



**UK Centre for
Ecology & Hydrology**

UK Centre for Ecology & Hydrology
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United Kingdom

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

Date: 21/01/2021

Dear Sirs,

Invitation to Bid for UKCEH Wallingford Cleaning (Lot A) and Security (Lot B) and Cleaning and Security Combined (Lot C) 2021-2025
Reference: FO107-20(A/B/C)

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 bid letter
1. Instructions for bidders
2. Invitation to Bid Questionnaire – Stage 1 and Invitation to Bid Questionnaire – Stage 2
3. Proposal for Sustainable Procurement
4. FO107-20 Specification Overview
5. Wallingford Cleaning Specification
6. Wallingford Security Specification
7. Wallingford Cleaning Contract Incentive Schedule
8. Wallingford Security Contract Incentive Schedule
9. NEC Terms and conditions
10. Evaluation matrix
11. Form of tender
12. Procurement Due Diligence Questionnaire
13. Pricing Schedule
14. Non-Disclosure Agreement
15. Wallingford site floorplans

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

This procurement is made up of three lots:

- Lot A – Cleaning
- Lot B – Security
- Lot C – Cleaning and Security Combined

Bidders must submit a bid for one lot only and must mark their response and any communications with the correct lot, e.g. for cleaning only the reference is 'FO107-20A'. When completing the Pricing Schedule, please use the correct Lot tab. Any other tab will be ignored if it is not referenced in the bid submission.

For current redacted TUPE information for cleaning on lots A or C, please complete the non-disclosure agreement and return to procurement@ceh.ac.uk. There is no TUPE requirement for Lot B only.

Address for returning responses



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Your response for Stage 1 must be received by UKCEH by email to procurement@ceh.ac.uk by 12:00 on 12/02/2021. It is the responsibility of all bidders to ensure that their response is received no later than the appointed time. Responses received before that time will not be opened until the stated closing time. UKCEH may reject bids 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 any bidder as the sole supplier.

Format of Bids.

Stage 1

Bidders should submit their bids in the following format:

1. Invitation to Bid Questionnaire – Stage 1 response including any requested attachments clearly marked in relation to the question to which they refer
2. Procurement Due Diligence Questionnaire, if applicable

Stage 2

During the Stage 2 negotiation period, the successful bidders will be invited to a virtual (or where possible, in-person) meeting with the evaluation team to discuss their bid and proposal for stage 2. During this meeting any questions or discussions held will not be shared with the other bidders.

Following this, bidders should submit their bids in the following format:

1. Invitation to Bid Questionnaire – Stage 2 response including any requested attachments clearly marked in relation to the question to which they refer
2. Pricing Schedule for relevant Lot

Bid evaluation.

The proposal will be evaluated using the following criteria and weightings during each stage:

Stage 1

Evaluation Criteria	Weighting
Quality/Technical	90%
Sustainability	10%

Stage 2

Evaluation Criteria	Weighting
Price	40%
Quality/Technical	50%
Sustainability	10%

Bidders who achieve a score of less than 3 during Stage 1 (see Evaluation Scoring Matrix) on any Quality/Technical or Sustainability question will not be asked to continue.

UKCEH intends to carry a maximum of 5 bidders through to Stage 2 but reserves the right to select fewer or more depending on the quality of responses.

By providing us with a bid you agree to be bound by the terms and conditions which will apply to any contract awarded.

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Procurement programme.

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

ACTIVITY – Stage 1	DATE
Advertisement date	21/01/2021
Start clarifications stage	25/01/2021
Start site visit stage	25/01/2021
End clarifications stage	11/02/2021
End site visit stage	11/02/2021
Deadline for receipt of Stage 1 responses	12/02/2021
ACTIVITY – Stage 2	DATE
Inform bidders of Stage 1 outcome	17/02/2021
Start negotiation period*	19/02/2021
End negotiation period*	04/03/2021
Deadline for receipt of Stage 2 responses	05/03/2021
Inform selected bidders of award	12/03/2021
10 day stand still period begins	15/03/2021
Contract starts	03/05/2021

*the negotiation period includes one meeting with the Wallingford Facilities leadership team and a further site visit if required, as well as an unlimited number of clarification questions.

Enquiries and requests for clarifications and site visit appointments (where indicated) must 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,
UKCEH Procurement Function
procurement@ceh.ac.uk
01491 692253