

Document 1

INVITATION TO TENDER

West London Waste

Treating waste as a valuable resource

Invitation to Tender for the Provision of Temporary Structures at ReActon Circular Economy Hub

DATE OF ISSUE – 4th December 2023

CLOSING DATE – 17:00hrs 5th January 2024

WLWA Person dealing with this process	Joe Pusey
Contact details	Telephone: 07570273528 e-mail address: joepusey@westlondonwaste.gov.uk All clarification correspondence should be communicated directly to the procurement email address via email before 17:00hrs 18th December 2023

Tender Return Date and Time	17:00hrs 05 January 2024
Tenders should be returned	Electronically via email to procurement@westlondonwaste.gov.uk
Other Information	n/a

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1. Introduction and background information

1.1 Invitation

This Invitation to Tender (“ITT”), has been prepared by West London Waste Authority (“WLWA”) for use by the bidders to assist them in preparing solutions for WLWA’s provision of temporary building structures at Acton Circular Economy Hub. All intellectual property rights in the ITT and associated documents belong to WLWA.

1.2 Introduction

This ITT sets out how WLWA intends to proceed with the procurement process and explains what the bidder is required to submit in response to this ITT. The value of this contract is expected to be below the Find A Tender threshold for Works.

The tender is for the purpose of appointing a Contractor(s) to deliver a temporary building solution (i.e. refurbished/ modified shipping containers), implementing circular economy principles where possible.

The requirements are further described in the specification and associated documents.

1.3 Overview of Documentation

Bidders are required to ensure that they have read and understood the ITT and supporting Appendices in its entirety in order to complete their Tender submission.

- Annex 1 – Scope
- Annex 2 – Terms and Conditions
- Annex 3 – Pricing Schedule
- Annex 4 – Contractor Vetting Document (Health and Safety, and Compliance document)
- Annex 5 – WLWA Low Carbon Procurement Charter
- Annex 6 – WLWA Low Carbon Procurement SME Guidance
- Annex 7 – Declaration Documents

1.4 Indicative Procurement Timetable

WLWA is intending to follow the procurement timetable as shown in the table below.

The timetable has been carefully considered to ensure an appropriate balance between (a) ensuring that the service commencement date is achievable; and (b) allowing sufficient time for bidders to develop their solutions.

Notwithstanding the above, WLWA reserves the right to change the timetable at any stage of the process and will notify bidders of any such changes as soon as reasonably practicable.

Activity	Dates and Time (GMT)
Publish tender documents	04/12/23
Deadline for Clarification Questions	17:00hrs 18/12/23

Deadline for Tender Returns	17:00hrs 05/01/24
Contract Award	25/01/24
Mobilisation period	26/01/24 onwards

1.5 Background Information

1.5.1 West London Waste Authority

West London Waste (WLWA) is a statutory Waste Disposal Authority (WDA) formed in 1986. WLWA is responsible for disposing of waste collected by the London Boroughs of Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond upon Thames. About 1.7 million people live in this area, which covers 38,000 hectares.

Each borough is represented by one chosen Member, who is a Councillor in their respective borough. Councillors attend five meetings each year on behalf of WLWA. Legislation states that WLWA must transport and recycle/dispose of waste collected or generated by these six constituent boroughs and provide facilities for receiving waste collected by them. To meet this requirement WLWA has three waste transfer stations located in Hillingdon, Brent and Hounslow.

WLWA is primarily funded by a levy paid by the six boroughs. Some income is generated by other charges, including charges paid by businesses for the disposal of their waste. Further background can be found in WLWA Waste Strategy by following URL [WLWA Waste Strategy](#)

1.5.2 Vision, Mission and Purpose



WLWA's values are **Partnership, Leadership, Agile and Empower** and the culture wheel below shows the linkage with our purpose, mission and vision.

WLWA Culture Wheel



We have been focusing on treating our waste as a valuable resource for many years and making the best use of what we handle in an effort to move away from a 'linear economy' (take-make-discard). We have been successfully diverting waste from landfill over the last 5 years and we are continuing to innovate ourselves to move towards a more circular economy — a way in which the society recirculates materials to keep them in use for longer through reuse, repair, remanufacture and recycle and design out waste from our system. This means that we are extracting less raw/virgin materials and reducing pollution and our impacts on the natural environment.

Waste Authorities have key roles to play to facilitate a circular economy and enable the public to embed the principles into their daily lives by acting as a 'resource transformation body'. WLWA launched the Circular Economy Team to drive innovative changes within the waste sector.

Our 6 west London Boroughs declared a climate emergency in 2019 and are now placing a greater focus on the fight against climate change, setting a target of net zero emissions by 2030. WLWA is working together in partnership with the boroughs and has also adopted a net zero emission target.

The focus of this contract is to provide a high-quality service, delivered in a flexible and responsive manner, in line with WLWA's vision, mission and purpose. To satisfy WLWA's and its constituent boroughs on-going and varying waste transport and associated needs as they may arise, throughout the life of this contract. The Contractor must be able to provide services, in line with any changes to statutory requirements.

1.5.3 Aims of the Hub

Acton Circular Economy Hub is a waste site of the future. A place where residents can access reused items, repair broken items, learn skills to extend the life of items, and collect food that was destined for waste. Located at a disused Household Reuse and Recycling Centre, Acton Hub will initiate a host of activity in the South Acton area that supports economic, social and environmental sustainability for the area.

The Hub at Acton is continuing in the legacy of the Greater Manchester Reuse Hub and is the first of its kind in London. WLWA will use the Acton Hub as a demonstrator of the untapped potential within circular economy in generating social value, leading to other Boroughs within the West London Region working with WLWA to create further Hubs.

The primary aim is to divert material away from the waste stream, keeping items in the loop for longer and retaining value. Value will be given back to the community, and save local authorities and other anchor institutions expenditure through the generation of social value. Delivery Partners will repair material from HRRC's and residents' homes. The ambition is to utilise the shared resource of Delivery and Reuse Partners, and ties with community through community co-design.

The repaired and restored items will be sold to residents through a click and collect service, at a physical on-site shop, and satellite operations across South Acton. Items will also be distributed for donation through community facing organisations- charities, delivery partners, and support services.

The Hub will provide training and workshops around circular skills to increase employment opportunities and wellbeing for the attendees, as well as support waste reduction. The Hub will provide Delivery Partners with a space to operate from, allowing a circular economy to develop within the business and third sector in South Acton.

The Hub and its Delivery Partners will form connections with the local community through the co-design sessions. These ties will lead to the creation of a wraparound support service that the Hub can offer to local support services.

Delivery Partners are organisations from a waste of industries and sectors. They are the organisations that enable the Hub to operate whilst delivering their own organisational objectives. Delivery Partners are made up of charity, private, and public sector organisations. Examples of the types of organisations can be found in Annex 3.

2. Scope of the Service

The Contractor shall be responsible for undertaking the following service:

- a) Provision temporary building structures
- b) To modify and refurbish the temporary structures so they are fit for the purposes outlined in this document
- c) To deliver the solution to site whilst causing minimal disruption to ongoing operations
- d) To design each phase of the project after the subsequent phase has been delivered
- e) Use circular economy building practises where possible i.e. use of reuse materials, use of materials diverted from waste, waste minimisation
- f) Support with planning permission application through supply of necessary drawings and/or support writing the application

See section 4 in the Specification for a full list of service requirements.

2.1 Aims and Objectives

WLWA's key objectives of this contract are to:

- Procure a Contractor that can deliver a temporary building solution
- Procure a Contractor that can split design over three phases rather than loaded at front end of project
- Procure a Contractor who is able to engage with feedback from a co-design process, by attending meetings and liaising with project team
- Procure a Contractor that uses circular economy building practises

- Work with a Contractor to maximise the benefits and minimise the risks associated with the Resources and Waste Strategy and any external policy or industry impacts;
- Support WLWA's vision whilst providing industry leading innovation and best practice;
- Meet the varying and demanding needs of co-design stakeholders, West London Waste Authority and Ealing Council
- Use circular economy building practises where possible
- Procure a Contractor that will meet the needs and requirements of the local community

3. Contract

3.1 Contract Governance

- The Contract will be managed by Joe Pusey, Circular Economy Project Manager working within the WLWA Projects team

3.2 Contract Terms

The term of the contract is the time taken to deliver all three phases of the project. We expect all work to be delivered by 30 September 2024.

Please note that WLWA will not enter into any post tender negotiations. Clarifications will only be discussed in accordance with the Public Contracts Regulations 2015, where they do not put any bidder at a disadvantage; nor distort competition; nor adversely affect the integrity of the competitive tendering process.

4. Specification

For the contract Specification please see Annex 1.

5. Tender Completion Information

5.1 Purpose and Scope of this ITT

This ITT:

- Requires bidders to submit their tenders in accordance with the instructions set out in the remainder of this ITT;
- Sets out the overall timetable and process for the procurement to bidders;
- Provides bidders with sufficient information to enable them to submit a compliant Tender (including providing templates where relevant);
- Sets out the award criteria and the tender evaluation model that will be used to evaluate the tenders; and
- Explains the administrative arrangements for the receipt of tenders.

5.2 Clarifications about the Services or ITT

WLWA will respond to all reasonable requests for clarifications as soon as possible through issuing a document listing bidders' questions and WLWA's response to which will be broadcast to all bidders via email. If a bidder wishes WLWA to treat a clarification as confidential and not issue the response to all bidders, it must state this when submitting the clarification. If, in the opinion of WLWA, the clarification is not confidential, WLWA will inform the bidder and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all bidders.

The deadline for receipt of clarifications relating to the Services or this ITT is set out in the timetable.

Any enquiries or requests for clarification of any matters arising from this ITT should be sought from the Procurement Team at WLWA and must be made in writing via email to the Contract Manager, Joe Pusey: procurement@westlondonwaste.gov.uk

Bidders are advised not to rely on communications from WLWA in respect of the Services or ITT unless they are made in accordance with these instructions.

5.3 Clarifications about the Contents of the Tenders

WLWA reserves the right (but shall not be obliged) to seek clarification of any aspect of a bidder's tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Bidders are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly.

5.4 Deadline for Receipt of Tenders

Tender responses shall be submitted in the manner prescribed within this ITT and by no later than 5pm GMT on the date shown within the timetable set out above or any subsequent date or time that may be communicated by WLWA in accordance with the ITT instructions.

Any tender that is received after the specified submission date may not be opened or considered. WLWA may, however, in its own absolute discretion, extend the submission date and in such circumstances WLWA shall notify all bidders of any change.

5.5 References

Bidders may be requested to supply references. References will be used to verify the technical proposals put forward in the tender and will not be scored.

WLWA reserves the right to seek references from any of the bidder's customers, including WLWA, whether or not the bidder has listed such customers as referees.

5.6 Contract Award

Once the process is completed WLWA may award the contract on the basis of a tender submitted in accordance with these instructions.

Contract award is subject to the formal approval process of WLWA. Until all necessary approvals are obtained no Contract will be entered into.

WLWA does not bind itself to accept any offer, and reserves the right to accept tenders in whole or in part.

Once WLWA has reached a decision, it will notify all bidders of that decision.

5.7 Debrief

The Contract award notification will be sent to each bidder. WLWA will inform all unsuccessful bidders of the identity and relative advantages and characteristics of the successful tender as compared with the addressee's tender.

6. Instructions to Bidders

6.1 Formalities

Tenders must be submitted via email response to the procurement@westlondonwaste.gov.uk email in accordance with the instructions in this ITT.

6.2 Tender Submission Checklist

Tenders shall contain all of the information/documentation as detailed below (Contents of a Final Tender):

- Executive Summary
- Responses to Method Statements (See section 7.8)
- Annex 3 – Pricing Schedule
- Annex 4 – Contractor Vetting Document
- Annex 5 – WLWA Low Carbon Procurement Charter
- Annex 7 – Declaration Documents

Bidders are only to submit **ONE** compliant solution.

6.2.1 Executive Summary

The bidder must provide an executive summary and introduction to your tender, which should include the following headings and details. This is for information only and will not be separately evaluated but will help WLWA with its consideration of each solution.

The details of the bidder completing the Tender documentation comprising:

- Name of corporate body including status of liability e.g. public limited company or European equivalent.
- Company registered number
- Registered address

The name of the legal organisation and the names of any group members who are providers of the key services, together with the services which they are to provide listed alongside them.

The name and contact details of the person dealing with this submission on behalf of the bidder and the level of WLWA this individual has been empowered to submit the Tender as set out below:

- Name
- Position in Organisation (including groups)
- Address
- E-mail

- Telephone

The contact names, numbers and descriptions of the roles of all relevant persons within the bidder's consortia or team;

Details of or confirmation there are no changes (existing or imminent) to the bidder's eligibility to tender (Regulation 57 requirements), financial standing, legal or organisational structures that may have or are likely to have a material impact on the information submitted as part of, or subsequent to, the submission.

6.2.2 Method Statement

Bidders must provide a method statement response to each of the evaluation questions listed in detail in section 7.8 of this ITT. The bidder must attempt to provide a response to each of the questions to demonstrate ability to carry out the work and your understanding of the Services required outlined in the Specification. Failure to provide a completed method statement for each evaluation question will result in a fail.

6.2.3 Pricing Schedule

Bidders must complete the Pricing Schedule (Annex 3) to complete the Tender submission. Failure to provide completed Pricing Schedule will result in a fail.

Please complete the cells in yellow only. Bidders do not need to input any other information besides the cells in yellow within the following tabs: 'Pricing Schedule', 'People Rates', '% Adjustment for Equipment', 'Fee Percentage'.

6.2.4 References

Please provide two references to include customer name, contact details, contract price, start date/duration of contract, and description of service undertaken. A public sector reference for a similar service would be preferable.

6.2.5 Contractor Vetting Form

WLWA considers the safety of its employees and those affected by its undertakings as one of its primary focuses with the goal of ensuring that everyone gets to go home at the end of the day. As a result, the organisation has implemented a robust health and safety management system in respect of the engagement and management of contractors. Bidders must complete the Contractor Vetting form. Bidders must complete the Contractor Vetting form for their bid to be considered.

6.2.6 The Climate Emergency and Delivering Low Carbon Outcomes

To achieve this as effectively as possible, WLWA has identified where some of the biggest risks and opportunities exist for carbon reduction within WLWA's supply chain and procurement categories and has developed suitable tender questions on that basis. Bidders are encouraged to provide solutions to support WLWA in its climate goals.

Successful bidders will be required to sign WLWA's Climate Commitment Charter (please refer to Annex 8 for Charter and Annex 9 for SME guidance) to support WLWA in achieving its low carbon objectives.

The bidder should consider how they are measuring the carbon and other GHG emissions from their organisation, and how they plan to reduce those emissions, including setting targets to monitor progress, with a particular focus on the scope of this contract.

Responses should include consideration of the key areas where carbon and GHG emissions come from: for example, direct energy use, transport & distribution (including staff travel), materials and components including packaging, and waste & recycling. In the context of this contract, bidders should ensure that they describe:

- How they will identify opportunities to reduce carbon during the stages of the service during this contract, as relevant to their service. Where physical goods are used or supplied this should include manufacture; transport & distribution; in-use energy consumption; packaging; and the end-of-life phase.
- How these requirements will be cascaded into their own supply chains including the support and training they give to their staff and supply chain to enable them to contribute to delivering sustainable and low carbon outcomes.
- Innovative and alternate sources of power, energy efficiency of equipment used, designing for circular economy considerations as part of this contract
- How they will measure and evaluate reductions and savings made against a baseline and how these will be evidenced and reported to the WLWA

WLWA's climate emergency webpage:

<https://westlondonwaste.gov.uk/climate-emergency>

6.3 Social Value

At WLWA we use a social value calculation tool- Loop. The tool allows WLWA to calculate, evidence, and report on social value generated within our operations.

The Acton Hub will generate large amounts of social value within its operations however the procurement of goods and services provides a further generation of social value.

In order to assess the amount of social value bidders would support the project to generate we ask bidders to write a summary of the social value generated within existing operations (i.e. apprenticeship schemes, working with disadvantaged people, working with local supply chains, etc). Further, we ask bidders to state what initiatives and schemes will be adopted within the scope of this contract.

The below points are examples of social value that can be used as a guideline for the type of initiatives and schemes we are looking for bidders to make us aware of. The below is not an exhaustive list of potential social value initiatives. Please provide details of all work relating to social value (see method statement for more details).

Employment

- Support schemes for graduates, young people, and NEETs
- Apprenticeship and traineeship programs
- Provision of in-work training for staff, graduates, and other individuals
- Employment programs to support people from disadvantaged backgrounds/ equal opportunities employer
- Work with ex-offenders and young people
- Positive staff retention
- Diverse and representative workforce

Supporting Local Economy

- Company registered to West London Region
- SME Organisation
- Supporting local community events, organisations, and social/ sports clubs
- Supply chain spend with SME and/or non-profit organisations
- Existing relationships with key stakeholders in Acton such as circular economy organisations, local support services, and public sector organisations

Environmental

- Use of reused materials
- Use of materials from waste
- Waste reduction minimisation strategies
- Use of low-carbon vehicle fleet
- Provision of information/ data on the carbon impact of development
- Increasing and supporting biodiversity

6.4 Assessment Questions for Completion by Bidders

Evaluators will not cross reference information from one question to another question, regardless of its relevance or quality; evaluators will only consider information that is provided in response to the question and that it complies with all of the above, any other information will be disregarded.

All tenders received by the deadline will be checked for compliance with the submission requirements set out in this ITT. If WLWA does not consider a bid compliant, it reserves the right not to carry out any further evaluation and may eliminate the bidder from the procurement. The bidder should ensure answers are as clear and concise as possible.

All proposals contained in a tender must be capable of delivery and the Tender must have commitment from within the bidder's organisation.

Bidders are not permitted to submit Variant Bids of the same contract to the Authority.

6.5 Consortia and Subcontractors

WLWA requires all bidders to identify whether and which subcontracting or consortium arrangements apply in the case of their Tender and precisely which entity they propose to be the Contractor

For the purposes of this ITT, the following terms apply:

- **Consortium arrangement.** Groups of companies come together specifically for the purpose of bidding for appointment as the Contractor and envisage that they will establish a special purpose vehicle as the prime contracting party with WLWA.
- **Subcontracting arrangement.** Groups of companies come together specifically for the purpose of bidding for appointment as the Contractor, but envisage that one of their number will be the Contractor, the remaining members of that group will be subcontractors to the Contractor.

6.6 Warnings and Disclaimers

While the information contained in this ITT is believed to be correct at the time of issue, neither WLWA, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT (including its annexes) and in respect of any other written or oral communication transmitted (or otherwise made available) to any bidder. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of WLWA.

If a bidder proposes to enter into a contract with WLWA, it must rely on its own enquiries and on the Terms and Conditions set out in the Contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of WLWA (or any other person) to enter into a contractual arrangement.

6.7 Confidentiality and Freedom of Information

This ITT is made available on condition that its contents (including the fact that the bidder has received this ITT) is kept confidential by the bidder and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the bidder to submit a Tender.

As a public body, WLWA is subject to the provisions of the Freedom of Information Act 2000 in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

WLWA shall treat all bidders' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA.

While WLWA aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, bidders are responsible for ensuring that any confidential or commercially sensitive information has been clearly identified to WLWA in the template provided in the qualification questionnaire.

Bidders should be aware that, in compliance with its transparency obligations, WLWA routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website.

6.8 Publicity

No publicity regarding the services or the award of any contract permitted unless and until WLWA has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of WLWA.

6.9 Bidder Conduct and Conflicts of Interest

Any attempt by bidders or their advisors to influence the contract award process in any way may result in the bidder being disqualified. Specifically, bidders shall not directly or indirectly at any time:

- Devise or amend the content of their tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance;
- Enter into any agreement or arrangement with any other person as to the form or content of any other tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender;
- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a tender;

- Canvass WLWA or any employees or agents of WLWA in relation to this procurement;
- Attempt to obtain information from any of the employees or agents of WLWA or their advisors concerning another bidder or tender; and
- Commit or attempt to commit any act that would constitute an offence under the Bribery Act 2010.

Bidders are responsible for ensuring that no conflicts of interest exist between the bidder and its advisers, and WLWA and its advisers. Any bidder who fails to comply with this requirement may be disqualified from the procurement at the discretion of WLWA.

6.10 WLWA's Rights

WLWA reserves the right to:

- Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by WLWA;
- Seek clarification or documents in respect of a bidder's submission;
- Disqualify any bidder that does not submit a compliant tender in accordance with the instructions in this ITT;
- Disqualify any bidder that is guilty of serious misrepresentation in relation to its tender, expression of interest, or the tender process;
- Withdraw this ITT at any time, or to re-invite tenders on the same or any alternative basis;
- Choose not to award any contract as a result of the current procurement process; and
- Make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

6.11 Bid Costs

WLWA will not be liable for any bid costs, expenditure, work or effort incurred by a bidder in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by WLWA.

6.12 Guarantees

WLWA may require each bidder to confirm the identity of a parent company guarantor of its obligations under any contract(s) and may require the successful bidder to procure a parent company guarantee from such guarantor in the form set out in Schedule 5 (Parent Company Guarantee) of the contract (see Annex 2 to this ITT). This guarantor should be the ultimate parent company of the bidder, except in exceptional circumstances. In the case of consortia, WLWA will require confirmation that the consortium will provide either a parent company guarantee from the lead consortium member or an equivalent level of security.

7. Tender Evaluation Model

Any Contract(s) awarded as a result of this procurement will be awarded on the basis of MEAT evaluation (**M**ost **E**conomically **A**dvantageous **T**ender).

Bidders are required to submit a Tender strictly in accordance with the requirements set out in this ITT, to ensure WLWA has the correct information to make the evaluation. Evasive,

unclear or hedged tenders may be discounted in evaluation and may, at WLWA's discretion, be taken as a rejection by the bidder of the terms set out in this ITT.

The Tender Evaluation Model showing the MEAT Evaluation Criteria and the maximum scores attributable to them is set out below.

7.1 Procurement Evaluation Criteria

Bidders are required to complete the following documents for the purpose of evaluation:

- Quality/Technical Evaluation (7.8 Method Statement); and
- Commercial Evaluation (Annex 3, Pricing Schedule)

Bidders must submit method statements. Any bidder that fails a qualification question will be eliminated from the process and the technical and commercial evaluations will not be taken into consideration.

After all scenarios and variations have been assessed the highest scoring bidder for the most economically advantageous option for WLWA will be recommended for award of each contract.

The M.E.A.T calculation will be based on 60% of the scores being awarded for Quality/Technical assessment and 40% of the scores being awarded for the Commercial assessment.

7.2 Quality / Technical Evaluation

Evaluation criteria are set out below.

Evaluation Criteria:

Quality/Technical Evaluation	Area weighting	Overall weighting
MS1: Infrastructure Requirements	55%	60%
MS2: Compliance & H&S	10%	
MS3: Social Value and Carbon Reduction	10%	
MS4: Project Management	25%	
Commercial - Cost	Area weighting	Overall weighting
Cost Submission	100%	40%
Total		100%

7.3 Scoring Methodology

Each question response will be assessed and scored using the following scoring methodology:

Score	Description
0	The information required is either omitted or fundamentally fails to meet the relevant submission requirements or to address WLWA's requirements. Insufficient evidence to support the proposal to allow WLWA to evaluate. Unacceptable

1-2	The information submitted has insufficient evidence to demonstrate that the relevant submission requirements or WLWA's requirements can be met. Significant omissions, serious and/or many concerns. Poor
3-4	The information submitted has a number of omissions in respect of the relevant submission requirements or WLWA's requirements. The Tender implies the basic requirements in some respects but is unsatisfactory in other respects and raises many concerns. Sub-standard
5-6	The information submitted provides good evidence to meet the majority of the relevant submission requirements or WLWA's requirements and is satisfactory in most respects. There may be some minor omissions but overall there are no major concerns or key omissions. Good
7-8	The information submitted provides good evidence that all the submission requirements or WLWA's requirements can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence. Very Good
9-10	The information submitted provides strong evidence that all the submission requirements or WLWA's requirements can be met and the proposal exceeds expectation i.e. exemplary in the industry, provides full confidence and no concerns. Outstanding

Bidders scoring a **4 OR UNDER** against any single criteria will be disqualified from the process.

7.4 Pricing Evaluation

Only Tenders that first pass the required threshold in the Quality/Technical evaluation (final submission) will be included in the price evaluation.

The pricing will be evaluated based on the price shown in cell D7 in the 'Evaluation' tab. This is the **"Total Tender Price"**. The best (lowest) Total Tender Price receives the maximum score available in this section (40%); the remaining bids receive a score pro rata to the best price using the following calculation:

Percentage Available (%) x (Lowest Total Tender Price/Your Total Tender Price)

The Total Tender Price is calculated as follows:

The 'Total Prices' from the 'Pricing Schedule' tab in Annex 3 and the 'Total' from the 'People Rates' tab of Annex 3 will be added together. This sum will be the **"Total Cost"**.

The Total Cost will be adjusted in accordance with the following formula to calculate the Total Tender Price:

$$(\text{Total Cost} / 100) * ((0.7 * \text{FP}) + (0.3 * \text{PAE}) + 100) = \text{Total Tender Price}$$

Where:

Total Cost is as defined above.

FP is the bidder's *fee percentage* as specified by the bidder in the 'Fee Percentage' tab of Annex 3.

PAE is the bidder's *percentage adjustment for Equipment*, as specified by the bidder in the '% Adjustment for Equipment' tab of Annex 3.

Once the Pricing Schedule has been populated it will automatically calculate the “Total Tender Price” in accordance with the formula above.

WLWA reserves the right to scrutinise and, if appropriate, reject any offers that appear to WLWA in their sole opinion to be abnormally low in accordance with the procedure described in Regulation 69 of the Public Contracts Regulations 2015.

If your costs are to be subsidised by grant funding (obtained independently of this tender but utilised within the work described in this tender) please show this in the prices/ rates inputted into the Pricing Schedule and make WLWA aware of this fact within your tender submission.

7.5 Clarifications

WLWA reserves the right to ask clarification questions to clarify any areas with bidder's submissions that are unclear.

WLWA is committed to upholding the principles of probity, fairness and transparency during this procurement process.

7.6 Evaluation and Moderation

Each member of the evaluation panel will assess each bid separately. The panel will all be present for the interview stage, to view the demonstration from each shortlisted bidder. A moderation process will then be undertaken with the evaluation panel to discuss and agree an overall single consensus score for each response where individual evaluator scores differed in relation to a bidder's response to a question.

Each question will be awarded a consensus score in accordance with the scoring scale (i.e. 0-10). This consensus score will be divided by the highest score available for that question (i.e. 10) to give a percentage score. The percentage score will then be multiplied by the question weighting to provide a weighted score for each question.

All weighted scores from each award criterion will then be added together to give a final quality score total for each bid.

7.7 Final Evaluation & Award Recommendation

After all bids have been assessed following the process outlined above, the highest scoring bidder will be recommended for the award of the Contract.

The Quality/Technical score and Price score will be combined to produce final scores for all bidders that have first passed the Quality/Technical threshold.

The award of the Contract will then be subject to the internal approval processes and governance of WLWA.

WLWA does not bind itself to accept the lowest or any offer, and reserves the right to accept Tenders in whole or in part.

7.8 Evaluation Questions

Method Statement – Quality/Technical	Weighting
Method Statement 1 – Infrastructure Requirements Please answer the following questions and evidence how you will meet the requirements. You may also add further detail of how you will deliver the work if	55%

you believe it will support your application- i.e. details of how you will deliver a solution that holds circular economy principles at its core and is in line with the vision/ purpose of the Hub.

Please detail any circular economy developments your organisation has delivered previously? I.e. developments that use reuse materials, employ circular building practises, and/ or are made from material previously destined for waste. Please give a brief description of such work, or attach links to descriptions of the work found online.

Please confirm you able to deliver phase 1 of the project by 15 March? Based on your organisations lead times and forthcoming resourcing availability.

Please detail if you have contractual agreement with subcontractors in place and what these agreements are. If your organisation will deliver the solution in-house (besides smaller subcontractors i.e. painting services, transport, etc) please make WLWA aware of this.

Please confirm that the structures will be easily removable at the end of the project? I.e. not needing specialist and heavy equipment to remove. You may also wish to detail how the structures would be removed at the end of the project, i.e. lifted using crane and placed on flat-bed lorry to transport.

Please confirm you are able to design and deliver of the project in the phased approach detailed in this tender?

Please confirm you are able to listen to the changing and dynamic demands made by the Project Team during the delivery of the project (in line with section 6.2 in the Scope document)?

Please confirm you are able to demarcate spaces and areas on the site using signage, floor markings and other installations?

Please detail what site-beautification methods your organisation would employ such as art, planters, and other installations (with special relevance to growing food and green spaces)?

Please provide a design sketch of how you envisage the site to look once phase 3 is delivered. This is to give an understanding of the look and aesthetic your organisation wishes to deliver. The sketch must include all spaces detailed in the Scope and match the 'Scenario Table' found in Pricing Schedule, 'Pricing Schedule' tab.

Please also provide a design of the interior of one the spaces (i.e. interior of Delivery Partner Workshop 1).

How many years is the solution guaranteed for (considering the structures are not removed and installed into another location)?

Bidders should detail how they can meet the following requirements (where possible)

Method Statement 2 – Compliance and Health and Safety

Please complete form in Annex 4.

10%

Method Statement 3 – Social Value and Carbon Reduction

10%

<p>We have listed example schemes, programs, and initiatives we would like bidders to make us aware of within your method statements in section 7.3. This can be used as inspiration for the types of activities we would like to be made aware of and will help ascertain what social value activity you could implement within this project.</p> <p>We are looking for you to make us aware of activity that benefits community, increases wellbeing (of staff, local residents, and customers), support local economy, and supports environment (carbon reduction, biodiversity).</p> <p>Please also make us aware of the social value initiatives you would implement within the Acton Hub project. You may divide these into three sections- social, economic, and environmental.</p>	
<p>Method Statement 4 – Project Management</p> <p>The project will be delivered in phases and thus requires the supplier to liaise with the project team, and ideally with stakeholders directly, in determining the specifications of each phase of delivery. This requires the supplier to conduct three design phases; design of each phase will be conducted after the subsequent phase is delivered.</p> <p>The delivery of the infrastructure may require the management of subcontractors. Please detail which subcontractors you plan to utilise if so, and what existing relationship you have with them, and what measures you will take to ensure subcontractors stick to time and cost.</p> <p>Please detail how the Contractor will ensure the needs and wishes of the community are represented in the design and delivery of the project. Please detail how the Contractor will ensure the needs and demands of WLWA and Ealing Council are represented in the design and delivery of the project.</p> <p>Please detail how your organisation would manage the project. This would include details of the resource put on the project beyond operational staff who will be delivering the physical infrastructure i.e. design and project management resource.</p> <p>Please make us aware if your organisation can support with planning applications through the provision of necessary drawings, necessary details of the development for the application, and providing resource to support the application.</p> <p>Please detail what measures you will put in place to cause minimal-to-no disruption to the operations of the Hub for the delivery of Phase 2 and 3. The site will be operational at this point- exact details of which days and hours the site will be operating are yet to be determined however expect the site to be open 6 days a week including weekends across standard opening hours).</p>	<p>25%</p>
	<p>100%</p>

7.9 Annexes

- Annex 1 – Scope
- Annex 2 – Terms and Conditions
- Annex 3 – Pricing Schedule

Annex 4 – Contractor Vetting Document (Health and Safety, and Compliance document)

Annex 5 – WLWA Low Carbon Procurement Charter

Annex 6 – WLWA Low Carbon Procurement SME Guidance

Annex 7 – Declaration Documents