To: SUPPLIER

**Northern Research Station**

Bush Estate

Roslin

Midlothian

EH25 9SY

Tel 07767 207284

edwardshephard@forestresearch.gov.uk

11 June 2021

Dear Sir/Madam

**INVITATION TO TENDER FOR DESIGN & BUILD OF A GLASSHOUSE (ROSLIN, MIDLOTHIAN)**

**REF NO: CR2020/21/067**

You are invited to submit a fixed lump sum price tender for the design, supply and erection of a glasshouse (for use for research/science purposes) at Forest Research’s Northern Research Station (NRS) in Roslin, Midlothian, Scotland, as described in the attached Scope document.

The tender is to be based on, and any subsequent contract will be made using, the NEC4 Engineering and Construction Short Contract (ECSC)[[1]](#footnote-1) incorporating the following:

1. The Client’s Contract Data
2. Scope
3. Site Information

all of which are enclosed, plus

1. The Contractor’s Contract Data
2. The Contractor’s Offer
3. Price List

all of which are to be submitted as components of the tender.

In addition to items 4. - 6. above, your tender submission must also include a completed and signed copy of the enclosed Tender Response Form.

If you wish to visit site before submitting your tender, please contact John Strachan, NRS Facilities Management, by email at john.strachan@forestresearch.gov.uk or by phone on 0300 067 5989.

Your tender must be submitted by uploading to the Dropbox facility [here](https://www.dropbox.com/request/rkFPqaFE4gmh2reGvLtT), by **10.00hrs on Thursday 1 July 2021.** Tenders received after this deadline may be rejected,

If you have any questions about this ITT, please email them to Geoff McCatty, Procurement Manager, at geoffrey.mccatty@forestryengland.uk Please note we will not accept any questions after 16.00hrs on Monday 28 June.

Where considered appropriate, we send out the questions we have received and our answers to anyone that registers their interest in this ITT. We will not identify who has asked the question. Please clearly mark any commercially sensitive questions that you do not want us to share.

We may be required to disclose information under the Freedom of Information Act 2000, Environmental Information Regulations 2004 or the Public Contracts Regulations 2015. You must identify any part of your tender that you consider confidential and would not want published (e.g. technical or trade secrets). We will assess this before publishing or releasing information.

Where you have provided in your tender details of previous contracts as evidence of your technical and professional ability, we may contact the named customer to confirm the details are accurate. We will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contracts Regulations.

This ITT has been prepared in good faith by us. It may not be comprehensive, nor has it been independently verified. We do not make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of this ITT.

**Conduct and conflicts of interest**

We will ensure fair and equal treatment of all tenderers. You must behave professionally and respectfully throughout the tender process. All our contractors are expected to follow the government’s [Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct). The Code acts in a reciprocal way and sets out the behaviours we would expect of each other, including how any instances of non-compliance will be dealt with.

Any attempt by you or your advisers to influence the contract award process in any way may result in your tender being disqualified. You must not at any time:

* Develop or amend the content of your tender in agreement with any other person, other than in good faith with a person who is a proposed partner, subcontractor, supplier, consortium member or provider of finance.
* Enter into any agreement with any other person as to the form or content of any other tender, or offer to pay any sum of money or valuable consideration to any person to make changes to any other tender.
* Enter into any agreement with any other person that has the effect of stopping or excluding that person from submitting a tender.
* Canvass the Forest Research or any employees or agents of Forest Research in relation to this procurement.
* Attempt to obtain information from any of the employees or agents of Forest Research or their advisers concerning another tenderer or tender.

You are responsible for ensuring that no conflicts of interest exist between you and your advisers, and Forest Research and its advisers. You should confirm that your advisers are not advising any other tenderer. If your advisers are also working with another tenderer, no individual at those advisers can work on more than one tender or be able to access or provide information about any other tender. If you fail to comply with this, you may be disqualified from the tender process at our discretion.

The lowest priced compliant tender that best meets the requirements specified in this ITT will be selected for award of any contract: The tender evaluation table that will be used to determine this is attached below.

Please note the following conditions:

* The tender and any accompanying documents are to be in English.
* Forest Research reserves the right to cancel or withdraw from the process at any stage.
* Forest Research does not undertake to accept the lowest priced tender, or part or all of any tender.
* Any costs in taking part in this tender process remain your responsibility and we will not return any part of your completed tender to you.
* All information supplied to you by Forest Research must be treated in confidence and not disclosed to third parties.
* Once the contract has been awarded, any additional costs incurred which are not reflected in the tender will not be accepted for payment.
* Offering an inducement of any kind in relation to obtaining this or any other contract with the Forestry Commission will disqualify your tender from being considered and may constitute a criminal offence.



Yours faithfully

Geoff McCatty

Tender Requirements

* All details of your tender must remain valid and open for acceptance for a period of 60 days from the date of submission.
* You are required to include an itemised breakdown of your tendered price using the ‘Price List’ template enclosed.
* Your tender must include confirmation of the scope of supply and compliance with the ‘Scope’, basis of design, tender-level drawings and a full specification of the works offered.
* A basic design and works programme is required as part of your tender (refer ‘Scope’) and you should also clearly identify the date by which you would require to receive contract award in order to achieve completion by 30 September 2021.
* Please identify any subcontractors or major suppliers you propose to use and the elements of the works they would be undertaking.

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| **Tender Response Form Section** | **Title** | **Evaluation Method** | **Evaluation criteria** |
| 2 | H&S Section A | Pass/fail | **Pass:** Evidence has been provided that demonstrates an appropriate level of competency for each question in this section. Alternatively, the name of a SSIP accreditation scheme and the expiry date of membership has been provided. We will check the accreditation is current on the SSIP Portal Page.  |
| H&S Section B | Pass/fail | **Pass:** Evidence has been provided that demonstrates an appropriate level of competency for each question in this section. |
| H&S Section C | Pass/fail | **Pass**: Evidence has been provided that demonstrates an appropriate level of competency to act as either a Principal Contractor or Contractor (as required by the contract). |
| H&S Section D | Pass/fail | **Pass**: Evidence has been provided that demonstrates an appropriate level of competency to act as either a Principal Designer or Designer (as required by the contract). |
| 3 | References | Pass/fail | **Pass**: Two references relevant to this contract have been provided and the minimum standards for reliability have been met. **Fail** – References are not provided or not relevant |
| 5 | Terms and Conditions  | Pass/fail | **Pass:** Terms and conditions have been accepted. **Fail:** Terms and conditions have not been accepted. |
| 7 | Declaration | Pass/fail | **Pass:** Declaration has been agreed and signed.**Fail:** Declaration has not been agreed |
| **Only tenderers that reach the minimum standard on all the above questions will have their tender scored further** |
| **Section** | **Description** | **Weighting (%)** | **Evaluation criteria** |
|  | Does the proposal meet the specification? | 50 | **0 No response (complete non-compliance)** No response or insufficient information provided. The solution is totally un-assessable and/or incomprehensible.**10 Unsatisfactory response (potential for some compliance but very major areas of weakness)** Bid which fails in several significant areas to set out a solution that meets the requirements. Little or no detail provided to demonstrate that the bidder will be able to deliver and / or considerable reservations about the proposals in respect of ability, understanding, expertise, skills and / or resources to deliver the requirements. Would represent a very high-risk solution.**20 Partially acceptable response (one or more areas of major weakness)** Weak bid which does not set out a solution that fully meets the requirements. Response may be basic with minimal detail provided to support the solution and/or some reservations as to the tenderer's solution in respect of ability, understanding, expertise, skills and/or resources to deliver the requirements. May represent a high-risk solution.**30 Satisfactory and acceptable response (substantial compliance with no major concerns)** Bid sets out a solution that largely meets the requirements, with some detail provided to support the solution; minor reservations or weakness in a few areas. Medium, acceptable risk solution.**40 Fully satisfactory /very good response (fully compliant with requirements).** Bidsets out a robust solution that fully meets the requirements, with full details provided to support the solution. Full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Low/no risk solution.**50 Outstanding response (fully compliant, with some areas exceeding requirements)** Bidsets out a robust solution and, in addition, provides or additional value and/or elements of the solution which exceed the requirements in substance and outcomes in an acceptable manner acceptable. full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described. Low/no risk solution. |
| Can the work be completed within the required timeframe? | 20 |
| How well does the proposal demonstrate energy and water efficiency? | 10 |
| 5 | Price | 20 | The lowest total tender price will receive the maximum score available for this section. This will be a score of 50 which will then be multiplied by the weighting. All other tendered prices will be divided by the lowest price and then multiplied by the maximum mark available before being weighted. Lowest tender price/actual tendered x 50 = Score ***Example:****Lowest tender price = £1,000**Actual Tendered Price = £2,000**So £1000/£1000 x 50 = 50**And £1000/£2000 x 50 = 25* |

1. Version June 2017 with amendments October 2020 [↑](#footnote-ref-1)