

# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Natural Environment  
Research Council – British Antarctic Survey (NERC, BAS)  
Subject UK SBS BAS Innovation Centre Refurbishment Works.  
Sourcing reference number FM16174**

**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.co.uk)

Registered in England and Wales as a limited company. Company Number 6330639.  
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
VAT registration GB618 3673 25  
Copyright (c) UK Shared Business Services Ltd. 2014

**UKSBS**  
*Shared Business Services*

## Table of Contents

Section	Content
1	<a href="#">About UK Shared Business Services Ltd.</a>
2	<a href="#">About our Customer</a>
3	<a href="#">Working with UK Shared Business Services Ltd.</a>
4	<a href="#">Specification</a>
5	<a href="#">Evaluation model</a>
6	<a href="#">Evaluation questionnaire</a>
7	<a href="#">General Information</a>

Appendix;

ADP R-2221	Icebreaker Canteen Option 1
C020-A-01	Scope of Works / Access
C020-A-02	Site Survey
C020-E-01	Electrical Demolition
C020-E-02	Zumtobel Lighting Layout
C020-E-03	Room 59 – Electrical layout
C020-ME-01	Room 81 M&E Layout
R-2221-2	Ice Breaker Café Plan
R-2225-2	Ice Breaker Café 3D
S8000 FFE	Ice Breaker Café Furniture Specification
S-2227-1	Ice Breaker Furniture Schedule

\*\*\*All Appendixes can be found attached within the eSourcing Portal\*\*\*

# Section 1 – About UK Shared Business Services

## Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by its customers, UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

## Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Customers.

Our Customers who have access to our services and Contracts are detailed [here](#).

## Section 2 – About Our Customer

### Natural Environment Research Council (NERC)

NERC is the UK's main agency for funding and managing research, training and knowledge exchange in the environmental sciences.

NERC's work covers the full range of atmospheric, Earth, biological, terrestrial and aquatic science, from the deep oceans to the upper atmosphere and from the poles to the equator.

The organisation coordinates some of the world's most exciting research projects, tackling major issues such as climate change, environmental influences on human health, the genetic make-up of life on Earth, and much more.

Working internationally, NERC have bases at some of the most hostile places on the planet; running a fleet of research ships and aircraft and investing in satellite technology to monitor gradual environmental change on a global scale. NERC provide forewarning of, and solutions to, the key environmental challenges facing society.

#### Examples of funded research

- Showing the importance of mature tropical forests to the global climate.
- Developing a safer and cleaner way to mine gold by reducing the use of mercury.
- Studying the hole in the ozone layer - discovered by our British Antarctic Survey - and monitoring climate change.
- Playing a major role in the International Census of Marine Life that monitors our oceans.

NERC also runs six organisations of world renown:

- British Antarctic Survey, in Cambridge.
- British Geological Survey, in Nottingham.
- National Oceanography Centre, in Southampton.
- Centre for Ecology & Hydrology, in Oxfordshire.
- National Centre for Atmospheric Science, in Leeds.
- National Centre for Earth Observation, Swindon.

[www.nerc.ac.uk](http://www.nerc.ac.uk)

## Section 3 - Working with UK Shared Business Services Ltd.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Customer Name and address	The Natural Environment Research Council British Antarctic Survey High Cross Madingley Road Cambridge CB3 0ET
3.2	Buyer name	James Hackett
3.3	Buyer contact details	<a href="mailto:FMPurchase@uksbs.co.uk">FMPurchase@uksbs.co.uk</a> 01793 867005
3.4	Estimated value of the Opportunity	£130,000 exclusive of VAT
3.5	Process for the submission of clarifications and Bids	<b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>.</b> <b>Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.</b>

Section 3 - Timescales		
3.6	Date of Issue of Contract Advert and location of original Advert	Friday November 25 <sup>th</sup> 2016 – Contracts Finder
3.7	Site Visits Available on Request	Friday November 25 <sup>th</sup> 2016 - Thursday December 8 <sup>th</sup> 2016
3.7	Latest date/time ITQ clarification questions should be received through Emptoris messaging system	Tuesday December 6 <sup>th</sup> 2016 14:00
3.8	Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	Thursday December 8 <sup>th</sup> 2016 14:00
3.9	Latest date/time ITQ Bid shall be submitted through Emptoris	Tuesday December 13 <sup>th</sup> 2016 14:00
3.10	Date/time Bidders should be available if face to face clarifications are required	Thursday December 15 <sup>th</sup> 2016
3.11	Anticipated rejection of unsuccessful Bids date	Wednesday December 21 <sup>st</sup> 2016

3.12	Anticipated Award date	Wednesday December 21 <sup>st</sup> 2016
3.13	Anticipated Contract Start date	Tuesday January 3 <sup>rd</sup> 2016
3.14	Anticipated Contract End date	Friday March 3 <sup>rd</sup> 2016
3.15	Bid Validity Period	60 days

## Section 4 – Specification

### Project

The refurbishment of the following at the British Antarctic Survey office in Cambridge:

Icebreaker Canteen – All works to be out of hours

Room 59

Room 81

This document shall form the basis of the work, along with the NBS specification document number BAS-IB-L-01 and should be read in conjunction with Appendix number:

ADP R-2221	Icebreaker Canteen Option 1
C020-A-01	Scope of Works / Access
C020-A-02	Site Survey
C020-E-01	Electrical Demolition
C020-E-02	Zumtobel Lighting Layout
C020-E-03	Room 59 – Electrical layout
C020-ME-01	Room 81 M&E Layout

### Scope of the Works

The Contractor shall include for all necessary tools, labour, materials and equipment to refurbish the areas as specified including, but not limited to the following:

1. Out of Hours working for the Icebreaker Canteen only.
2. Items as laid out within the adjoining pricing schedules.

### 1.0 Project Particulars

#### 1.1 Project

Refurbishment of the British Antarctic Survey (BAS) Icebreaker Canteen, workshop 59 and 81.

#### 1.2 Description of Works

The works comprises of 4 elements;

- a) Make good and redecorate all walls.
- b) Remove existing ceiling grid and replace with new.
- c) New floor finishes.
- d) New lighting scheme.

To be read in conjunction with the Technical Specification.

### **1.3 Client**

British Antarctic Survey  
High Cross  
Maddingley Road  
Cambridge  
CB3 0ET  
Tel: +44 (0)1223 221400

### **1.4 Description of the site**

The British Antarctic Survey, Cambridge, is part of the Natural Environment Research Council. The primary use for the site is polar scientific research, and therefore the site contains many laboratories, cold rooms, workshops, as well as office accommodation

This site can be occupied 24 hours a day. All buildings will be occupied throughout the works. The Contractor must take all reasonable care not to interfere with all other activities on the site.

Bidders are recommended to visit the site before submitting a Tender to acquaint themselves with local conditions, means of access, the full extent and character of the Works and any other matters which might affect the execution of the Works.

### **1.5 Drawings**

The drawings issued with the tender documents will form the Contract Drawings and are listed below.

### **1.6 Tender**

The Contractor is required to examine the drawings and related documents prior to submitting his Tender and notify the Employer of any conflicting or inadequate information contained therein. On submitting his Tender, the Contractor shall be deemed to have satisfied himself as to the sufficiency of the information provided to enable him to carry out and complete the contract. No subsequent claim for consequential loss upon the Contractor's failure to comply with these provisions will be entertained.

The Contractor is to visit and inspect the site prior to Tendering as no claim will be allowed on the grounds of ignorance of the conditions under which the work will be executed, the character of the work and all that is involved in carrying out this Contract. No claim will be entertained for the Contractor's failure to comply with this Clause.

The Employer does not bind himself to accept the lowest of any tender or any section of same; neither do they hold themselves responsible for any expense the Contractor may incur in the estimating or in the adjustment of accounts.

The Employer will not be liable for any costs incurred in the preparation and submission of a tender.

The contract will be awarded on the basis of best value for money taking account of price, technical merit and quality

This shall be a fixed all-inclusive priced based upon the contract documents and a careful inspection of the site including for handing over the works clean, functional and complete, fit for immediate occupation and use as intended.

### **1.7 Insurance's**

£1,000,000 Public Liability Insurance.

The employer will require sight of a valid insurance certificate prior to entering into a contract.

### **1.8 Programme**

Start Date	January 3 <sup>rd</sup> 2017
Full Practical Completion Date	March 3 <sup>rd</sup> 2017

### **1.9 Maintenance Period**

The maintenance period will be 6 months from practical completion, when the contractor will be expected to replace / repair any faulty equipment or materials at no cost to the Employer.

### **1.10 Schedule of Site Conditions**

Before commencing works, the appointed contractor is to prepare, in conjunction with the Employer's Representative, a schedule of conditions including a complete and comprehensive photographic record fully cross referenced to the schedule of conditions and set of existing drawings of all the existing finishes within the building which are to be retained.

### **1.11 Health and Safety**

Provide for the safety, health and welfare of all workpeople employed on the site whether by the Contractor, domestic sub-contractor, or the Employer and complies with the requirements of any statute, regulation or industrial agreement, applicable to the various industries concerned and particularly with the requirements of the Health and Safety at Work Act 1974.

If some of the works are external and will on occasion involve working around fire escape exits and both pedestrian & vehicular routes, the Contractor will in conjunction with the Employers Representative, maintain alternative exits as thought necessary. The Contractor will also provide all necessary temporary signage, directing personnel towards any alternative exits, walkways etc.

All appropriate and distinctive warning signs are to be displayed as the work progresses. These are to be removed as soon as possible once they no longer apply.

Protective barriers are to be placed around any works for the protection of any non-contractor personnel who may pass close to any works being carried out.

The contractor will not be permitted to carry out any of the following activities without a

separate permit to work.

- Hot works
- Work in existing electrical distribution cupboards

### **1.12 Asbestos**

The Contractors attention is drawn to the fact that Asbestos can be found on the site, an Asbestos register is held by the Employer, and can be viewed by the Contractor upon request.

Previous surveys have found no evidence of asbestos in this area; however, the Contractor must remain vigilant and report any suspicious materials to the Employers Representative immediately.

### **1.13 CDM**

The CDM 2015 Regulations will apply, however the Employer considers this a “non-notifiable” project and therefore does not require the HSE to be notified. However, the Employer requires sight of all risk assessments, method statements and COSHH assessments prior to work being carried out. Work will not be able to commence without these been in place.

Should the Contractor believe that this project is “notifiable” then he should advise this in the tender return.

## **2.0 Contract Information**

### **2.1 Schedule of Works**

Before a Tender is accepted the Contractor must submit to the Employer a fully priced quantified priced schedule of works upon which the Contractor's Tender has been based.

Should the Contractor not have included in the said documents specific costs for any of the work, services or obligations described in the Specification or shown on Tender drawings and schedules, he shall be deemed to have considered that the rates and/or sums for the work services or obligations included in the said documents are sufficient to enable him to carry out and complete the Works.

Rates and/or sums included in the said documents shall be deemed to include all related work which is not separately identified.

### **2.2 Variations**

The Contractor shall execute any variation to the work or additional work, as may be ordered in writing by the Employers Representative. No work shall be carried out or be paid for, without such written authority.

## **3.0 Obligations and Restrictions Imposed by the Employer**

### **3.1 Operation and Maintenance Manuals**

Prior to Practical Completion the contractor shall supply 2 sets of the completed O&M manuals to the Employers Representative. They are to include as a minimum.

- As built drawings showing the new layout, wiring layouts, pipe runs etc.
- Drawings showing the variation to the drainage layout.
- Wiring diagrams of all plant and equipment
- Operating manuals for all new equipment
- Safety aspects in relation to the CDM regulations
- Frequency and details of routine maintenance requirements, including any spare components and manufacturer recommended site held spares.
- Cleaning regimes
- Manufacturer's literature for all components.

### **3.2 Inspections and Tests**

The Contractor must give adequate notice to the Employer during the progress of the Works to enable the inspections, tests, commissioning, witnessing etc. to be carried out by the Employer.

### **3.3 Access to and Possession or Use of the Site**

The Contractor must not use the site for any purpose other than that of executing the Works. The Contractor must obtain the approval of the Employer to the proposed siting of all temporary structures, plant, materials, roads, paths, spoil heaps, etc.

On completion of the Works, the Contractor must remove from the site all temporary works plant, surplus materials, etc. and make good any disturbance or damage, including damage to the ground or structures, to the satisfaction of the Contract Administrator.

Any deliveries are to be via the Service Yard, which is accessed via the electronic security controlled gates to the West of the site. The Contractor is to become familiar with the restrictions concerning this access.

The storage of any flammable materials required for the works, is to comply strictly with all current UK legislation and shall not be stored within any building.

### **3.4 Prevention of Nuisance and Trespass**

The Contractor must take all necessary precautions to prevent any trespass on property adjoining the site by workmen, plant or materials under his control, and to prevent nuisance arising from the execution of the Works.

The Contractor must take all necessary precautions for the prevention of nuisance arising from dust, excessive noise and vibration. The Contractor must discuss with the Employers Representative the measures he proposes to adopt to counter nuisances described above and must give notice of, and agree periods when, noisy operations and operations causing vibrations are to be executed.

The Contractor must allow for dealing with any complaints in connection with alleged

nuisance arising from the execution of the Works and for making such arrangements and negotiations as may be necessary, including temporarily suspending any portion of the Works, and must include for everything required to enable the Works to be completed and handed over on the Contract completion date.

### **3.5 Speed Limits**

The Contractor must ensure that all vehicles are driven at safe speeds and in conformity with any speed restriction signs within the grounds.

### **3.6 Vehicle parking**

Parking for the Contractors vehicles and those of all of his staff is restricted to The North and South general site Car Parks. General parking is not permitted within the BAS Service Yard or Main Entrance car park.

### **3.7 Overtime**

The Contractor must obtain the written permission of the Employer before any overtime is worked. The Contractor will not be reimbursed for the additional cost of any overtime unless it is specifically instructed by the Employers Representative. Should such an instruction be given the Contractor will be allowed the net additional cost incurred, in accordance with the rules or decisions of the recognised wage fixing body concerned, in respect of working tradesmen and labourers only.

### **3.8 Working Hours**

Normal BAS working hours are between 7am and 7 pm; however, the site will be occupied 24 hrs. All works must be completed out of 'normal' BAS working hours and a fully functional canteen must be available on a daily basis between the hours of 7am to 7pm Monday to Friday. Weekend works shall be permitted during this project.

Noisy, dust and disruptive work that prevents the normal function of the space / building must be carried out, out of hours.

Access to the site outside of normal working hours will only be allowed through prior discussion with the Employer, as security arrangements are required to be made.

### **3.9 Advertising Rights**

The Contractor must not permit or display advertisements on the site without the consent of the Contract Employer.

### **3.10 Maintenance of Existing Services Etc.**

The Contractor must protect, uphold and maintain all existing structures, live drainage, ducts, water, gas and other mains or power services and if any such items are damaged he shall be liable for and shall indemnify the Employer against any expense, liability, loss, claim or proceedings provided always that the damage is due to any negligence, omission or default of the Contractor's workpeople or those of his sub-contractors.

The Contractor must not make connections or interfere with the operation of existing services such as live drainage, water, gas or other mains or power services without the written permission of the Employer.

The Contractor must give ten days' notice before any service is interrupted.

Isolation of services, i.e. water, electricity, gas – not without Employers Representative approval

### **3.11 Site Specific Restrictions**

Prior to the daily commencement of any works and at the end of each working day, all contract staff are to report to BAS reception and 'sign in' or 'sign out', using the Contractors Pass scheme.

No Smoking Policy – only permitted within agreed areas

Noise - The Contractor will be working, in close proximity to scientific research facilities. In most instances these facilities require low levels of noise disturbance, which may be in excess of those specified in the Noise at Work Regulations 1989. Work must therefore be scheduled to take account of this requirement.

### **3.12 Waste**

Disposal of all waste produced from the works is to be disposed of offsite by the Contractor in a responsible and legal manner in accordance with all relevant Health & Safety and Environmental Regulations. The use of the BAS waste disposal system is not permitted.

The Contractor is requested to recycle as much waste as is practically possible.

The Contractor must remove all rubbish, debris, etc. at regular intervals as it accumulates and must remove all protective casings and coverings and clean the Works internally and externally. On final completion, all areas are to be given a 'deep clean' and left in a condition satisfactory to the Employers Representative.

The Contractor must keep a log containing the following information for each waste & debris disposal trip. This must also include all waste transfer notes from any skip hire that may be required for the duration of the works

- Skip Hire Company and Disposal Site.
- Contract Name and Disposal Site.
- Vehicle ID – License Number.
- Date of Disposal.
- Time of Disposal.
- Origin of Debris.
- Location of tip
- Net Weight. of Load.

The Contractor will hand over a copy of all waste tickets, fully completed to the Employers Representative each time waste is removed from site. All tickets must be handed to the Employers Representative by Practical completion. Practical completion may be withheld if all waste tickets have not been copied to the Employer.

The Employer reserves the right to audit the waste disposal process

### **3.13 Supervision**

All work must be carried out by, or closely supervised by workmen skilled in the appropriate trade.

The Contractor shall allow for all on and off site management costs and shall keep on the Works a competent General Foreman at all times and always in charge, who shall be considered the Contractor's representative on site and shall carry out the instructions of the Contract Administrator. The presence of the Foreman on site from commencement to completion is obligatory and no departure from this condition or substitution for him by a Trade or Working Foreman can be permitted excepting on the written agreement of the Employers Representative.

### **3.14 Water for the Works**

The Contractor may connect to the existing supply. However, it is the contractor's responsibility to provide all necessary connections. Any alterations to the existing system made by the Contractor for the purpose of supplying water for the works shall be reinstated to pre-works condition by Completion Date.

### **3.15 Lighting and Power for the Works**

The Contractor may use the site power supply, free of charge, to carry out the works. However, it is the Contractor's responsibility to ensure sufficient power supplies and provide all equipment to provide the correct voltage.

The Contractor must provide temporary electric lighting and power distribution supplies for the Works. The temporary installations must be in accordance with BS 7671 and the current IEE Regulations. Extension outlet units for portable tools must be provided within 20 metres of the point where the tool is to be used, measured by the actual route taken. The Contractor must provide lighting for any temporary hoarding and the like.

All Equipment shall have a current PAT test certificate and be safe to use.

### **3.16 Temporary Accommodation**

No temporary office accommodation will be provided by The Employer for the Contractor. The Contractor will not be permitted to use the existing building telephones. The Contractor must provide any temporary telephone facilities that he may require.

### **3.17 Mess / Canteen Facilities**

The Contractor may be permitted to use Canteen facilities when available on site, but must note the wearing of overalls or dirty work clothes, including work boots, is not permitted in the canteen.

### **3.18 Toilet Facilities**

The Contractor may be allowed to make use of an existing toilet but this must be left and maintained in a clean state.

### **3.19 Transistor and DAB Radios**

The use of radios etc. by the Contractor's workmen will not be allowed.

### **3.20 Attendance**

The Contractor shall make all necessary allowances for attendance on his subcontractors including obtaining full particulars of requirements with regard to chases, holes, recesses, etc.; supplying all necessary dimensions and other information for the proper execution of the sub-contract work; free use of temporary roads and paving, standing scaffold, standing power operated hoisting plant; the provision of temporary lighting and water supplies; clearing away rubbish, provision of space for the sub-contractor's own offices and for the storage of his plant and materials, the use of mess rooms, sanitary accommodation and welfare facilities.

### **3.21 Working at Height Access Equipment**

The Contractor is to allow for all necessary scaffolding, ladders, trestles, etc., for the due and proper completion of the job, and at all times complying with the appropriate Safety Regulation. All access equipment is to have a current inspection tag and be free from defect.

### **3.22 Treasure Trove etc.**

Any treasure trove, coins, or objects of antiquity, which may be found on the site, are to become the property of the Employer.

### **3.23 Data Protection Act**

The Contractor hereby undertakes that he and his Employees or Agents will treat as confidential and will not hold or publish in any form any personal data, as defined by the Data Protection Act, which they become aware of during the execution of this Contract and will not pass on such data to any other person or body.

The Contractor further undertakes that he will indemnify the Employer against all liability under the Act, arising from the failure of the Contractor or his Employees or Agents to comply with this undertaking.

## **4.0 Fire Precautions**

### **4.1 Existing Structures**

The Contractor must take all reasonable precautions to avoid the outbreak of fire, particularly in work involving the use of naked flames: such work must be examined at short intervals immediately following its completion.

Before any works of maintenance, adaptation or extension to existing buildings or services are carried out or connections to existing services are made, the Contractor must discuss his proposals with the Employers Representative responsible for fire precautions to ensure that the extent of any fire hazards in the Works are known fully to both the Contractor and the Employer.

The Contractor must draw the attention of all workpeople on the site to the dangers involved in the careless use of naked flames in proximity to combustible materials, disposal of matches, cigarettes, tobacco ash, etc., and of the accumulation of rubbish must be fully impressed on them. Smoking must not be permitted in roof spaces, service voids and other similar locations having a high probability of fire and workpeople must be required strictly to conform with all "No Smoking" rules applicable in specific areas of the site and existing buildings.

Fire protection compartments must be maintained and fire escape routes must remain unobstructed and where necessary illuminated. The Contractor must provide and maintain suitable fire extinguishers. The building's fire alarm system(s) must be maintained by the Contractor at all times.

#### **4.2 Fire Precautions Generally**

The attention of the Contractor is drawn to the current HMSO Publication "Standard Fire Precautions P5 - to be taken by Contractors engaged on building and engineering works and maintenance for the Department of the Environment" and he must observe its recommendations where relevant to the Works.

Fire extinguishers and hydrants must not be obstructed and access to them must be maintained at all times.

The Contractor must remove all cylinders containing inflammable gases from buildings or enclosed spaces at the end of each working day.

### **5.0 MATERIALS, GOODS AND WORKMANSHIP**

#### **5.1 Compliance**

All work shall comply with the Building Regulations and the Regulations of the Local Authority and Statutory Authorities.

Materials and components shall be new, shall comply with BS 8000 or BBA documentation where such exists and shall be delivered to site in the manufacturers' wrappings where they are provided.

All works shall be executed in accordance with  
BS 8000-0: 2014.                      Workmanship on Construction Sites.  
BS 6150                                      Code of practice for painting of buildings.

All self-finished and decorative materials and components shall be subject to selection and approval.

Workmanship shall comply with the appropriate CP where such exists and with other

relevant authoritative documentation such as that published by the BRE. Work of an aesthetic significance shall always be undertaken with particular care and attention.

Should any materials, components and workmanship be not fully specified the Contractor shall comply with good building practice and produce work fit for its designed purpose?

## **5.2 Electrical Works**

All Electrical works shall be carried out in accordance with the IEE Wiring Regulations 17<sup>th</sup> Edition BS 7671:2008. All new installations

## **5.3 Mechanical Works**

All mechanical and water installation works shall comply with the relevant CIBSE Guide, British Standards and local water regulations.

## **5.4 Pipe sizes**

Generally, where pipe sizes are stated these shall be regarded as nominal sizes.

## **5.5 Preparatory work to backgrounds for surface finishes**

Prices for finishes shall include for a thorough cleaning of the background and other preparatory work (e.g. mechanical hacking, bonding agents, Latex screedings etc.) and the Contractor shall be responsible for obtaining a satisfactory bond in all instances.

## **5.6 Ground conditions and obstructions**

Regardless of any information given in the Contract documentation in respect of the ground conditions, the Contractor shall use its own skill, experience and judgement and make whatever local or other enquiries it deems fit in order to be acquainted with the probable nature of the ground through which it is contracting to excavate. The Contractor shall be responsible for the safety of the work and surrounding property and shall accept the apportionment of the likely risks as set forth below.

## **5.7 Drainage**

Gullies, interceptors, rodding eyes and other accessories connected to the pipework shall include for all assembly and joints, and adapters as stated above for pipe jointing, and also for setting on and surrounding with concrete including allowing for any extra excavation etc. required.

Work to existing functioning drainage systems shall allow for the following: -

- Diverting the flow or working in a manner that causes no harm or hindrance to the existing system.
- Locating and marking out the existing system.
- Connections to existing manholes and pipes etc. shall include for replacement pipe lengths, double collars or other connectors as required.

- The inspection covers to manholes to which work is measured shall be removed, cleaned, bitumen painted and re-sealed.
- Cleaning, flushing and disinfecting the existing system including testing
- All work disturbed shall be reinstated to an efficient functional standard.

### **5.8 Proprietary materials, components and systems**

The specification of proprietary materials and components supplied or supplied and fixed complete by particular firms is binding upon the Contractor. Should circumstances arise beyond the Contractor's control which affect the supply of the proprietary materials and components specified the Contractor may order from other sources if it can be proved that such suppliers offer equal quality, performance and fitness of purpose, subject to agreement with the Architect when aesthetics are involved (as previously set forth under 'Approval'). Full details of alternatives and/or samples shall be submitted when so requested. The Contractor will be deemed to have priced the items specified, not proposed alternatives.

The Contractor shall obtain the manufacturers' printed instructions relating to all proprietary materials and systems employed in the Works and shall take strict precautions to ensure that their recommendations are followed. Copies of such instructions shall always be to hand where relevant work is in progress and shall be made available to the Architect if so requested.

All paints etc shall be of adequate quality and produced by a reputable manufacturer. All shall be in within shelf life date and applied to surfaces to manufacturers recommendations.

### **5.9 Methods of working**

The timing and location of work processes have not been observed. All work is measured and described as fixed in position. The prices shall include for executing the work in accordance with the principles of good workmanship, regardless of whether the procedures are specified or left to the Contractor's choice.

### **5.10 Tolerances**

The Contractor shall work within dimensional limits that are suited to the structural stability and final appearance of the building; this requirement shall overrule any published or specified tolerances which refer to work in isolation (e.g. normally acceptable tolerances for structural concrete may be unsuited to the application of finishing work). Adjust the positions of the components and joints etc. within specified limits in order that the finished work has a uniform appearance.

### **5.11 Setting out the Works.**

Allow for all expenditure in connection with setting out the Works. The Contractor shall be responsible for the setting out of the Works and shall, entirely at his own cost, amend any errors arising from his own inaccurate setting out.

### **5.12 Tests**

In the absence of any specific requirements in the Specification, items for testing

pipework, drainage and service installations shall be priced to include all the normal tests which are required by the Local Authority or Statutory Undertaker, i.e. the tests normally required to establish satisfactory work. These tests shall form part of the quality assurance procedures.

### **5.13 Dust Sheets and Protection**

The Contractor is to supply and fix all necessary dustsheets and temporary screens to adequately protect all adjoining areas, furnishings, etc. during the execution of the work and he is to allow for clearing up and leaving clean each evening.

The Contractor must cover and protect the Works from damage by frost or inclement weather and from damage during the progress of the execution of the Works. The Contractor will be held responsible for making good any work damaged at his own expense.

### **5.14 Making good**

The making good of structures after cutting away and similar work will be deemed to be included in every instance.

### **5.15 Drying the Works**

The Contractor must provide and maintain everything requisite for drying the Works and for ventilating and controlling the temperature and the humidity of the buildings for the satisfactory execution of the work of all trades and of specialists' work until the Date of Practical Completion. The use of the permanent and installed plant and equipment will not be permitted.

### **5.16 Equipment, Tools and Vehicles**

The Contractor must provide all plant, tools, vehicles, implements and machinery necessary for the execution of the Works.

### **5.17 Temporary Roads, Hardstanding's, Crossings, etc.**

The Contractor must provide all temporary roads, tracks, hardstanding's, crossings, ramps, lorry staging and similar items necessary for executing the Works.

### **5.18 Temporary Fencing, Hoarding, etc.**

The Contractor must provide temporary fencing, hoarding, screens, fans, planked footways, guard-rails, gantries and similar items as may be necessary for protecting the public and others for the execution of the Works. The Contractor must provide all necessary lighting

### **5.19 Maintenance of Public and Private Roads**

The Contractor will be held responsible for damage occasioned to public and private roads, footpaths, kerbs, etc. by traffic to or from the Works and must arrange for making good entirely at his own expense.

The Contractor must keep all public and private roads, footpaths, etc. unobstructed and

free from mud and debris arising from the execution of the Works.

#### **5.20 Inclement weather**

The prices shall include for working during any type of weather which is averse to the progress of the Works, subject to and including taking all precautionary and protective measures that can reasonably and practicably be taken.

#### **5.21 Fixings generally**

Any packing slips or additional grounds etc. to those detailed and sundry minor improvisation needed to ensure dimensionally correct and secure fixings shall be deemed to be included in the prices of all components fixed into the building.

Visible fixings shall be complementary to the finished work and all fixings shall be compatible to the work being fixed and the background, proof against rust, electrolysis and any other form of corrosion.

Fixings involving drilling into backgrounds (e.g. plugging and screwing, expansion bolting) are not separately described for new and old backgrounds.

## Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UK SBS, the Customer and any specific external stakeholders UK SBS deem required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ( $5+5+6 = 16 \div 3 = 5.33$ ))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Contract Terms
Price	AW5.5	E Invoicing
Price	AW5.6	Implementation of E-Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	PROJ1.1	Appropriate Resource
Quality	PROJ1.6	Non-Negotiable bid

### Scoring criteria

#### Evaluation Justification Statement

In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	70.00%
Quality	PROJ1.2	Method Statement	10.00%
Quality	PROJ1.3	Risk Assessment	5.00%
Quality	PROJ1.4	Specialist Controls	7.50%
Quality	PROJ1.5	Working Conditions	7.50%

## Evaluation of criteria

### Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ( $60/100 \times 20 = 12$ )

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

**Example** if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ( $60/100 \times 10 = 6$ )

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

### **Example**

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 40

Evaluator 4 scored your bid as 40

Your final score will  $(60+60+40+40) \div 4 = 50$

**Price elements** will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50  $(80/100 \times 50 = 40)$

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

## **Section 6 – Evaluation questionnaire**

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

**Guidance on completion of the questionnaire is available at**  
<http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## Section 7 – General Information

### What makes a good bid – some simple do's 😊

#### DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

## What makes a good bid – some simple do not's ☹

### DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

## Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for [modify duration if not 60 - 7.34 Bidders may only amend the Contract terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, UK SBS may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to UK SBS during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.41 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

UK SBS reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

## **USEFUL INFORMATION LINKS**

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)