

# Invitation to Tender

Pentire House  
5-9 Beach Road, Newquay

Pentire Estate Ltd

August 2020



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ABC424/August 2020

Atlantic Building Consultants Ltd  
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## 1.0 Introduction

The contractor is invited to tender for conversion and refurbishment works at 5-9 Beach Road, Newquay. The intention of the project is to convert the disused restaurant to offices and an event space.

The project is being commissioned by Pentire Estate Limited who are in the process of purchasing the building at 5-9 Beach Road, Newquay to turn it into a Co-Work and Innovation Hub. The contract is part of a grant funded application process with Cornwall Development Company's Community Led Local Development (CLLD) programme and therefore procurement will be subject to grant approval; this will not be known until 30 October 2020

## 2.0 Specification, Experience and Programming

2.1 The Specification is at Enclosure 1. The associated drawing set is at Enclosures 2-9.

### 2.2 Previous Experience

The contractor is requested to provide details of 3 previous renovation projects undertaken of a similar nature. These must have been completed within the last 5 years and details of a contact for each project who will act as a referee should be provided. (Max 2 single sided A4 sheets per example allowed).

### 2.3 Resource and Programme Management

Tenderers should provide a project programme demonstrating how the works will be completed with a specified target completion date based on a contract start date 2 November 2020. Tenderers should provide details of key risks and how they intend to mitigate them (1 single sided A3 allowance and 1 single sided A4 allowance).

## 3.0 Site Visits

Site visits can be pre-arranged on 20 August 2020 by contacting Jon Ramage of Atlantic Building Consultants using the details on the front cover of this ITT document.

## 4.0 Tender and Commission Timetable

The anticipated timetable for the project is set out below.

Activity	Date
Date ITT available on Contracts Finder	3 August 2020
Contractor site visits	20 August 2020
Last date for raising queries	24 August 2020
Last date for clarifications to queries	26 August 2020
Deadline to return ITT	1700 on 28 August 2020
Evaluation of ITT	1 September 2020
Preferred supplier is notified	7 September 2020
Award of Contract	30 October 2020. This is subject to successfully obtaining grant funding.
Target date for works to commence	2 November 2020
Target date for works to complete	31 December 2020

## 5.0 Conflicts of Interest

### 5.1 Statement

All tenderers must provide a statement with regards to any identified or potential conflict of interest for this procurement through the provision of either:

A Declaration that to your knowledge there is no conflict of interest between your company and Pentire Estate Limited and Atlantic Building Consultants Limited that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of this procurement procedure.

Or

A Declaration that there is a likely conflict of interest between your company and Pentire Estate Limited and Atlantic Building Consultants Limited that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of this procurement procedure, please provide details of this connection.

This will permit Pentire Estate Limited and Atlantic Building Consultants Limited to ensure that, in the event of any identified or potential conflict of interest, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

## 5.2 Exclusion

Pentire Estate Limited and Atlantic Building Consultants Limited shall exclude applicants from participation in this procurement procedure where they have established or are otherwise aware that the tenderer to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicants company, has been the subject of a conviction by final judgment of one of the following reasons:

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

## 6.0 Tender Application Requirements

Your submission must include:

- 6.1 Confirmation that **you the contractor** are able to meet the requirements outlined in the brief above.
- 6.2 Details of who to **contact** in your company in relation to this tender.
- 6.3 Company registration Number and VAT number (if appropriate).
- 6.4 Conflict of Interest statement as per 5.1.
- 6.5 Fully costed and itemised Specification and Summary Sheet (Enclosure 1).
- 6.6 Completed Form of Tender (Enclosure 10).
- 6.7 Details of previous experience as per 2.2.
- 6.8 Details of resource and programme management as per 2.3.

## 7.0 Tender Evaluation Methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria. Tender returns will be assessed on the basis of the following tender award criteria:

7.1 Valid submission (6.1-6.6) **Pass/Fail**

7.2 Previous Experience (6.7) **30 marks (10 marks per example)**

The contractor is requested to provide details of 3 previous renovation projects undertaken of a similar nature. These must have been completed within the last 5 years and details of a contact for each project who will act as a referee should be provided. (max 2 single sided A4 per example allowed).

7.3 Resource and Programme Management (6.8) **20 marks**

Tenderers must provide a project programme demonstrating how the works will be completed with a specified target completion date based on a contract start date 2 November 2020. Tenderers should provide details of key risks and how they intend to mitigate them (max 1 single side of A3 and 1 single side of A4 allowed).

7.4 Budget **50 marks**

The lowest bid will be awarded the full 50 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid.

i.e. Marks awarded =  $50(\text{lowest bid} / \text{bid})$

## 8.0 Scoring Matrix

During the tender assessment period, the client reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender.

The client is not bound to accept the lowest price or any tender and there will be no reimbursement for any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with the clients' internal procedures and being able to proceed.

The reviewer will award the marks depending upon their assessment of the applicant's tender submission 7.2 and 7.3 using the following scoring to assess the response:

Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

## 9.0 Tender Submission

Tenders may be returned by email or post, or by delivery in person.

Tenders are to be returned by:

Latest date to be returned: 28/08/2020

Latest time to be returned: 17:00 pm

If submitting by **email**, tenders should be sent electronically to:

[pentirehousetenders@outlook.com](mailto:pentirehousetenders@outlook.com) with the following message **clearly noted in the Subject box**: 'INVITATION TO TENDER - PENTIRE HOUSE, 5-9 BEACH ROAD, NEWQUAY'

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting by post or in person, the Tender must be enclosed in a sealed envelope, only marked as follows:

Invitation to Tender  
Pentire House

Atlantic Building Consultants  
August 2020

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TENDER - STRICTLY CONFIDENTIAL 'INVITATION TO TENDER - PENTIRE HOUSE, 5-9 BEACH ROAD, NEWQUAY'

Contract Reference Number: 424 - Pentire House

Addressed to:

Atlantic Building Consultants  
6 Gwelva Lowenek  
Pentire Avenue  
Newquay  
Cornwall  
TR7 1GX.

The envelope should not give any indication to the Tenderer's identity. Marking by the carrier will not disqualify the tender. If delivery **by hand** please obtain an official Receipt at point of delivery.

## 10.0 Tender Clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to [pentirehousetenders@outlook.com](mailto:pentirehousetenders@outlook.com) in accordance with the Tender and Commission Timetable in section 4.0. Responses to clarifications will be anonymised and uploaded by Atlantic Building Consultants to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall be binding unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

## 11.0 Disclaimer

The issue of this documentation does not commit the client to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between the client or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between the client and any other party (save for a formal award of contract made in writing by or on behalf of the client).

Cancellation of the procurement process (at any time) under any circumstances will not render the client or agent liable for any costs or expenses incurred by tenderers during the procurement process.

## Enclosures

1. Specification of Works (with summary sheet)
2. ABC424-01 Site & Location Plans
3. ABC424-02B Existing Lower Floor Plans
4. ABC424-03A Existing Upper Floor Plans
5. ABC424-04 Existing Elevations
6. ABC424-05C Proposed Lower Floor Plans
7. ABC424-06C Proposed Upper Floor Plans
8. ABC424-07A Proposed Elevations
9. ABC424-08 Dormer Details
10. Form of Tender