



Invitation to Tender

RSSB1930 - ETCS Reference Design Hazard Assessment Support

RSSB is pleased to invite you to tender for this project.

The following documents are enclosed which contain all the necessary information you need:

Please read all instructions carefully

- A. Tenderer information and tender response instructions
- B. Conditions of Contract
- C. The Specification including appendices
- D. Pricing schedule
- E. Tender Declaration to be signed and returned with the tender

Yours faithfully

Hazel Fernandes
Procurement and Contracts Manager

A. Tenderer information and tender response instructions

INTRODUCTION TO THE REQUIREMENTS OF THE TENDER:

The national ETCS Development Team (EDT) is developing a national ETCS solution for application on the GB railway. This covers a variety of Network Rail's programmes and projects, and ETCS suppliers. The EDT has requested work to carry out hazard analysis and assessment activities in support of the developing reference design. One series of HAZID workshops has been undertaken. This tender comprises a further series of HAZID workshops and associated analysis and reporting.

The work is divided into 4 work packages as detailed in Section C – Specification and may be awarded to 2 or more suppliers to ensure that the project is delivered by 30 September 2015. Suppliers are invited to bid for all 4 work packages. However, tenderers are not required to bid for all 4 work packages in order for their bid to be considered. Tenderers should be aware that RSSB will not award all 4 lots to the same supplier.

RSSB REPRESENTATIVE

Your main point of contact is: Hazel Fernandes: hazel.fernandes@rssb.co.uk

RSSB OVERVIEW

If you wish to find out more about RSSB, please visit our website at www.rssb.co.uk

TIMELINE

The expected milestones are set out below:

Project Objective	Date	Time
Invitation to Tender issued	21 April 2015	N/A
Supplier clarification questions deadline	12 May 2015	12.00
RSSB respond to final questions	15 May 2015	12.00
Deadline for Submitting Tenders	20 May 2015	12:00
Estimated notification of award decision	3 June 2015	N/A
Target contract commencement date	10 June 2015	N/A

Note: RSSB reserves the right to amend these dates as business requirements demand and will communicate any changes to tenderers.

QUESTIONS

If you have any questions relating to the project, please email these before the deadlines detailed in the project timeline above to ensure that these questions can be effectively addressed. To ensure equal and fair treatment to all potential suppliers, RSSB will circulate all questions and responses anonymously.

Questions should be emailed to: Hazel Fernandes: hazel.fernandes@rssb.co.uk

PRE-QUALIFICATION

Tenderers are required to complete the pre-qualification questionnaire attached to this Invitation to Tender. RSSB will use this to assess the economic and financial standing of all tenderers, including insurances and financial risk. This is a single stage Tender process and only bids that pass the requirements such as capability, adequate economic and financial standing will proceed to be marked at the ITT stage.

TENDER EVALUATION CRITERIA AND MINIMUM REQUIREMENTS

In evaluating tenders, the most economically advantageous tender(s) will be sought. The detailed evaluation criteria and weightings are detailed in Section C.

The evaluation criteria specified in section C relate to the attached specification which details the requirements. Therefore, any tender which cannot demonstrate that it meets any of the requirements will be unsuccessful.

Tenderers are advised to carefully consider the attached specifications and ask clarification questions to ensure these are understood.

PROCESS AND PREPARATION OF RESPONSES

1. The Supplier shall not enter in any agreement or arrangement with any third party which would in any way cause RSSB or its members to incur any financial obligations to the Supplier or any third party.
2. The Supplier shall not approach any Customer employee, the Customer's Representative or its agents to discuss any aspects of the Tender. All communication should be conducted via the Customers Representative.
3. The Supplier shall not canvass support for the award of the contract by approaching any employee of RSSB, its Representative or its agents.
4. The documents as enclosed are to be accepted in their entirety. No alteration will be allowed, unless notified and confirmed in writing by the Customer's Representative before the date stated for the receipt of tenders. If any alteration is made or these instructions to Suppliers are not fully complied with the tender may be invalidated.
5. The conditions of contract included in this Invitation to Tender apply. The Suppliers standard terms of business or trade will not be accepted.
6. Any requested changes RSSB's conditions of contract must be detailed on the Contract Issues Memo document (attached) for consideration. If this is not completed, it is assumed that the Supplier has accepted all terms and conditions detailed and no further changes will be accepted.
7. The Supplier shall be deemed to have satisfied itself as to the nature, extent and the content of the goods, services or works to be provided, the extent of staff required and all other matters, which may affect the tender.

8. All prices quoted to be GBP (unless otherwise requested in the Invitation to Tender) exclusive of Value Added Tax and firm where indicated.
9. It is the Supplier's responsibility to ensure the tender is correct at the time of submission. No amendment to the tender will be allowed after the due date.
10. Any questions must be emailed to the main point of contact no less than five days before the return date. Note: questions/responses will be circulated anonymously to all Suppliers invited to tender.
11. Tenders received after the closing date and time will not be considered.
12. The Customers' Representative reserves the right to correct any omissions or inaccuracies in the Invitation to Tender and to clarify and/or amend any of the Customers requirements, up to seven days before the return of tenders.
13. All information supplied by RSSB must be treated in confidence and not disclosed to third parties except insofar as this is necessary to obtain sureties or tenders required during the preparation of the Tender. All information provided by Suppliers will be treated in confidence except in stances where references may be sought.
14. Tenders must remain open for acceptance for a period of 180 calendar days from the submission date.

RESPONSE CHECKLIST

Tenders must be sent by email to hazel.fernandes@rssb.co.uk. The email size should be no more than 15MB.

Please ensure you quote **"RSSB1930 - ETCS Reference Design Hazard Assessment Support"** as the subject line in your email.

Please submit the following in a single email to Hazel Fernandes at hazel.fernandes@rssb.co.uk by no later than **12:00 noon on 20th May 2015**.

1. Completed Pre-Qualification Questionnaire (PQQ) spreadsheet
2. Completed response to section C, the specification of requirement in the format requested.
3. Completed pricing schedule (section D in this document) including separate breakdown of costs
4. Completed tender declaration (section E in this document)
5. In the unlikely event that any amendments are requested to the proposed terms and conditions, a completed copy of the contract issues memo (included in section B) detailing requested amendments.

B. Conditions of Contract

Attached with this ITT is an outline of the proposed Conditions of Contract. Please detail any proposed clause amendments on the attached RSSB Contract Issues Memo (attached) with your submission for consideration. The Suppliers standard terms of business or trade will not be accepted. If you do not submit any proposed amendments, it will be assumed you have accepted RSSB's Conditions of Contract.

C. Specification

Please read the attached specification document entitled RSSB1930 Specification ETCS Reference design Hazard Assessment Support.docx for the full specification of this work. This specification also comprises a set of supporting documents which must be taken into account in your tender. The documents are listed in Section 10 of the specification document (RSSB1930 Specification ETCS Reference design Hazard Assessment Support.docx).

Tenderer response format

Listed below are questions relating to the detailed functional requirements. You must complete the table below and include it in your response.

Please write A, B, C or D next to each requirement to indicate whether your solution complies with the requirement using the following scale:

Scale	Ability to meet requirement
A	Our solution complies with this requirement
B	Our solution could fully comply with this requirement at stated optional cost
C	Our solution partly complies with this requirement
D	Our solution cannot comply with this requirement

Please then fully explain how your solution meets the requirement and provide evidence to support your score against each requirement.

Please note that RSSB encourages innovation and welcomes alternative methods of meeting the specified functional requirements. Please do respond with alternative methods of meeting individual requirements but, where doing so, please explain how your proposed method works and why this is beneficial for RSSB.

Evaluation and Selection Criteria

ID	Name	Description	Criteria	Supplier response
EA1-1	Knowledge, skills and experience	Please explain your experience of delivering similar projects involving UK Mainline Railway HAZID leadership and risk assessment.	<u>Weighting: 17%</u> <ul style="list-style-type: none"> Relevant experience, within the last three years, involving HAZID leadership, facilitation and recording within the context of the UK Mainline Railway, including; <ul style="list-style-type: none"> HAZARD Identification and mitigation Qualitative risk assessment Hazard log generation Report writing. 	
EA1-2	Knowledge, skills and experience	Please explain your experience of delivering similar projects involving ETCS HAZID leadership and risk assessment.	<u>Weighting: 18%</u> <ul style="list-style-type: none"> Relevant experience, within the last three years, involving HAZID leadership, facilitation and recording within the context of UK ETCS application, including; <ul style="list-style-type: none"> HAZARD Identification and mitigation Qualitative risk assessment Hazard log generation Report writing. 	
EA1-3	Appropriate resource	Please detail the qualification, experience and breakdown of resource to deliver the project including wide ranging stakeholder engagement and provide a supporting rationale. Please attach and refer to supporting documents as appropriate, if necessary.	<u>Weighting: 10%</u> <ul style="list-style-type: none"> Adequate allocation of appropriate resource against specified timeframes Adequate allocation of appropriate resource against specified deliverables Are the deliverables and timeline clearly explained Adequate contingency planning Description of stakeholder engagement activities and communications with stakeholders 	

ID	Name	Description	Criteria	Supplier response
			<ul style="list-style-type: none"> Quality checking process for this project, processes for reviewing deliverables (RSSB and stakeholders) and responding to comments. 	
EA1-4	Risk to project	Please identify the risks you anticipate for this particular project and identify corresponding mitigation actions for each.	<u>Weighting: 5%</u> <ul style="list-style-type: none"> Appropriate record of risks and mitigation measures. 	
EA1-5	Understanding the work	Please identify how you will understand the current issues and practices and undertake research as necessary.	<u>Weighting: 15%</u> <ul style="list-style-type: none"> Understanding the concept of ETCS Reference Design Understanding Hazard Identification Understanding Hazard Mitigation Understanding qualitative analysis of mitigation strategies. 	
EA1-6	Project outputs	Please explain how you would ensure the outputs are usable, meet the requirements of the remit and ensure appropriate implementation.	<u>Weighting: 5%</u> <ul style="list-style-type: none"> Understanding of the critical success criteria for this project and how they will be met Understanding of the likely outputs from the workshops Understanding of target audience for the workshops. Description of how findings from the workshops will be used to inform the project stakeholders and deliver the remit's outputs. 	
EA1-7	Total Value of Costs	Please submit a completed version of the Excel RSSB1930 Cost Breakdown spreadsheet	<u>Weighting: 30%</u> <ul style="list-style-type: none"> Fixed priced response for briefing note Fixed price response for leadership and recording of HAZID workshop(s) Effort and day rate for the risk assessment and report for each workshop(s). 	

D. Pricing schedule

*Please see attached in the tender pack the pricing schedule entitled **cost breakdown spreadsheet**. Please complete this and include in your response when you return this by email to hazel.fernandes@rssb.co.uk. Please also include a full breakdown of the rates and items used to calculate the costs in your preferred format below the table provided, including any assumptions used.*

E. Tender Declaration

This section outlines how the offer from the Tenderer is to be constructed. Please return this Tender Declaration along with your Tender and retain a copy for your records.

Having examined the ITT email, the Instructions to Tenderers, the Information Required From Tenderers, the Conditions of Contract, the Specification and this Form of Tender (the "Tender Documents"), we offer to supply all/part of (delete as applicable) the goods, services or works specified in these Tender Documents.

We undertake if selected, to perform the contract in accordance with the Tender Documents, including the Conditions of Contract contained herein.

We agree that this tender shall remain open for acceptance by the Customer for 180 days from the date stipulated for the return of tenders.

We understand that you are not bound to accept the lowest, or any tender you may receive.

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do, at any time before the hour and date specified for the return of this tender, any of the following acts:

1. Communicate to a person, other than the person calling for the tenders, the amount or approximate amount of the proposed tender. Except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
2. Enter into an agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
3. Offer or pay or give or agree to pay or give, any sum of money or valuable consideration directly or indirectly to any person, for doing or having done or causing or having caused to be done, in relation to any other tender or proposed tender for the said goods, services or works, any act or thing of the sort described herein.

We recognise that the Customer reserves the right to clarify details of our offer prior to the award of any contract.

We hereby undertake that the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to whom the tender is to be submitted, any information relating to the submission of this tender or the details contained therein except where such is necessary for the purpose of submission of this tender.

We have included the following in our response:

1. Completed PQQ spreadsheet
2. Completed response to section C, the specification of requirement in the format requested.

3. Completed pricing schedule (section D in this document) including separate breakdown of costs
4. Completed tender declaration (this form)
5. In the unlikely event that any amendments are requested to the proposed terms and conditions, a completed copy of the contract issues memo (included in section B) detailing requested amendments

Tenderer's authorised representative signature.....

Legal name of organisation:

Company registration number:

Full business address:

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