

**Invitation To Tender**

**Commercial-in-Confidence**

**Contract ID: C16015**

**Contract Title: Temporary Barrier Kentledge Blocks**

Bidder Pack Part 2: Procurement Specific Information & Guidance

(Suppliers must read this document alongside Bidder Pack Part 1)

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Section 1. The Invitation

This procurement is being carried out by Defra group Commercial in accordance with the Open Procedure as set out in the Public Contract Regulations 2015 (PCR) on behalf of the [Environment Agency](https://www.gov.uk/government/organisations/environment-agency).

This Bidder Pack Part 2 contains Procurement Specific Requirements, details of the Specification Requirements, the Terms and Conditions of Contract, Selection and Evaluation Methodology, Procurement Timetable and Definitions.

The tendering process seeks to determine the Most Economically Advantageous Tender (MEAT). The Authority will evaluate the Tenders using the tender evaluation criteria and weightings listed in Section 4, Evaluation Methodology.

* 1. **Summary of the Requirement and this Procurement**

This opportunity is advertised by Defra group Commercial on behalf of the [Environment Agency](https://www.gov.uk/government/organisations/environment-agency).

The Mobile Assets team manage a wide range of assets used on a national basis to protect communities from flooding. Temporary flood barriers are part of our inventory, and we require a number of concrete blocks to act as kentledge for these whilst in use. It is important that these blocks are easy and safe to handle, durable and constructed in the lowest carbon fashion possible.

Concrete blocks must be constructed from the lowest carbon concrete as possible, for example, C50/60, low carbon, self-healing concrete. Larger scale drawings are included in the Tender Pack, which is the design we require.

Due to mass weight changes within the concrete the supplier will have to do their own calculations so that the blocks meet the weight requirement within 5%

The Environment Agency require the initial supply of: (Further purchases may happen in the next 24 months, quantities to be decided)

* 100 x 250 kg concrete kentledge blocks
* 200 x 500kg concrete kentledge blocks
* 2 x pin anchor lifting shackles
* Delivery to Lea Marston B76 0DN (NOTE – there are no weight restriction accessing the site, no requirement for FORS registration, vehicle waiting areas are available and the Environment Agency will be provide unloading via telehandler)

**1.2 - Timetable**

The timetable below is subject to change from time to time as notified by the Authority. All Tenderers will be informed of any updates via the Authority’s Supplier Portal:

|  |  |
| --- | --- |
| ACTIVITY | DATE[[1]](#footnote-2) |
| Opportunity published in Contracts Finder and Find a Tender, and this Bidder Pack released  | 2nd June 2023 |
| Final date for receipt of clarifications from suppliers | 24th June 2023 at 12:00hrs |
| RESPONSE DATE: This ITT | **30th June 2023 at 15:00hrs** |
| Tender Evaluation | 30th June 2023 – 14th July 2023 |
| Contract Award Notification | 14th July 2023 |
| Standstill period | 14th July 2023 – 24th July 2023 |
| Contract Commences | July/August 2023 |

**1.3 – Alternative Offers**

The Authority shall not accept variant Tenders.

For the avoidance of doubt, if the Authority has reserved a right to waive a requirement in this Bidder Pack and chooses to exercise such discretion, the Tender will not be considered a variant Tender.

**1.4 - Abnormally Low Tenders or Pricing Anomalies**

The assessment of abnormally low tenders will be undertaken strictly in accordance with Regulation 69 of the Public Contracts Regulations 2015, which outlines how abnormally low tenders must be assessed and the circumstances in which the contracting authority can reject the tender.

**1.5 - Pricing Anomalies**

If in the opinion of the Authority your Tender contains any pricing anomalies (for example apparent discrepancies between the financial submission and other parts of your response) the Authority may seek clarification. If the clarification response indicates that the pricing anomaly was the result of a clear and obvious error, in the interest of fairness the resulting change will be taken into consideration. If the clarification response results in a change to the initial tendered Commercial Response and price, it will not be taken into account.

Section 2. The Specification of Requirements

This procurement will be evaluated in accordance with the details set out in Section 4: Evaluation Methodology.

The Authority intends to award a Contract to the most economically advantageous tender (in accordance with Section 4: Evaluation Methodology)

Specifications and drawing registers are available for download from the Documentation section in the Supplier Portal.

**Site Visits**

There are no EA organised site visits planned for any of the projects during the tender period.

Section 3. Terms and Conditions of Contract

The terms and conditions (the Conditions of Contract) that will apply to contracts awarded under this procurement will be based on the short form contract, plus specific amendments for each contract. These are available for download from the Supplier Portal. Suppliers are strongly advised to read these terms and conditions carefully to fully understand their commitments and obligations prior to acceptance.

**Requests for amendments to the Conditions of Contract**

Tenderers may raise clarification questions relating to the amendment of contract terms during the clarification period only, as specified in the Timetable, if it can be demonstrated that there is a legal or statutory reason why they cannot be accepted. Where a legal or statutory reason cannot be substantiated the Authority has the right to reject the proposed changed.

Such requests must follow the Clarifications Sought by the Tenderer process set out in Bidder Pack 1.

Section 4. Procurement Strategy

**4.1. The Procurement Procedure**

The Authority is undertaking an Open Procedure under the Public Contracts Regulations 2015 (The Regulations) to appoint one Contractor to provide the services required.

The overall aim of the evaluation process is to select the Tender that is the most economically advantageous to the Authority, having regard to the Authority’s overall objectives and the criteria set out below.

Evaluation of Tenders comprise of the stages set out below.

1. **Selection stage**
* Following the closing date, supplier responses to questions in the Standard Selection Questionnaire (SSQ) will be reviewed and evaluated by the Environment Agency as described in the Standard Selection Questionnaire (SSQ) and in the documents available for download. Section 4.3 also contains details of the evaluation process.
* Following assessment of the information provided, only suppliers who meet the minimum requirements set out in the Standard Selection Questionnaire (SSQ) and Section 4.3 of this document will be taken forward to the next stage in the procurement process (Award Stage).
1. **Award Stage**
	* Only suppliers who meet the minimum requirements of the Selection Stage as set out in the Selection Questionnaire (SQ) and Section 4.3 of this document will be taken forward to this stage (Award Stage).
	* Tenderers responses to questions which describe their proposal, and their financial offer will be evaluated by the Environment Agency. This process is detailed further in Section 4.4 of this document.
	* Each will be awarded to one contractor on the basis they provide the Most Economically Advantageous Tender (MEAT).
	* Evaluation scores will be reviewed after clarifications have been completed to reach a final evaluation decision.
	* The Agency will conduct due diligence on the highest scoring Tenderer for each , including verification of insurance certificates by a reputable credit reference agency. By submitting a response, all suppliers agree to their financial status and background being checked in this way. Subject to satisfactory checks, these companies will then be awarded a contract. If the status of the companies supplying the most economically advantageous bid are not of a satisfactory standard, the status of the company submitting the next best bid shall be verified and so on, until a suitable contractor is identified.
	* Tenders must remain valid for acceptance by the Client for 90 days.

Statements of facts, proposals, and details submitted will be audited at each stage; inconsistencies, ambiguities and untruths will count against the applicant.

Suppliers must make no attempt to alter the questions in any way.

The Environment Agency reserves the right to discontinue the procurement process at any time, which shall include the right not to award a contract, and does not bind itself to accept the lowest tender, or any tender received, and reserves the right to award the contract in part, or to call for new tenders should it consider this necessary.

Please note the Environment Agency or Defra will not be liable for any costs incurred by suppliers/ potential Tenderers in responding to this document.

**4.2 Not Used**

**4.3 Selection Stage**

Within the Supplier Portal, Suppliers are required to respond to all questions in the Standard Selection Questionnaire (SSQ):

**Parts 1 and 2**

* Part 1 covers the basic information about the supplier, such as the contact details, trade memberships, details of parent companies, group bidding and so on and is provided for information only.
* Part 2 covers a series of self-declarations by the supplier regarding whether or not any of the questionnaire exclusion grounds apply and will be assessed on that basis.
* Responses to Parts 1 and 2 are to be made directly in the Standard Selection Questionnaire (SSQ) document provided. All responses are pass/fail.
* A completed Part 1 and Part 2 declaration is also required of any organisations that you will rely on to meet the selection criteria. These could be parent companies, affiliates, associates, or essential subcontractors.
* If you, or any organisation you rely on to meet the selection criteria, has breached any of the exclusion grounds, you have the opportunity to explain how and what action you have taken to rectify the situation.
* The Agency reserves the right to request evidence of any self-assessment of compliance.

**Part 3**

* In Part 3, Suppliers are required to demonstrate compliance with the areas detailed in the following table.
* Where a question is scored, the scoring criteria in Appendix B will be used.

|  |  |  |
| --- | --- | --- |
| Question Reference | Subject | How Assessed |
| 1.10 | Insurance | Confirm that you hold (or will take out) the following insurance policies:

|  |  |
| --- | --- |
| Employers Liability | £5m |
| Public Liability | £5m |

 |
|  |

Please note: Suppliers will only be assessed on the information that has been provided within the responses. Prior knowledge of the company will not be taken into account.

**4.4 Award Stage**

Suppliers are required to respond to the Award Stage questions and submit a pricing proposal. Only those Suppliers that meet the minimum requirements at the Selection Stage will be evaluated at the Award Stage.

Please note: Suppliers will only be assessed on the information that has been provided within the responses. Prior knowledge of the company will not be taken into account.

The evaluation criteria and questions for the Award Stage are included at Appendix A, B & C.

**APPENDIX A – Tender Award Stage**

**A1. SUMMARY**

This appendix contains details of the questions Suppliers must respond to in order to demonstrate their proposal, along with details of how to respond.

 (The full questions are included later in this Appendix A).

The overall evaluation Criteria is:

|  |  |  |  |
| --- | --- | --- | --- |
| **AWARD CRITERIA** | **WEIGHTING (%)** | **SUB-CRITERIA** | **SUB-WEIGHTING** |
| **TECHNICAL** | 30% | Proposed Methodology  | 50% |
| Diverting Waste from Landfill | 50% |
| **SOCIAL VALUE** | 10% | Social Value | 100% |
| **COMMERCIAL** | 60% | Whole Life Cost of the Proposed Contract | 100% |

Please note: Suppliers will only be assessed on the information that has been provided within the responses. Prior knowledge of the company will not be taken into account.

**A3. RESPONSE FORMATTING REQUIREMENTS**

**IMPORTANT – RESPONSES MUST FOLLOW THE GUIDANCE INCLUDED HERE**

* These instructions have been clearly outlined to ensure that all Suppliers are clear on how to respond to the questions and are treated equally and fairly during the evaluation.
* It is the responsibility of the Supplier to follow these instructions and the Agency takes no responsibility for any information not evaluated if Suppliers do not follow these instructions.
* Suppliers must respond to these questions by creating a new document for each question and uploading the completed document where indicated in the Supplier Portal, in Microsoft Word.
* Each document must include the relevant question followed by the Suppliers response.
* The response to each question will be evaluated in isolation, therefore you must not refer to responses to other questions in your response.
* Unless specifically requested in any question, any supplementary information (such as brochures or technical specification documents) provided in response will not be considered as part of your response.
* Where a minimum score has been stated, failure to achieve that score will result in the response being rejected in its entirety, with the Supplier rejected from the procurement process.
* Responses to each question will be scored in accordance with the scoring criteria at Appendix B.
* **Page count limits** are detailed in each question. If any response exceeds these limits, the excess will be deleted before the response is forwarded to the evaluation panel and will not be considered during the evaluation.
* Quality Proposals must be prepared **using Arial font size 11**. If submitted in an alternative font the Agency reserves the right to change the font to Arial and resize to font size 11. If this results in any page limits being exceeded, that information will be deleted from the version sent to the evaluation teams and will not be considered during the evaluation.
* All documents submitted must be named in the following format:

**ITT Response\_ Tenderer Name\_ Number\_Question Title**

e.g., “ITT Response\_Smith Ltd 1\_Question 1.1 ORGANOGRAM AND KEY PERSONNEL”

**IMPORTANT: ENSURE THE PAGE LIMIT AND FORMATTING GUIDANCE IS STRICTLY ADHERED TO**

**A4. AWARD STAGE QUESTIONS**

Suppliers are required to demonstrate their proposal by responding to these questions, following the guidance at A3.

|  |
| --- |
| **SECTION 1: TECHNICAL 30%** |
| **Question 1: PROPOSED METHODOLOGY  *Weighting: 50%***Provide details of your proposed approach to deliver this project. Your response must clearly describe all stages including: - Lowest Carbon Concrete Option- Own Calculations to confirm blocks meet the weight requirement within 5% of the target weight.- Lead time and how you would manage any supply chain delays.**EVALUATION GUIDANCE****Higher marks will be given to tenderers that provide:*** **Table/drawing that provides calculations**
* Your response must provide a clear overview of your proposed approach to deliver this package and give the Agency confidence that you have a planned and realistic approach to successful project delivery. and workmanship.

**Minimum score required 70****RESPONSE FORMAT****Two sides of A4.**Minimum font size **Arial 11.**  |

|  |
| --- |
|  |
| **Question 2: DIVERTING WASTE FROM LANDFILL *Weighting: 50%***Eliminating and reducing waste is key to the Environment Agency. Please provide details in relation to this specific contract(s) of how you would apply any organisational policies or processes you have during delivery of this contract to manage waste.**EVALUATION GUIDANCE**Your response must include how you manage waste in line with the waste legislation and how you will work to eliminate waste from the services provided through this contract including working with your supply chain to reduce and minimise single use plastics. Higher marks will be awarded for suppliers that consider opportunities to apply the EA’s waste hierarchy (reduction, reuse, recovery, rubbish).**RESPONSE FORMAT****Single side of A4.**Minimum font size **Arial 11.** |
| **SOCIAL VALUE 10%** |
| **Question 3.3: EMPLOYMENT AND TRAINING OPPORTUNITIES *Weighting: 100%*** Please detail the additional benefits you will provide in order to create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. Please include your timed plan to achieve them.**EVALUATION GUIDANCE**Your response must demonstrate how potential employment and training opportunities can be implemented on the contracts.**RESPONSE FORMAT****Single side of A4.**Minimum font size **Arial 11.** |

**REMINDER – PLEASE REFER TO APPENDIX B WHICH CONTAINS THE SCORING GUIDANCE**

**APPENDIX B: Scoring Criteria**

The following Scoring Criteria will be used for all scored questions.

|  |  |
| --- | --- |
| **DESCRIPTOR** | **SCORE** |
| Very good - Addresses all the Authority’s requirements with all the relevant supporting information set out in the Bidder Pack. There are no weaknesses and therefore the response gives the Authority complete confidence that all the requirements will be met to a high standard. | 100 |
| Good - Addresses all the Authority’s requirements with all the relevant supporting information set out in the Bidder Pack. The response contains minor weaknesses and therefore the response gives the Authority confidence that all the requirements will be met to a good standard. | 70 |
| Moderate - Addresses most of the requirements with most of the relevant supporting information set out in the Bidder Pack. The response contains moderate weaknesses and therefore the response gives the Authority confidence that most of the requirements will be met to a suitable standard. | 50 |
| Weak - Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. | 20 |
| Unacceptable - No response or provides a response that gives the Authority no confidence that the requirement will be met. | 0 |

NOTE: A minimum score of 50 is required to pass each Award Stage question. Any tender response not achieving at least the minimum score of 50 for each question will fail and will be rejected and no further evaluation of that tender will be undertaken.

For each question the suppliers response will be scored and then weighted using the following formula: -

*Supplier Question Weighting = (Question Score / 100) x Maximum Question Weighting*

**APPENDIX C: COMMERCIAL PROPOSAL**

|  |
| --- |
| **COMMERCIAL** |
| **Commercial evaluation will be based on:**

|  |  |  |
| --- | --- | --- |
| **CRITERION** | **SUB-CRITERION DESCRIPTION** | **SUB-CRITERION WEIGHTING** |
| **COMMERCIAL** | Cost & Delivery to site | 100% |

**IMPORTANT:****The tables within the document have been protected to facilitate their population. Tenderers MUST NOT add or remove any tables, insert or delete columns on any of the tables, or hide any of their rows.** |

APPENDIX D: EVALUATION CALCULATIONS

For both the Technical, Social Value and Commercial elements, providing the bidder has met any mandatory criteria and minimum quality thresholds, the total weighted scores will be calculated using the relative scoring method for each individual as follows:

Technical

The Tenderer with the highest total weighted Technical score will achieve the top mark available for Technical (30%).

Every other Tenderer under that will be awarded a mark on a reducing basis using the following formula:

($(\frac{Bidders Total Technical Score}{Highest Technical Score })\*100=X)+(\frac{x}{100}\*[Weighting])$

Social Value

The Tenderer with the highest total weighted social value score will achieve the top mark available for Social Value (10%).

Every other Tenderer under that will be awarded a mark on a reducing basis using the following formula:

($(\frac{Bidders Total Social Value Score}{Highest Social Value Score })\*100=X)+(\frac{x}{100}\*[Weighting])$

Commercial

The Tenderer who offers the lowest cost/ percentage for each sub-criterion for Commercial will achieve the top mark available. (60%)

Every other Tenderer under that will be awarded a mark on a reducing basis using the following formula:

$$(\frac{Lowest Bidders Price}{Bidders Price })\*[Weighting]=Weighted Mark)$$

The sum of the Tenderers weighted marks for each sub-criterion (Total Weighted Mark) will then be used in the following equation:

($(\frac{Bidders Total Weighted Mark}{Highest Total Weighted Mark })\*[Weighting])$

TOTAL SCORE

The overall Technical score (out of a possible 30%) will be combined with the Social Value score (out of a possible 10%) and the total Commercial score (out of a possible 60%) to give a total percentage (%) out of a possible 100%.

1. *The above dates are indicative and subject to change. Any amendments will be communicated via the Messages facility on the Supplier Portal.* [↑](#footnote-ref-2)