



The Coal  
Authority

OFFICIAL: SENSITIVE - COMMERCIAL

## Scientific Services Framework

### Invitation to Tender

Procurement guidance & supporting information

CA18/2/1/16



**Contents**

Contractual References .....	1
Associated Documentation .....	1
Indicative timetable.....	1
Tender return, assessment & criteria.....	2
Guidelines.....	4
Assessment & Feedback.....	4
Acceptance procedure.....	4
Declaration.....	5
Appendix A – Transparency Guidance.....	6

## Overview

### Contractual References

This tender will be associated with Coal Authority reference CA18/2/1/16

The Authority wishes to appoint a single or a number of suppliers to a framework to provide the services described in the document - 2018 Laboratory Services Outline Specification\_FINAL – which is included in the tender documentation.

The required services have been split into four lots so as to maximise opportunity for the widest range of suppliers.

The final number of suppliers appointed will be dependent upon geographical coverage offered by the supply chain.

The conditions of contract are the Authority's Works & Services Terms & Conditions which are included as part of the tender documentation.

Individual work instructions will be called off this framework as and when required. Indicative volumes are provided in the supporting information to this tender.

### Associated Documentation

Please see documents attached to this tender in the tendering portal that provide full details of the requirements of this project as well as supporting technical information .

### Indicative Timetable

Below is detailed the indicative timetable of the procurement process.

<b>Task</b>	<b>Date</b>
Invitation to Tender published	18 December 2018
Tender Period Closes	12 February 2019
Lot 2 Inter laboratory comparisons (if req.) *	26 February 2019
Award confirmation	29 March 2019
New framework commences	1 June 2019

\* If six or more submissions are received for lot 2 of this tender which, when scored are, in the opinion of the assessment panel, unable to be significantly differentiated we reserve the right to undertake a further and final assessment stage by way of inter laboratory comparison of typical matrices.

Should this be required all parties involved will be informed at the appropriate time and a testing protocol will be distributed.

**This process will only apply to Lot 2 of this tender.**

## **Tender Return, Assessment & Criteria**

The ITT Bid evaluation will be based on the technical and financial proposals within the bids and the information set out in each compliant bid

Bidders must accept the Coal Authority's terms & conditions.

The Coal Authority will reject any Bid which is not a Compliant Bid.

A Bid shall only be a compliant bid if the following documents have been completed and submitted:

- Qualification Envelope completed in the InBye e-portal
- Technical Questionnaire and Responses - Completed in the InBye e-portal

The tendering *Suppliers* are to ensure that the registered contact details on the eTendering portal are correct for this process.

In order to register, please log on to <https://inbye.coal.gov.uk/s2c/> following the links and should you have any difficulties with this procedure, please contact Peter Kobryn on 01623 637302

The tender will be awarded on the basis of the most economically advantageous tender and will be assessed based upon a **50% Quality and 50% Financial split**, with the quality assessment being completed prior to the financial assessment.

The documentation to be submitted is summarised.

One Quality Submission is required on the eTendering portal.

The Financial submission for the project is to be submitted on the eTendering portal.

The Evaluation of the ITT responses will be carried out in two stages.

These stages are:

- Stage One: Core Assessment;
- Stage Two: Technical Assessment.

### **Stage 1 – Core Assessment**

The assessment at Stage 1 will comprise of a number of questions on the following topics:

- General & Organisation
- Economic & Financial & Legal Standing and Insurance
- Safety, Health & Environmental Issues

These elements will be assessed on a minimum “meets requirements” basis.

The Authority reserves the right to exclude any bid that does not meet the minimum requirements for these elements

The “meets requirements” score required in the health and safety and environmental sections of the questionnaire is 40%.

The Authority will exclude a bid from this process if it establishes that the economic operator has been convicted of any of the offences defined in Regulation 57 of the Public Contract Regulations 2015

Bids meeting requirements will then be evaluated on the basis of the most economically advantageous tender.

Your tender should be submitted on a fixed price basis and should remain open for acceptance for a period of 120 days from the closing date for the receipt of tenders.

Tenders received after the tender closing date will not be considered. Failure to comply with the provisions of these Instructions or to complete the tender document in full and without alteration may also result in the disqualification of your tender.

Your submitted tender rates and prices must be exclusive of Value Added Tax.

### **Quality Scoring Assessment for Stage Two**

The following assessment criteria will be applied to all scoring questions

Score Categories	Meaning	Scores
Adds Value	The evaluator believes that as well as meeting requirements in all respects, the response has additional features that benefit and adds value for the Authority	5
Requirement Met	The evaluator is fully satisfied that the proposal meets the requirement in all aspects	3
Reservations	The evaluator believes that the supplier has the ability to partially meet the requirement, but has some reservations about the offer proposed	2
Requirement Not Met	The evaluator believes that the evidence fails to show that the supplier is capable in the requirements area	0

**The Coal Authority reserves the right to deem any submission scoring a 0 for any scored question as non - compliant and as such may be excluded from consideration**

**The Coal Authority reserve the right to exclude any submission that fails to satisfactorily answer any question highlighted as Pass / Fail**

All scoring and Pass/Fail questions are clearly indicated in the tender documentation.

## **Guidelines**

The questionnaire should be completed by a partner/director/senior manager.

Please answer each question fully. The Authority stresses the value and importance of substantiating answers with supporting documentation when requested.

The questionnaire should be completed accurately, if successful this document will form part of the contract.

The response and supporting documents must relate specifically to the organisations policy and arrangements.

Organisations currently providing services to the Authority must provide full details as requested and not just refer to the Authority.

Appendices in the form of attachments are either requested for the response to a specific question or can be included in the General Attachment area of this questionnaire but where included must be clearly labelled and cross referenced to ensure the information supplied can be assessed in full.

## **Assessment & Feedback**

The tender submissions will be assessed in accordance with selection criteria.

The Authority will recognise the required standstill period when notifying all bidders of the outcome of the process.

Feedback will be provided at that time to organisations which are not successful through the issue of a letter providing debrief information on the assessment of the tender, scoring and confirmation of the successful tenderer.

## **Acceptance Procedure**

The Authority does not bind itself to accept your tender and will not be responsible for, nor pay for, any expenses or losses which may be incurred by you in the preparation of your tender.

It is intended that the procurement process will take place in accordance with the provisions of this ITT but The Coal Authority reserves the right to terminate, suspend, amend or vary this procurement process by notice to all potential bidders in writing.

The Coal Authority will have no liability for any losses, costs or expenses caused to bidders as a result of such termination, suspension, amendment or variation.

No tender shall be deemed to have been accepted unless such acceptance has been notified in writing to the tenderer.

Whether or not your tender is accepted, you must treat the details of all tender documents as private and confidential. If you decide not to submit a tender, you must reply that you wish to reject the tender and provide a comment why.

If you require clarification then a query through the online messaging facility should be submitted.

## **Declaration**

We declare that this is a bona fide tender, intended to be competitive, 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 declare that we have not done and we undertake that we will not do at any time before the returnable date for this tender any of the following acts:-

- (a) Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender;
- (b) Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- (c) Offer, 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 work any act or thing of the sort described above.

In this declaration the word 'person' includes any persons and any body or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

## Appendix A – Transparency Guidance

### Transparency

Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, Government has made the following commitments with regard to procurement and contracting:

- All new central government ICT contracts over the value of £10,000 to be published in full online from July 2010.
- All new central government tender documents for contracts over £10,000 to be published on a single website from September 2010, with this information to be made available to the public free of charge.
- All new central government contracts over the value of £10,000 to be published in full from January 2011.
- New items of central government spending over £25,000 to published online from November 2010.

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new Government contract, the resulting contract between the supplier and Government will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

The publication of information incorporates but is not limited to the following documentation/information. This will cover potential contract extensions and orders placed against a framework or term contract.

Contracts: contract, specification, terms and conditions, schedules and pricing – issued by both the tenderer and the Authority.

Tenders: invitation to tender, specification, terms and conditions, prequalification questionnaires, OJEU notices – issued by the Authority.

Spending: summary of invoice information in relation to payments made and includes invoice values – submitted by suppliers.