



Procurement
K2, Culham Science Centre,
Abingdon OX14 3DB

Tel: +44 (0)1235 466933
Facsimile: +44 (0)1235 466859
e-mail: paula.barham@ukaea.uk
www.uk-atomic-energy.org.uk

19th April 2017

Dear Sirs,

**INVITATION TO TENDER Ref: T/PB018/17
FOR THE PROVISION OF PROFESSIONAL ENGINEERING SERVICES**

On behalf of the United Kingdom Atomic Energy Authority (the *Purchaser*) I invite you to tender for the work as described in the attached documents.

Upon receipt and review of the invitation to tender please complete and return the attached form CL 976 to indicate whether or not you will be submitting a tender. If your decision is not to submit a tender we would really appreciate it if reasons for this decision are indicated upon the form.

If a completed tender is not being returned please ensure that all copies of the invitation to tender documents in your possession are destroyed and note particularly condition 13 of the Conditions of Tendering which covers the confidentiality of the information provided.

If you need further information, whether on technical or contractual issues use the format of the Information Request sheet attached to this letter and e-mail the query to me clearly indicating if you consider the issue to be of a confidential commercial nature. I need to receive information requests no later than 4 days before tenders are due. Please put only one query on each Information Request sheet. Additional information issued will be circulated to all tenderers, unless we agree that it is of a confidential commercial nature.

The enclosed Notes for Tenderers detail what you are required to include in your submission and the format and number of copies required. The enclosed Tender Return Label must be used for your tender submission.

Please note, the successful *Consultant* may be precluded from further involvement in associated packages of work.

Please complete and return by facsimile the contact information sheet nominating the person with whom the *Purchaser* should communicate during the tender period.

Yours faithfully

Paula Barham

Paula Barham
Procurement Department
On behalf of the United Kingdom Atomic Energy Authority



IMPORTANT - PLEASE COMPLETE AND RETURN AS SOON AS POSSIBLE

To: United Kingdom Atomic Energy Authority, Procurement,
K2/0/08, Culham Science Centre, Abingdon, Oxon.OX14 3DB
England.
e-mail: paula.barham@ukaea.uk
Facsimile Number 01235 466859

Invitation to Tender reference: **T/PB018/17**

Due for Return by 12:00 noon **Wednesday 3rd May 2017**
on:

We acknowledge receipt of the above referenced Invitation to Tender and

A* we confirm that we shall be submitting a Tender by the return date shown above.

OR

B* we do not wish to submit a Tender on this occasion and enclose all Tender documents uncopied. In summary, our reasons for not submitting a Tender are:

.....
.....

* *Please delete either A or B above*

Signed:Name:Date:

E-Mail:Position:

Telephone:Facsimile:

Company Name and Address:

.....

CONTACT INFORMATION SHEET

TENDER No T/PB018/17

Name of person who is
the main contact during the
tender period

.....

Address of contact

.....

.....

.....

.....

Telephone number of contact

.....

Fax number of contact

.....

e-mail address of contact

.....



**UK Atomic
Energy
Authority**

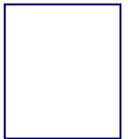
TENDER

Number: T/PB018/17

Due 12:00 hrs on Wednesday 3rd May 2017

To be used only for Return of Forms of Tender

**Paula Barham
Procurement
UK Atomic Energy Authority
K2/0/08, Culham Science Centre
Abingdon
Oxon OX14 3DB
United Kingdom**



Notes for Tenderers

1 Introduction

These notes are intended to be a guide to completing the tender documents and to the approach the *Purchaser* will use to assess Tenders submitted.

2 Background

The United Kingdom Atomic Energy Authority (the *Purchaser*) owns and operates the Culham Centre for Fusion Energy (CCFE) which is the UK's national laboratory for fusion research. CCFE is based at Culham Science Centre in Oxfordshire.

CCFE is responsible for the operation of the JET (Joint European Torus) facilities, via a contract between the European Commission and the United Kingdom Atomic Energy Authority. JET is the world's largest magnetic fusion experiment and is still at the forefront of fusion research and is closely involved in testing plasma physics, systems and materials for ITER. The JET facilities are collectively used by all European fusion laboratories under the EUROfusion consortium. About 350 scientists from Europe, plus more from around the globe, participate in JET experiments each year, co-ordinated by a programme management unit.

The UK fusion programme is centred on the innovative MAST (Mega Amp Spherical Tokamak) experiment which is also based at CCFE and employs around 150 people. The programme is funded by the Engineering and Physical Sciences Research Council and the European Union under the EURATOM treaty

MAST has led studies into the spherical Tokamak, a compact fusion concept pioneered at Culham. A major upgrade of the MAST machine is currently underway and this will enhance MAST's role in international research to:

- Make the case for a fusion Component Test Facility
- Add to the knowledge base for ITER
- Test reactor concepts

The Culham Science Centre site is also an attractive location for hi-tech businesses. It houses accommodation for a diverse range of science and technology tenants, including an Innovation Centre for start-up companies

3 Checking of Documentation

Upon receipt of the tender documents tenderers should check that all information for preparing the tender has been provided and should report any missing documents, pages or obvious discrepancies.

Unless the *Purchaser* is notified to the contrary it will be assumed that adequate information for tendering has been provided.

Although the Invitation To Tender documents have been checked by the *Purchaser*, Tenderers are to carry out their own checking and cross checking and shall (within the Departures and Assumptions Appendix of their tender submission) notify the *Purchaser* of any ambiguities or inconsistencies identified and the assumptions made thereon. Ambiguities or inconsistencies notified once the Contract has been placed will be assessed by the *Supply Manager* taking account of whether they could have reasonably been identified by the *Supplier* before the Contract was placed.

4 **Tender Information**

The information upon which the tenders shall be based is contained both within the Goods Information and further information referenced therein.

5 **Documents to be completed and submitted by the tenderer:**

Two copies of your tender should be submitted under cover of the enclosed Tender Return Label - one **UNBOUND** marked as “**ORIGINAL**” and containing the originals of all the forms and declarations listed below and the other being **BOUND** and marked “**COPY**”.

- Tender Submission form
- Contract Data Part Two
- The Appendices to the Contract Data Part Two

6 **Compensation events.**

The hourly costs in the Staff Schedule are to be comprehensive based upon all costs actually incurred including overheads, supervision and all other costs of employment and including *percentage for overheads and profit*. Tenderers should expand the Schedule to include all of the personnel likely to be involved in Providing the Goods and Services.

For any compensation event the *Purchaser* reserves the right to require the *Supplier* to demonstrate that the hourly costs are based upon the costs actually incurred by the *Supplier* in providing the services of the individuals and only costs actually incurred shall be admissible.

Note: In the Contract Data Part 2 the rate entered for the *percentage for overheads and profit* will only be used where materials are provided in respect of compensation events.

7 **Language**

All documentation (tender, drawings, calculations, specifications etc) shall be in English. All meetings will be held in English.

8 **Selection of Adjudicator**

Currently the *Purchaser's* panel of Adjudicators is:

Richard Bayfield, MSc CEng FICE FCIArb Independent Consulting Engineer.
Brian Eggleston, CEng FICE FStructE FCIArb MAE. Independent Consultant.
Nigel Adcock, BSc FRICS MA CostE Global Head of Energy, Cyril Sweett.

Should a dispute arise and an Adjudicator be required one will be selected from the *Purchaser's* panel.

The appointment of an Adjudicator in connection with the Contract will be subject to the Institution of Civil Engineers' NEC Adjudicator's Contract current at the *starting date*.

9 Evaluation Period:

Tenders are to remain open for acceptance for at least 3 months after the submission date. Thereafter tenderers are required to notify the *Purchaser's* if their tender ceases to be valid.

10 Clarification of Tender Submissions

During the assessment, the *Purchaser* may request clarification of all Tenderers either in unison or individually on any subject. The *Purchaser* will not permit further new information to be added to the original submissions beyond the specific confines of the clarification.

Following the assessment, the *Purchaser* may clarify the submissions further either in writing or by requesting presentations.

11 Further Information

Further information during the tender period may be obtained from:-

Contact: Paula Barham
UK Atomic Energy Authority, Procurement,
K2/0.08 Culham Science Centre,
Abingdon, Oxfordshire. OX14 3DB.

Direct Line: 01235 466933
Direct Facsimile: 01235 466859
e-mail paula.barham@ukaea.uk

The Information Request sheet should be used for all requests for additional information.

**TENDER NO T/PB018/17
FOR PROVISION OF PROFESSIONAL ENGINEERING SERVICES**

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SECTION 1

CONDITIONS OF TENDERING

CONDITIONS OF TENDERING

1. **SUBMISSION OF TENDERS:** Tenders will be received up to 12:00hrs on the date shown. The tender return label accompanying the Invitation to tender documents should be used on the package containing the tender submission.
2. **COMMUNICATIONS.** Communications relating to this Invitation to Tender should be addressed to the person identified in the covering letter.
3. **RIGHT TO REJECT ALL TENDERS.** The *Client* is under no obligation to accept any tender.
4. **RIGHT TO ACCEPT PORTION OF TENDER.** Unless the tenderer expressly stipulates to the contrary in the tender submission, the *Client* may accept such portion thereof as the *Client* may decide.
5. **ALTERNATIVE, ETC CONDITIONS.** The conditions set out or referred to in the Invitation to Tender shall apply to any resulting Contract. Tenders made subject to additional or alternative conditions may not be considered and may be rejected on the ground of such conditions alone.
6. **ALTERNATIVE PROPOSALS.** The tenderer must not alter any information within the Invitation to Tender. If the tenderer proposes modifications to the Invitation to Tender this is the subject of an alternative offer, details of which should be given in a separate letter to accompany the tender.
7. **TENDERS FOR COMPLETE SCOPE.** Unless the *Client* has clearly specified otherwise, tenders shall cover the full scope of supply / work specified in the Invitation to Tender.
8. **INCOMPLETE TENDERS.** It may not be possible to consider a tender if complete information is not given at the time of tendering, or if any particulars and data requested are not provided in full.
9. **NO MATERIAL CHANGE IN CIRCUMSTANCES.** It is a condition of the Invitation to Tender that the *Client* is advised of any material change in the tenderer's circumstances during the tender process including but not limited to:
 - A change affecting any declaration, accreditation, licence or approval;
 - Major re-organisational changes, company re-structuring, take-over, buy-out or similar events affecting the operation and/or financing of the tenderer or his major sub-contractors;
 - A change to any information on which the *Client* may rely in assessing tenders

Failure to so advise the *Client* may lead to disqualification.

10. **PRICES.** Tendered prices should be net, all cash and trade discounts being allowed for.
11. **VALUE ADDED TAX.** Tendered Prices should be exclusive of any Value Added Tax chargeable.
12. **ALTERATION OF PRICES, ETC.** Figures should not be altered or erased: any alteration of prices, etc. should be effected by striking through the incorrect figures and inserting the correct figures above the original figures. The tenderer should initial all such alterations.
13. **INVITATION TO TENDER DOCUMENTS.** The Invitation to tender documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by, or on behalf of, the *Client* in connection therewith are issued solely for the purpose of enabling a tender to be completed and may not be used for any other purpose. They remain the property of the *Client*.
14. **RETURN OF INVITATION TO TENDER DOCUMENTS.** All Invitation to Tender documents must be returned to the sender whether or not a tender is submitted.
15. **PUBLIC CONTRACTS REGULATIONS 2015.** Tenderers should refer to the regulations to satisfy themselves that they are not ineligible under Regulation 57. Details should be submitted within the tender submission as necessary.

TENDERERS ARE REQUESTED NOT TO CONTACT THE *CLIENT* DURING THE TENDER ASSESSMENT PERIOD. ON RECEIPT OF THE NOTIFICATION THAT THE EVALUATION OF TENDERS HAS BEEN COMPLETED TENDERERS MAY CONTACT THE PROCUREMENT REPRESENTATIVE DEALING WITH THE TENDER EXERCISE FOR A DEBRIEFING.

CG02 (April 2015)

SECTION 2

TENDER SUBMISSION FORM

TENDER SUBMISSION

Tender No	Due for return by 12:00 on
T/PB018/17	Wednesday 3 rd May 2017

Tenders are returned under cover of the supplied label

The *services*: Provision of Professional Engineering Services

TENDER

To: The United Kingdom Atomic Energy Authority (the *Client*)

Address: K2, Culham Science Centre, Abingdon, Oxon. OX14 3DB

We accept the Conditions of Tendering (CG02 attached) and offer to provide the Services in accordance with the Contract Data for a sum to be determined in accordance with the conditions of contract. Accordingly, we attach our tender submission documentation.

*We agree to the appointment of an *Adjudicator* from the *Client's* panel if required.

Yours faithfully

Signed:

Name:

Position:

Duly authorised to sign tenders for and on behalf of: (the *Consultant*)

Address:.....

.....POSTCODE.....

Telephone:Fax:

Date:

* Delete as applicable

SECTION 3

**CONTRACT DATA
(COMPLETED BY THE *CLIENT*)**

NEC 3 Professional Services

Short Contract

A contract between: The United Kingdom Atomic Energy Authority

and

.....

.....

For: Provision of Professional Engineering Services

CONTRACT DATA

The *Client* is **The United Kingdom Atomic Energy Authority**

Address **Culham Science Centre, Abingdon, Oxon. OX14 3DB**

Client's representative **The *Client's* representative is the *Project Manager*.**

And his authority is to act on behalf of the *Client* except that the *Client's* Procurement representative must concur in any assessment of a Compensation Event or any other financial or contractual agreement.

Address **ESS Culham Science Centre**

Telephone **TBA**

E-mail address **TBA**

The *services* are **Provision of Professional Engineering Services**

The *starting date* is **To be agreed**

The *completion date* is **In accordance with the *Consultant's* latest programme once accepted by the *Project Manager*.**

The *delay damages* for late Completion are **Not Applicable**

The *law* of the contract is **English**

The *period for reply* is **2 weeks**

The *defects date* is **52 weeks after Completion**

The *assessment day* is the **The last week day of each month.**

The interest on late payment is: **0.5 % per complete week of delay**

The *Consultant* provides the following insurance cover

Insurance against	Minimum amount of cover	Period following Completion or earlier termination
Failure of the <i>Consultant</i> to use the skill and care normally used by professionals providing services similar to the <i>services</i>	Professional Indemnity £500,000 in respect of each claim, without limit to the number of claims	7 years after Completion
Death or bodily injury to a person (not an employee of the <i>Consultant</i>) or loss of or damage to property resulting from an action or failure to take action by the <i>Consultant</i>	£2,000,000 in respect of each claim, without limit to the number of claims.	12 months
Death or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with this contract	£5,000,000 in respect of each claim, without limit to the number of claims.	12 months

The <i>Client</i> provides the following insurance cover:	Not Applicable
The <i>Consultant's</i> total liability to the <i>Client</i> for matters for which insurance is provided is limited to	The sum stated above in respect of the relevant insurance.
The <i>Consultant's</i> total liability to the <i>Client</i> for other matters is limited to	Not Applicable
The procedure for dispute resolution is	Adjudication subject to the terms of the NEC3 Adjudicator's Contract current at the <i>starting date</i>.
The <i>tribunal</i> is	Arbitration
If the <i>tribunal</i> is arbitration, the arbitration procedure is	The Institution of Civil Engineers' Arbitration Procedure (1997)
The place where the arbitration is to be held is	To be agreed
The person who will choose the arbitrator if the parties cannot agree is	The Chairman of the NEC Users Group
The <i>conditions of contract</i> are the NEC3 Professional Services Short Contract (April 2013) and the following additional conditions.	

Z1	Compliance with Health, Safety and Environmental legislation
	The <i>Client</i> may also terminate under core clause 90.2 if the <i>Consultant</i> substantially fails to comply with Health, Safety and Environmental legislation and/or the General Requirements insofar as they relate to health, safety and the environment.
Z2	Bribery Act 2010
Z2.1	The <i>Consultant</i> shall:
Z2.1.1	Comply with all applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 ('Relevant Requirements');
Z2.1.2	Not engage in any activity, practice or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the United Kingdom;
Z2.1.3	Comply with the <i>Client's</i> procedures relating to ethics and Propriety, as highlighted to him from time to time ('Relevant Policies');
Z2.1.4	Not do, or omit to do, any act that will cause or lead the <i>Client</i> to be in breach of any of the Relevant Requirements;
Z2.1.5	Have and shall maintain in place throughout the term of this contract his own policies and procedures, including but not limited to adequate procedures under the Bribery Act 2010, to ensure compliance with the Relevant Requirements, the Relevant Policies and this Clause Z2, and will enforce them where appropriate. The <i>Consultant</i> shall provide such supporting evidence of compliance as the <i>Client</i> may reasonably request;
Z2.1.6	If requested, other than in relation to a breach of this Clause Z2, provide the <i>Client</i> with any reasonable assistance, at the <i>Client's</i> reasonable cost, to enable the <i>Client</i> to perform any activity required by any relevant government or agency in any relevant jurisdiction for the purpose of compliance with any of the Relevant Requirements or Relevant Policies;

Z2.2	The <i>Consultant</i> warrants and represents that neither the <i>Consultant</i> nor any of his officers, employees or other persons associated with him;
Z2.2.1	Has been convicted of any offence involving bribery or corruption, fraud or dishonesty;
Z2.2.2	Having made reasonable enquiries, so far as he is aware, has been or is the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence under the Relevant Requirements; or
Z2.2.3	Has been or is listed by any government agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in government procurement programmes or other government contracts;
Z2.3	The <i>Consultant</i> shall immediately notify the <i>Client</i> if, at any time during the term of this contract, his circumstances, knowledge or awareness changes such that he would not be able to comply with this Clause Z2 or repeat the warranties set out in this Clause Z2 at the relevant time.
Z3	Confidentiality
Z3.1	The <i>Consultant</i> does not disclose information obtained in connection with the <i>services</i> except when necessary to carry out his duties under this contract.
Z3.2	The <i>Consultant</i> does not disclose any information received from the <i>Client</i> to a third party without prior written permission from the <i>Client</i> .
Z3.3	The <i>Consultant</i> may publicise any matter about the <i>services</i> or arising out of this contract only with the <i>Client's</i> written agreement.
Z4	Ownership and use of information.
Z4.1	The <i>Consultant</i> has the right to use the information provided by the <i>Client</i> only for this contract. The <i>Consultant</i> may make this right available to a sub-consultant. As soon as possible after completion of the task for which the information was provided the <i>Consultant</i> returns the information to the <i>Client</i> . No information provided by the <i>Client</i> is retained by the <i>Consultant</i> beyond the defects date.
Z4.2	Except as stated otherwise in the contract and subject to pre-existing rights, the <i>Client</i> owns the <i>Consultant's</i> rights over information prepared for the contract by the <i>Consultant</i> wherever such information is generated.
Z4.3	The <i>Consultant</i> clearly identifies the <i>Client</i> as copyright owner on all information prepared for the contract.
Z4.4	The <i>Consultant</i> obtains any other rights for the <i>Client</i> as stated in the contract.
Z4.5	The <i>Consultant</i> obtains for the <i>Client</i> equivalent rights to those above from all sub-consultants in respect of information prepared by them. The <i>Consultant</i> provides to the <i>Client</i> the documents which transfer these rights to the <i>Client</i> .
Z4.6	As soon as possible after Completion of the contract the <i>Consultant</i> provides the <i>Client</i> all of the information which the <i>Consultant</i> has provided under the contract. Where the <i>Client</i> agrees in writing that the <i>Consultant</i> may use the information that he has provided under the contract for other work, the <i>Consultant</i> may make and retain copies of such information.
Z4.7	The <i>Employer</i> may disclose the information of the <i>Consultant</i> . (a) on a confidential basis to Government for any proper purpose of the <i>Employer</i> ;

	<p>(b) to the extent that the <i>Employer</i> (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;</p> <p>(c) on a confidential basis to a professional adviser, consultant, supplier or other person engaged by any of the entities described in Clause Z4.8 (including any benchmarking organisation) for any purpose relating to or connected with this contract;</p> <p>(d) on a confidential basis for the purpose of the exercise of its rights under this contract;</p> <p>and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the <i>Employer</i> under this clause Z4.</p>
Z4.8	“Government” means all Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies including Parliament and Parliamentary Committees.
Z4.9	In this condition ‘information’ includes all information, intellectual property rights, designs, calculations, records, images, photographs, graphics, test pieces, models etc.
Z4.10	This condition supersedes and replaces core clause 70
Z5	Payment of sub-contractors
	Where the <i>Consultant</i> enters into a sub-contract with a supplier or contractor for the purpose of performing his obligations under the Contract, he shall ensure that a provision is included in such a sub-contract which requires payment to be made of all sums due by the <i>Consultant</i> to the sub-contractor within a specified period not exceeding 30 days from the receipt of a valid invoice.
Z6	Rights of Third Parties
	No term of this Contract is enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to this Contract.
Z7	Termination for Convenience by the <i>Client</i>
	<p>In addition to the <i>Client</i>'s rights of termination under core clause 90.2 the <i>Client</i> may terminate for convenience upon providing written notice to the <i>Consultant</i>. Termination shall be effective upon receipt by the <i>Consultant</i> of the written notice which will outline a notice period of a minimum of 10 working days.</p> <p>Where termination for convenience occurs the amount of the final payment due is determined by core clause 92.1 but the final payment is not due until the <i>Consultant</i> has provided information resulting from the work carried out up to the date of termination and information the <i>Consultant</i> has obtained which he has a responsibility to provide to the <i>Client</i> under the contract.</p>

SECTION 4

***CONSULTANT'S OFFER AND APPENDICES THERETO
(TO BE COMPLETED BY THE CONSULTANT)***

The *Consultant's* Offer

The *Consultant* is

Name

Address

Telephone

Fax

E-mail address

The *Consultant* offers to Provide the Services in accordance with the *conditions of contract* for an amount to be determined in accordance with the *conditions of contract*

The *Consultant's* Resourcing Proposals are in **Appendix A**

The Pricing is in **Appendix B**

Declaration for Off Payroll Working in Public Sector **Appendix C**

Signed on behalf of the *Consultant*

Name _____

Position _____

Date _____

APPENDICES TO THE *CONSULTANT'S* OFFER:

A *CONSULTANT'S* RESOURCING PROPOSALS

B PRICING

**C DECLARATION FOR OFF-PAYROLL WORKING IN THE PUBLIC
SECTOR**

APPENDIX A

CONSULTANT'S RESOURCING PROPOSALS

1) The *Consultant* attaches CV's for all identified *key persons*. The CVs are to be supported by brief but specifically written text outlining the professional qualifications, relevant experience and competencies of the *key persons*.

APPENDIX B

PRICING

STAFF RATES (Table to be completed by the Consultant for all Key Persons.)

Key Person name	Working at the key person's office base			Working at Culham Science Centre		
	£/Hour	£/Day	£/Week	£/Hour	£/Day	£/Week

Notes:

- 1) The above *staff rates* are all-inclusive rates comprising all the costs associated with the provision of the key persons, overhead charges and profit.
- 2) Daily and weekly rates are on the basis of continuous working.
- 3) The *Consultant* attaches an extended table if necessary to accommodate all *key persons*.

TRAVELLING TIME

The *Consultant* makes it clear in his proposal whether he is including costs for time spent by *Key persons* travelling to/from the Culham Science Centre. Where it is proposed to claim for such travelling time the above hourly rates will apply but will be discounted by%. Travelling time in respect of all other journeys shall be considered as being accounted for in the hourly rates.

EXPENSES

All expenses are to be included in the rates supplied above.

**APPENDIX C
DECLARATION FOR OFF-PAYROLL WORKING IN THE PUBLIC
SECTOR**

This Declaration is required as a result of the recent reform relating to the way intermediaries legislation (IR35) is applied to off-payroll working in the public sector from 6 April 2017.

UKAEA as a Public Authority is responsible for determining whether the off-payroll rules apply to any people who are engaged under a contract providing work for UKAEA.

The following declaration should be completed for ALL workers proposed in relation to this tender/contract provision. **A SEPARATE form is required for each worker.**

I, _____, (insert your full name) of

_____ (insert your Company name) hereby
declare the following:

Name of Key person:

A I/we confirm the above worker is an employee of the consultant and that we deduct PAYE and NIC's at source from the worker. (Delete as appropriate)

B I/we confirm the above worker is working through a Personal Service Company (PSC) or other intermediary (Indicate as appropriate) – ***(Complete item C below)***

C For workers through PSC or other intermediary please provide the following information:

- the worker's responsibilities

- who decides what work needs doing

- who decides when and how the work is done

- how will the worker will be paid (e.g. via an umbrella company with tax & NI deducted at source)

- does the engagement include any benefits or reimbursements for expenses

Signature:

The *Consultant*:

Date:

Any false statement could jeopardise future opportunities to work for the *Employer*.

SECTION 5

SCOPE

5.1 GENERAL NOTE

Within the Scope:

- 1.1 Any references to the 'Superintending Officer', 'PM' or 'CPM' are deemed to be references to the *Project Manager*
- 1.2 Any references to the 'United Kingdom Atomic Energy Authority', 'UKAEA', the 'Authority', 'CCFE' or the 'Employer' are deemed to be references to the *Client*
- 1.3 Any references to 'the specification' or 'the preliminaries' are deemed to be references to the Scope.
- 1.4 The phrase 'the *Consultant* shall' is construed as if it was in the present tense. For example the phrase '....the *Consultant* shall carry out the following....' is construed as '....the *Consultant* carries out the following....'.
- 1.5 The phrase 'the *Client* will' is construed as if it was in the present tense. For example the phrase ' the *Client* will provide....' is construed as ' the *Client* provides....'.
- 1.6 The *Consultant* immediately notifies the *Client's* Procurement representative of the following:
 - 1) early warning notifications issued to the *Project Manager*.
 - 2) compensation event notifications issued to the *Project Manager*
 - 3) notifications issued to the *Adjudicator*.
 - 4) termination notifications issued to the *Project Manager*.

SECTION 5.2

TECHNICAL SPECIFICATION

Specification	Ref: PES/001/0417
Professional Engineering Services	Issue: B
	Date: April 2017
	Approver: Simon Pattison

Introduction

UKAEA requires professional engineering services with specialism in cranes and other handling equipment designed for nuclear environments. The services will be used to support an established project team during the preparation of procurement documentation for a complex remote handling system. The system will be installed and operate in a hot cell within a scientific research facility under construction in Sweden, the European Spallation Source.

The remote handling system will perform a range of handling functions in a radiological environment and primarily comprises a lifting and hoisting system and a manipulator based primary remote handling system, both mounted to gantries running on a common set of rails.

Purpose and Scope

The scope of the professional services is to assist in concept design of the lifting and hoisting system, the primary remote handling system and the common rails. The output will be a set of requirements-based tender specifications for the detailed design, manufacture and installation of those items.

Activities within the scope of the services may include but not be limited to:

- Identification of relevant EU directives and UK legislation.
- Selection and specification of relevant codes and standards.
- Evaluation and documentation of operational sequences and duty cycles in collaboration with UKAEA remote handling operations engineers.
- Concept design of novel system elements and preparation of procurement specifications for related design tasks.
- Working with suppliers via Market enquiries and service contracts to prepare for the tender process.
- Development and documentation of system and equipment maintenance strategies and processes (remote and with personnel access) including preliminary quantitative reliability assessments.
- Development and documentation of system and equipment installation strategies and processes.
- Definition and documentation of requirements, interfaces and verification criteria in accordance with project systems engineering principles, considering all parts of the system and equipment life cycle.

- Definition and documentation of acceptance testing regimes.
- Preparation of procurement specifications incorporating the above information.
- Definition of tender assessment criteria.
- Take an active role in design reviews and project reporting

The work must be carried out by suitably qualified and experienced staff in co-operation with and advised as necessary by UKAEA personnel.

UKAEA Requirements

Service providers must nominate and provide CVs for named individuals who can demonstrate successful completion the activities listed in section 2 above for similar systems. The named individuals are also expected to demonstrate a high level of competency in the following skills and areas of experience:

- Design, specification and procurement of cranes and handling systems for operation in nuclear environments.
- Application of relevant standards including BS EN 13001. Knowledge of SS EN 13155 is desirable.
- Knowledge of the implications of designing and operating cranes and handling systems in a harsh radiological environment.
- Specification of systems and equipment that is appropriate for the application and cost effective.
- Able to carry out scoping calculations relating to the design and specification of cranes and handling systems in accordance with relevant standards.
- Experience of design for remote handling operations is desirable.
- Able to produce high quality work to deadlines.
- Experience of working in a cross functional team.
- Flexible working attitude with the ability to work as an individual or as a team member.
- Proven ability to interact efficiently with people in a variety of different situations.
- Excellent communication skills.

Service providers are also requested to provide references to demonstrate their general capability in the areas listed above and indicate the size and structure of the department in which the nominated person(s) work.

Timescale/Programme

It is initially envisaged that support amounting to one person full time for circa three months is required. The nominated person(s) will be expected to be on site at the UKAEA's offices in Culham, Oxfordshire during the majority of that time.

Safety/Security Requirements

It is anticipated that the nominated person(s) will be given a safety induction on to the UKAEA site and provided with a site pass.

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Document Changes

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A	10.04.2017	First issue
B	13.04.2017	Second issue