

Arts Council England Invitation to Tender

Environmental Adviser to the Government Indemnity Scheme

Reference number: ACE 007 ITT

Deadline for receipt of tender proposals: 12:00 on Friday 3 March 2017

Instructions to tenderers

Please submit your tender offer in accordance with all of the instructions, requirements and specifications set out in the enclosed documentation.

You must treat these documents and any further information provided by ACE as **Official Sensitive** at all times and only disclose them if necessary to prepare a compliant response to the tender.

Nothing in the enclosed documentation or any other communication made between ACE and any other party can be considered a contract or agreement at this stage.

All correspondence in relation to this tender should be submitted by Bravo e-tendering system message board. The closing date for any **queries** related to this Invitation to Tender shall be Monday 13 February 2017.

You must complete and submit your tender response/proposal electronically by Bravo e-tendering system before the tender return deadline.

Please allow at least 24 hours to upload your completed documents. We will only accept responses submitted via Bravo e-tendering system. Tenders delivered by any alternative means will be discounted from further consideration.

ACE is not responsible if all or part of your tender is not received. In the event of a dispute, you are responsible to prove the documentation was submitted.

Tender Timetable

Please see below a detailed timetable of when specific events will take place and specific deadlines which must be met in order to participate in this tender.

Event	Date/Time
Tender Notice posted	01/02/2017
Closing date for any queries related to Invitation to Tender	13/02/2017
Tender response deadline	12:00 on 03/03/2017
Interviews (if applicable)	w/c 06/03/2017
Anticipated contract award	w/c 13/03/2017
Start Date	01/04/2017

Compliance

ACE reserves the right to disqualify or reduce the evaluation score of any tenderers who do not fully comply with the requirements in the tender documentation, in particular the closing time and date.

If you propose alternative goods or services for consideration, you must clearly mark these as non-compliant. ACE reserves the right to reject any proposals with non-compliant alternatives. Tenders that are received are not automatically accepted.

ACE reserves the right to evaluate proposals on a variety of criteria. The tender with the lowest price will not automatically be accepted.

Prices

You should provide a fixed annual price for the first 3 years of the Contract. Please submit all prices in pounds sterling and indicate VAT separately, if applicable.

(Although it is not the only criteria used, ACE will be looking closely at the potential price of a tender with value for money being an important criteria. If a tender appears excessively high or low, ACE may wish to discuss this with the individual submitting the tender).

Budget/expenses

ACE's budget range for this work is £15,000 to £20,000 p.a. including VAT. The work is primarily desk based so there is no expenses provision for desk based work. However, reasonable expenses will be reimbursed in accordance with ACE expenses policy should ACE require the Environmental Assessor to undertake assessment work at specific sites. All such expenses will need to be agreed in advance with ACE.

Payment Structure and billing requirements

Payment will be made monthly against an agreed payment schedule. An invoice will need to be received in order to issue payment, which should occur within 14 working days of receipt of an invoice. Payment will not be made in advance, and will be determined by the fixed price offered within the tendered proposal. Payment of any expenses will need to be agreed in advance prior to the incurring of such expenses.

Contract and duration

ACE will award a non-exclusive framework Agreement to the successful tenderer(s) for an initial period of 2 years (01 April 2017 to 31 March 2019) with an option for further extension periods of 1 year, subject to the outcome of ACE Service reviews, up to a maximum period of 2 additional years terminating on 31 March 2021.

ACE's standard terms for services will form part of the contract to be awarded. These can be downloaded and reviewed from our website:

http://www.artscouncil.org.uk/sites/default/files/download-file/Contract_for_Services_over_10K_v2_July_2014.pdf

ACE may also require further terms to be included in the contract that are specific to the successful tenderer's application. The final award of the tender is always subject to the parties agreeing to all terms of the contract.

Please note that ACE is required to publish online the final awarded contract and any associated documentation. If you have any concerns about the future publication of sensitive information you should raise these within your tender proposal, highlighting which areas within your proposal you consider may be subject to exemption, and subsequent redaction, in line with the provisions of the Freedom of Information Act 2000 (FOIA). More information about FOIA can be found at <https://www.foia.gov>

Validity of offer

You must offer your tender for acceptance for 60 days from the deadline for tender submission.

Tendering

If we need to amend any tender documents before the closing date, we will write to you with any changes. If we extend the deadline for tender responses, we will advise you.

ACE reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practicably.

ACE is not responsible, and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.

Information and questions

If you need us to clarify the documentation or if you have further questions regarding the tender process please contact our Senior Office, Procurement quoting the tender reference number via the Bravo message board.

We will aim to respond to information requests within 24 hrs.

ACE reserves the right to advise all other tenderers of material questions and the answers supplied without disclosing the source of the enquiry. These will be provided to all supplier via the Bravo e-tendering message board.

Return of Tender

Your completed tender should be submitted electronically by the Bravo e-tendering system by no later than 12:00 hours on 3rd March 2017, see attachment 6. Any tender delivered after that time for any reason may be discounted.

In your tender response, clearly indicate the names and addresses of any sub-contractors you intend to use to provide the services, and the scope of work you will employ them for.

ACE is not responsible if all or part of your tender is not received. You should use a traceable dispatch system. In the event of a dispute, you are responsible to prove the tender was delivered.

Interviews

ACE reserves the right to ask you to attend post-tender interviews and present your proposals.

You are responsible for all your expenses when attending such interviews. Interviews will take place w/c 6th March 2017 at ACE's Birmingham Office.

ACE reserves the right to conduct post-tender negotiations with one or more tenderers.

If there are any changes to these arrangements we will notify you in advance.