



Tender pack for:

**Exeter Air Quality Monitoring Continuous  
Analysers 2017**

# Guidance Notes

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## Introduction

Document has been produced to enable Exeter City Council (hereafter referred to as 'the Council') to evaluate the professional, economic and financial standing and ability and technical capacity of contractors tendering for the project.

All of the Council's procurement officers will follow the European Union principles of openness, transparency and equality when selecting companies for the award of any contract pursuant to the same and for clarity it is confirmed that the Council is not permitted to favour local or any particular company.

## Tender Process (End to End) Key Milestones

STAGE	DATE
Advertise for Invitation to Tender	05 September 2017
Site visit date	19 September 2017
Tender submission deadline	02 October 2017
Evaluation of tenders	03 to 11 October 2017
Notification of contract award	31 October 2017
Planned contract commencement date	15 November 2017

## Tender Pack Issue

This tender pack has been issued with the following suite of documents as outlined in the appendices below.

## SQ

The purpose of the SQ is to evaluate response in relation to the mandatory exclusion criteria (To be completed in full). In the event that any bidder fails to complete the SQ they will not be considered nor will they have their tender submissions both scored and evaluated.

## Clarifications

Participants must submit any clarification questions electronically. Telephone questions will not be accepted. Questions should be submitted to the following stated email address only ECCProcurement@exeter.gov.uk. The "Subject" in the email must read as follows "Exeter Air Quality Monitoring 2017 – CLARIFICATION"

## Site Visit

There will be an opportunity to visit both sites and ask verbal questions on 19 September 2017. Participants must express their intention to attend this visit before 10am on 18 September 2017 by means of an email to ECCProcurement@exeter.gov.uk. The "Subject" in the email must read as follows "Exeter Air Quality Monitoring 2017 – SITE VISIT". There shall be a maximum of two attendees per participant. Please make it clear in the email if any attendees will have difficulty with the access arrangements described below.

The site visit will follow this program:

09:30	Meet on site at Alphington Street TEOM	The TEOM is situated on the east side of Alphington Street, Exeter between Homeclyst House and Well-Park House. Please note parking is not available at the TEOM location
10:30	Re-convene at the entrance to the Royal Albert Memorial Museum on Queen Street	Participants must provide their own transport to the museum. Please note that parking is not available at the museum. Access to the museum involves steps, and some uneven hallways.
12:00	Re-convene at reception, Civic Centre, Paris Street, Exeter, EX1 1 RQ	Opportunity to ask questions. Please note that parking is not available at the Civic Centre.

## Tender Returns

Participants are required to complete fully their tender submissions and submit them (including any attachments) electronically by email (to following stated email address only)

ECCProcurement@exeter.gov.uk to be received no later than 2pm on 02 October 2017. The "Subject" in the email must read as follows "Exeter Air Quality Monitoring 2017 – TENDER RESPONSE".

It is the Participant's sole responsibility to ensure it allows sufficient time for transmission of its tender submission.

Completed tender submissions may be submitted at any time before the due date. Please note that tender submissions received after the time on the due date will be rejected by the Council.

The Council shall have no responsibility in relation to tender submissions which are not submitted on time or are otherwise non-compliant and reserves the right to reject any such tender submission in its entirety and not consider the relevant Participant further in the procurement process.

## Scoring & Evaluation

60% of the overall score will come from the price submitted in the tender documents (Appendix 5 - ECC Terms and Conditions, 1.3 "The Contract Price").

40% of the overall score will come from the qualification criteria included in this document, weighed as shown below:

- Economic Criteria 5%
- Quality & Accreditation 5%
- Environmental Criteria 10%
- Health & Safety Criteria 12.5%
- Training & Certification 5%
- Technical Capability 12.5%
- Customer Care Focus N/A
- Specific Criteria Q1 10%

Specific Criteria Q2 20%  
Specific Criteria Q3 20%

## Tender Award

The successful bidder shall be notified following the scoring and evaluations phase as detailed above. The winning bidder shall be the supplier who attains the highest score based on the objective assessment of their tender submissions in accordance with the scoring, weighting and evaluation criteria.

## Commence Work

The commencement of work is subject to the provision of documentation to ECC and both parties signing the agreement.

## Appendices

The appendices outlined below comprise the full suite of documental context for this particular project

Appendix 1 – SQ

Appendix 2 – SQ Guidance Notes

Appendix 3 – STQ

Appendix 4 – STQ Guidance Notes

Appendix 5 – Terms & Conditions

Appendix 6 – (1) Specification for Supply, Installation and Commissioning.

(2). Specification and Service Level Agreement for ongoing Maintenance and Servicing.

Tender Guidance Notes