# Table of Contents

[Table of Contents 2](#_heading=h.37m2jsg)

[Confidentiality Statement 4](#_heading=h.1mrcu09)

[Open Procedure 4](#_heading=h.46r0co2)

[Submission Details 4](#_heading=h.2lwamvv)

[Submission Deadlines 4](#_heading=h.111kx3o)

[Submission Delivery Address 5](#_heading=h.3l18frh)

[Submission Questions and Clarifications 5](#_heading=h.206ipza)

[Electronic Submissions 5](#_heading=h.4k668n3)

[Introduction and Executive Summary 6](#_heading=h.2zbgiuw)

[Business Overview & Background 6](#_heading=h.1egqt2p)

[Our Vision … is where our future lies 7](#_heading=h.3ygebqi)

[Our Mission … is what we focus on each and every day 7](#_heading=h.2dlolyb)

[Background 7](#_heading=h.sqyw64)

[Detailed Requirement 8](#_heading=h.3cqmetx)

[SIte visit 8](#_heading=h.1rvwp1q)

[Work Timescales 8](#_heading=h.4bvk7pj)

[Security 8](#_heading=h.2r0uhxc)

[Building control 8](#_heading=h.1664s55)

[Specific conditions applicable to this quotation 9](#_heading=h.3q5sasy)

[Working Requirements 9](#_heading=h.25b2l0r)

[Tender Timescales 12](#_heading=h.kgcv8k)

[Written submission 12](#_heading=h.34g0dwd)

[Pricing 13](#_heading=h.1jlao46)

[Terms and Conditions 13](#_heading=h.43ky6rz)

[Validity 13](#_heading=h.2iq8gzs)

[Selection Criteria 13](#_heading=h.xvir7l)

[Award Price 14](#_heading=h.3hv69ve)

[Scoring 14](#_heading=h.1x0gk37)

[Assessment of Quotations 15](#_heading=h.4h042r0)

[Freedom of Information Act 2000 15](#_heading=h.2w5ecyt)

[general data protection Regulation (GDPR) 2018 15](#_heading=h.1baon6m)

[Agreement Conditions Acceptance and Declaration 15](#_heading=h.3vac5uf)

[Supporting Documentation 16](#_heading=h.2afmg28)

# Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and, or, intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete and/or shred the original and any copies and any electronic form this document, and any attachments thereto and do not disseminate further.

Thank you for your consideration, City College Plymouth.

Where no notice is given, all information contained herein is Copyright 2020 City College Plymouth.

# Open Procedure

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

# Submission Details

## Submission Deadlines

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

**Friday 30th October 2020**

**12:00 Noon**

Any submissions received after this date will not be considered.

## Submission Delivery Address

All submissions should be submitted electronically as below.

## Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation, by Friday 16th October 2020

**Adam Baker**

Procurement Assistant

City College Plymouth

Phone: 01752 305313

Email: tenders@cityplym.ac.uk

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of three (3) years.

## Electronic Submissions

Electronic submissions in response to this Request for Quotation must meet the following criteria:

Sent via email to: tenders@cityplym.ac.uk quoting reference RFQ157

Document standards:

* Text must be in Microsoft Word format;
* Price tables must be in Microsoft Excel format (using pricing schedule in **Appendix A**);
* Supportive evidence may additionally be submitted in PDF format;
* Images, Designs, and other supporting evidence may be in either JPEG or PDF format
* Completed **Appendix C** Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3. - *Please note this suitability assessment will not be viewed unless you are shortlisted for the presentation stage. Failure at this stage may prevent the contract from being awarded.*
* Signed Agreement Acceptance and Declaration **Appendix D**

*Please note that the College is able to accept submissions sent in a compressed or “.zip” file format, so long as the files contained meet the standards described above.*

**WARRANTY**:

By submitting your tender bid, you are warrantying to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

# Introduction and Executive Summary

City College Plymouth is looking to appoint a suitable main contractor to carry out Internal Fitout Works to newly developed light industrial units at Oceansgate Phase 2 Project. The works include installation of Mezzanine floor, partitions and associated M&E works.

As the anticipated value of some of the advertised works exceeds £25,000, we will advertise the opportunities on the government portal ‘Contracts Finder in accordance with the Public Contracts Regulations 2015.

All prospective contractors will be required to complete the suitability assessment questionnaire (Appendix C).

# Business Overview & Background

The College currently operates on two main sites within the city, serving 12,897 students and employing over 500 staff. The College operates year-round, with opening times from 0800-2100 on some days.

The college has been selected to develop a centre of excellence for marine engineering, in partnership with Babcock International. The practical curriculum will include boat-building skills, computer controlled (CNC) milling and turning of machine parts and working with composites, all of which require dedicated workshop spaces. Co-located theory and specialist computer facilities will support these workshops and all teaching spaces will be fully equipped to deliver this new curriculum.

Planning consent has recently been granted for a second phase at the Oceansgate Marine Campus. This is an Enterprise zone near the Devonport waterfront, aimed at creating a world class hub for marine industries. Construction is scheduled to start in the summer of 2019 and units will be ready for occupation from June 2020.

The college is proud to have signed a lease agreement with Plymouth City Council for Buildings 1.6, Units 6-12. These units will be handed over as a shell from the developer Keir and will require an internal fitout as detailed in this request for tender documentation.

## Our Vision … is where our future lies

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

## Our Mission … is what we focus on each and every day

To be the South West’s leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation.

## Background

City College Plymouth is one of the largest providers of innovative, technical and professional, education in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College was awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be ‘Good’ with outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College supports the region’s employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business’ requirements. Their successful partnership working with the local business community resulted in a 99.5% satisfaction rate in the Government’s national ‘FE Choices employer satisfaction survey 2016 to 2017’ - placing them first in the country for general further education colleges.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College is 12,533 - which comprises of: 3,569 full-time students, including 765 higher education students and 179 non EU students; 8,964 part-time students; and 1,599 apprentices. The College also employs over 500 staff.

# Detailed Requirement

The anticipated cost of the works is £500,000 and is detailed in Appendix A.

Prospective contractors will be required to enter a contract in accordance with the Joint Contracts Tribunal Intermediate Form with Contractors Design 2016 and thus we would expect to receive assurances that they can complete the project to include all design responsibilities and demonstrate their ability to complete all works within the given timeframes. Please note any contractor who cannot meet the required design criteria and timeframes will be discounted from bidding.

## SIte visit

The main contractor for the development has provided an opportunity for a site visit for any prospective contractors to assist with preparation of their tender as follows.

Please note this is the only opportunity to view the site.

Thursday 15th October between 13.00 – 16.00.

A limit of 2 individuals per organisation is required.

All attendees with need to bring their own five points PPE.

Arrive at the site office for sign in.

## Work Timescales

All of the works listed in Appendix A need to be carried out within the period 4th January - 26th March 2021.

## Security

The project site will be fully handed over the the successful contractor who will be fully responsible for project delivery, site security and access throughout until project handover.

## Building control

Assent Building Control have been appointed with relevant fees paid by the college. The successful contractor to be responsible to arrange and liaise for all required site inspection visits, ensuring all works are carried out to their satisfaction.

To provide and prepare all documentation and send to building control officer to comply with building control approval and at Handover provide completion certification.

The building control office contact details are as follows:-

**Alex Gaylard:** Direct Dial: 07811 115533 & E-mail: alex@assentbc.co.uk

Please see appendix E for the Building Regs Report and Fire Officer Report.

# Specific conditions applicable to this quotation

## Working Requirements

Electricity At Work Act 1989

The contractor is to comply with the Act at all times. If LIVE WORKING cannot be avoided, the contractor is to inform the Estates Engineer of the reasons and the proposed action to be taken, to implement a safe system of working.

IEE regulations

Electrical work must be carried out by an electrical contractor on the roll of the National Inspection Council for Electrical Installation Contracting, or other approved certification body e.g. NAPIT, ECA etc, and conform to the requirements of current IEE Regulations (BS7671) and the local electricity supply company.

Health & Safety

The contractor is responsible for carrying out a detailed risk assessment of the work to be done. This must be issued to the Estates Engineer at least two weeks before work commences, along with method statements, which explain how the work is to be carried out, and the safety controls to be employed.

In addition to the Electricity at Work Act 1989, all work must be carried out in a safe manner, and in accordance with all relevant Health & Safety Regulations, without risk of harm to the people carrying out the work, students and staff of the college, and members of the public.

The contractor is responsible for arranging all safe access to work areas (e.g. scaffolding) and for maintaining safe working conditions (e.g. edge protection, temporary lighting) within the work area.

Noise Control

The Contractor shall comply with The Noise at Work Regulations 1989. He must take all reasonable steps to control and curtail the level of noise whilst carrying out the works.

Certification and Forms of Completion

The Contractor is to prepare all forms of completion as prescribed in the relevant section of the current IEE regulation.

* The NICEIC or NAPIT forms are preferred.
* The forms are to be presented in a clean condition.

Environmental

All work must be carried out with a responsible attitude to environmental concerns. All waste arising from the work is the responsibility of the contractor and must be handled and disposed of in accordance with the current waste and all relevant environmental legislation.

Redundant Services and Equipment

N/A.

Provision of Materials, Plant and Equipment

* Unless otherwise specified, the contractor must supply all materials, plant, tools and equipment required, to effectively complete the works detailed in this specification.
* For all equipment, fittings and accessories, where a manufacturer is not specified, good quality units compliant with the relevant British Standards and EN Standards must be used.
* Any deviation from the specified fitting’s, must be agreed with the Clients Agent.

Construction (Design and Management) Regulations 2015

The Contractor must comply with the requirements of the CDM Regulations and notify the other parties to the contract immediately it becomes aware that they are or likely to be in breach of these Regulations.

All building and maintenance work now falls under CDM Regulations.

All building and maintenance work will now require a Construction Health & Safety Plan, even if it is not notifiable. The level of detail and planning required will be proportionate to the scale and complexity of the project.

All projects involving more than one Contractor must have a Health & Safety File.

This Projects is notifiable to the HSE because it will exceed the following.

* The work will last longer than 30 working days AND involve more than 20 workers on site simultaneously.

OR

* The work exceeds 500 person days.

The F10 will be completed once the successful Contractor has been appointed. The contractor will then need to update the HSE as needed during each and every phase of the project including if they foresee that additional contractors are required to complete the work.

Conduct of Work

The Contractor is to arrange their work as to avoid interference with routine use of occupied premises and must co-operate with persons occupying or using the premises whilst he is working.

The Contractor shall protect and keep free from damage the buildings, fences, walls, roads, paths kerbs and all other parts of the work location.

The successful contractor will carryout a full photographic record of all external and internal finishes and keep as a record. Any damage caused during construction will be the sole responsibility and all cost incurred are to be met by the contractor

COVID-19 Operational Plan

The Contractor is to arrange to develop and provide a clear COVID-19 Operational plan demonstrating how he intends to carry out all the works whilst fully complying with the latest government restrictions. This will include management of all employees and sub-contractors ensuring all are protected and all of the control measures are shared and fully implemented by all site and off site staff.

Delivery of Plant and Materials

The Contractor is responsible for the supply, delivery and off-loading of all plant, materials and equipment into final positions. The Contractor must provide suitable protection to all materials and ensure all materials are stored within the building with nothing being left outside.

Brexit and Supply Chain Matters

The Contractor should ensure where reasonably practicable that all supply chains are free of impact from Brexit on delivery and on increased costs. The Contractor is to provide a full risk register highlighting any possible implications to budget cost and project delivery.

## Tender Timescales

 These are timescales for the selection process-

|  |  |
| --- | --- |
| **Action** | **Date** |
| Tender Issued | 28/09/2020 |
| Site Visit | 15/10/2020 |
| Tender Response Date  | 30/10/2020 |
| Award of contract | 16/11/2020 |
| Works Start Date | 4/01/2021 |
| Works to be completed by | 26/03/2021 |

# Written submission

You are required to submit a brief written document that outlines how you will meet our requirements and how you intend to work with the College, with particular regard to the following:

* Programme delivery
* Experience of main contractor responsibilities and management of subcontractors including M&E
* Response timescales and capacity to meet given timescales.
* Submit examples of similar projects - max 3 to support above

You are also required to complete a suitability and assessment questionnaire, attached at **Appendix C**. This document is not used during the selection process, but will be viewed if you are the shortlisted contractor.

Your document will be scored in accordance with the table on page 13.

# Pricing

Bidders should provide their pricing for each of the opportunities in Appendix A.

There should be no additional cost incurred.

# Terms and Conditions

The College’s normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College’s full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College’s General Terms and Conditions of Purchase of Goods/Services – see Appendix B.

# Validity

Bidder’s offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

# Selection Criteria

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than ninety [90] days from the date of submission. The date of contract award will be provided within that email.

The marking criteria are described in the table below:

|  |  |
| --- | --- |
| **Category** | **Weighting** |
| Price | 80% |
| Programme delivery  | 10% |
| Experience of main contractor responsibilities and management of subcontractors including M&E  | 10% |

Please see table overleaf for more details on the scoring method.

## Award Price

Lowest quote price divided by quote price multiplied by 100.

## Scoring

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Interpretation** |
| **Excellent** | 4 | *Comprehensive response supported by examples* *Description fully supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Good** | 3 | *Broad response supported by relevant examples.**Description well supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Satisfactory** | 2 | *Reasonable response supported by some evidence.**Description adequately supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Poor** | 1 | *Limited response not well supported by evidence.**Description inadequately supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Unacceptable** | 0 | *No response or insufficient information provided.* |

# Assessment of Quotations

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

# Freedom of Information Act 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held as confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

# general data protection Regulation (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

# Agreement Conditions Acceptance and Declaration

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration, **Appendix D**.

# Supporting Documentation

Appendix A-01-08 Pricing Schedule.

Appendix B Standard Terms and Conditions for the Purchase of Goods and Services.

Appendix C Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3.

Appendix D Agreement Conditions Acceptance and Declaration.

Appendix E Building Control.