITT title and reference number in the subject line.

Please acknowledge receipt of this ITT and confirm if you intend to submit a bid.

Yours faithfully

UK CEH Procurement Function
procurement@ceh.ac.uk
01491 692253