

Research into Low Carbon Skills in Wigan

Invitation to Tender

April 2011

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1. INTRODUCTION

1.1 Introduction

The Commission for the New Economy wishes to commission Research into Low Carbon Skills in Wigan.

More details can be found in the Consultation Brief / Scope of Works Document.

1.2 Time Table

Issue of Invitation to Tender	Monday 11 April 2011
Tenders to be Returned	Wednesday 4 May 2011
Evaluation of Tenders	Thursday 5/Friday 6 May 2011
Interview Date for Tenderers	Friday 13 May 2011
Expected date of award of Contract	Monday 16 May 2011
Contract Commencement	Monday 16 May 2011

There will be a need for ongoing discussion and regular meetings with the Client and key partners.

1.3 Prequalification requirements

Tenderers are requested to provide the following pre qualification information:

- Details of similar works carried out elsewhere, or details showing the competence of the organisation to undertake such works. Please include telephone numbers of referees that may be contacted;
- Copies of officers curriculum vitae's undertaking the work;
- A copy of each of the last three years audited accounts for the company or partnership, if available;
- Proposed involvement of, and arrangements for managing working relationships with, sub-contractors in providing the Contract;
- Proposed method for monitoring of performance and details of any Quality Assurance schemes that you operate or are a party to, if appropriate;
- Information about environmental good practice within the Company;
- A copy of the equality and diversity policy;
- A copy of the health and safety policy;
- Ability to meet the Commission's insurance requirements;
- Outline Methodology of the approach to be taken;
- Details of personnel who will work on the project, including skills and experience;
- Day rates for each of the above;
- An indication of likely time required to undertake the work to ensure fits within timescales set.

Tenders will also need to demonstrate:

- Best value for money in terms of price and output;
- A clear understanding of the scope of the services to be provided, and the quality of the proposals to deliver these services;
- A demonstration of appropriate expertise and knowledge of the organisation and individual team members, including local, sub-regional, and regional knowledge;
- Capacity and ability to meet programmed deadlines.

1 INSTRUCTIONS TO TENDERERS

Instructions and Information on Tendering Procedures.

About these instructions.

1. These instructions are designed to ensure that all tenderers are given equal and fair consideration. It is important therefore that you provide all the information requested in the format and order specified.
2. Should you have any queries or require any clarifications regarding this enquiry they should be addressed as follows:

Steve Turner
Head of Carbon Economy
Commission for the New Economy
Tel: 0161 237 4199
Email: Steve.Turner@neweconomymanchester.com

Or:

Christine Bainbridge
Resources and Development Manager
Tel: 01942 828 960
Email: c.bainbridge@wigan.gov.uk

You should not contact any other person regarding this matter unless expressly advised by the officers named above.

All queries and their responses, but not the details of the person or organisation initiating the query will be sent to each person to whom this Invitation to Tender was sent.

Timetable and administration details

1. Tenders should be returned in one envelope not bearing any company logo or any other means of identification.

The envelope should be marked:-

“Tender – Strictly Confidential –” Provision of Research into Low Carbon Skills in Wigan”

and returned to:-

Steve Turner
Head of Carbon Economy
Commission for the New Economy
Churchgate House
56, Oxford Street,
Manchester
M1 6EU

2. Closing date for receipt of tenders is: **Wednesday 4 May 2011**

The expected date of award is: **Monday 16 May 2011**

3. Tenderers should ensure that they return the following documents :

- ✓ Certificate of Bona Fide Tender (Appendix A)
- ✓ Form of Tender document (Appendix B)
- ✓ Pricing Schedule
- ✓ Any other supporting Information.

4. **Tender Clarification Meetings/Evaluation Testing**

Following receipt of Tenders, the Commission will determine which companies shall be invited to take part in further evaluation which will include 'Tender Clarification Meetings' whereby the Commission will seek to resolve areas of potential misinterpretation or misunderstanding.

Conditions applicable to this tender

Contract Price

1. You are requested to price your tender on a fixed price basis for the duration of the contract period in full accordance with the pricing schedule incorporated in the Form of Tender.

Contract Period

2. The contract will end on **Wednesday 31 August 2011**.

Alterations

3. Any alterations to the tender documents will invalidate your tender. Any modifications, which you think are necessary, should be detailed separately.

Incomplete Tender

4. Tenders may be rejected if the complete information called for is not given at the time of tendering.

Receipt of Tenders

5. Tenders will be received up to the return time and date stated. Those received before the return date will be retained unopened until then. Please ensure your tender is delivered not later than the appointed time. The Commission will not consider tenders received after the return date.

Acceptance of Tenders

6. By issuing this invitation to tender the Commission is not bound in any way and does not have to accept the lowest or any tender.

7. The Commission reserves the right to accept the whole or any specified part of the tender unless the tenderer expressly stipulates otherwise.

Validity

8. Tenders shall remain valid for a period of 90 days from the tender return date.

Tender Amendments

9. The Commission reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendments shall be numbered, dated and issued by the contact officer named above. Where amendments are significant, the Commission may at its discretion extend the return date for receipt of tenders. Tenderers are requested to indicate on the Tender declaration that due notice has been taken of any tender amendments issued.

Inducements

10. Offering an inducement of any kind in relation to obtaining this or any other contract with the Authority will disqualify your tender from being considered and may constitute a criminal offence.

Collusion

11. You are requested to complete the certificate of Bona Fide Tendering - any breach of the undertakings covered will invalidate your tender.

Costs and Expenses

12. You will not be entitled to claim from the Commission any costs or expenses associated with the preparation of the response to this invitation to tender. Costs associated with follow up documentation, together with any required demonstrations, workshops, presentations, and bench-mark testing, shall be borne in full by the tenderer. The Commission will not be liable, under any circumstance, for any costs or charges incurred by the tenderer in response to any aspect of the tendering process whether or not your tender is successful.

Evaluation Criteria

13. The tender process will be conducted to ensure that tenders are evaluated fairly to ascertain the economically most advantageous tender.

Your response to our requirements will be evaluated under the following headings (not in order of importance):-

The overall contract price, having taken into account any other risks or benefits to the Commission including:-

- Project Scope;
- Technical Merit, including demonstration of relevant experience of public authority support;
- Compliance with Contractual Terms;
- Account Management Services
- Conformance to Standards and Statutory Requirements;
- Conformance to the Authority's Policies & Procedures;

Company Profile;
References from existing customers;
Financial stability of the company based on review of accounts for the last three years;
Quality assurance accreditation
Technical Evaluation based on the response to the PQQ and Scoping Document

Tender Documents

14. The tender comprising of all requested information must be returned in its entirety securely bound without reference to the sender. Please provide 1 original, clearly marked as such, 1 copy.

Tenderers are requested not to e-mail their response as this contravenes the Authority's tendering procedures and may invalidate the tender.

Compliant Tenders

15. Subject to the submission of a compliant tender, you may also submit an alternative price and method of carrying out the services which the Authority, at its discretion, may or may not pursue.

Confidentiality

16. All information supplied by the Commission to you must be treated in the strictest confidence and not disclosed to third parties except insofar as this is necessary to obtain sureties or quotations for the purposes of submitting a tender.

Conditions of Contract

17. The Authority's draft Contract will follow. One receipt, tenderers are requested to confirm acceptance of the Authority's terms for the project or to highlight those areas that require further clarification during the evaluation process.

Tenders that are received which do not highlight any areas for clarification shall be deemed to be in full compliance with the Authority's Contract terms and the relevant tendering company shall accordingly be assessed as not requiring any further discussion in respect of such terms prior to entering into Contract with the Authority.

Insurance

18. Please provide the following details (unless submitted at the questionnaire stage) in relation to your insurance policies in respect of professional indemnity, public liability and employer's liability insurance:
- Insurer;
 - Policy number;
 - Extent of cover; (minimum requirement £5 million)
 - Expiry date:

Quality Procedures

19. Tenderers are requested to provide an overview of their quality system policies and procedures.

INVITATION TO TENDER ACKNOWLEDGEMENT

TO: Commission for the New Economy

FROM: [TENDERER]

DATE:

Dear Sirs,

INVITATION TO TENDER FOR RESEARCH INTO LOW CARBON SKILLS IN WIGAN

We acknowledge receipt of your tender enquiry in respect of the above mentioned services and confirm that **we will / will not be submitting an unqualified tender by the required date.

We confirm that we will treat all information supplied by the Commission as confidential and will not communicate any of that information to any other party or make use of the information for any purpose other than for preparation of a response to the invitation to tender.

Yours faithfully,

For and on behalf of

**Delete as appropriate

CERTIFICATE OF BONA FIDE TENDERING

CONTRACT TITLE: INVITATION TO TENDER FOR RESEARCH INTO LOW CARBON SKILLS IN WIGAN

I declare that this is a bona fide Tender, intended to be competitive and that I have not fixed or adjusted the amount of the Tender by or in accordance with any agreement or arrangement with any other person ('person' includes any persons, body or association, corporate or incorporate) except as disclosed on this certificate under 7 below.

I declare that the company is not aware of any connection with a member of the Commission staff that could affect the outcome of the bidding process.

I declare that I have not done and I undertake that I will not do at any time any of the following:

- communicate to any person, including the addressee calling for the Tender, the amount or approximate amount of the proposed tender,
- enter into any agreement or arrangement with any other person or body that he or it shall refrain from tendering or as to the amount of any Tender to be submitted,
- enter into any agreement or arrangement with any other person or body that we shall refrain from tendering on a future occasion,
- offer or pay or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or causing to be done in relation to any other tender for the said work any act of the kind described above,
- canvas or solicit the Commission staff.
- I understand that instances of illegal cartels or market sharing arrangements suspected by the Authority will be referred to the Office of Fair Trading for investigation.
- I understand that any misrepresentations may also be the subject of criminal investigation or used as a basis for civil action.

In this certificate "agreement" and "arrangement" includes ant transaction private or open, or collusion, formal or informal, and whether or not legally binding.

Disclosure:.....
.....
.....

Signed: _____

Name: _____

Title: _____

On behalf of: _____

Date: ___ / ___ / ___

Appendix B - Pricing Schedules and Form of Tender

Please see accompanying Document "Pricing Schedule"

FORM OF TENDER – Pricing Schedule

INVITATION TO TENDER FOR RESEARCH INTO LOW CARBON SKILLS IN WIGAN

TO: Commission for the New Economy,

Sirs,

I/we the undersigned, hereby tender and offer to supply services in respect of the development of Research into low carbon skills in Wigan more particularly described and referred to in the Conditions of Contract and Specification. (Including pricing schedules, issued for this Tender and which under the terms thereof are to be supplied, executed and done by the Contractor and to perform and observe the provisions and agreements on the part of the Contractor contained in or reasonably to be inferred from the Conditions, Specification and schedules at the Contract Price stated in the Pricing Schedule.)

I/We further declare that I/We have read and understood the tender documents.

I/We hereby undertake in the event of your acceptance of this Tender, to obtain all insurances stipulated in the Conditions of Contract fully in accordance with the Conditions of Contract.

I/We undertake to do any extra work not covered by the above schedule of prices which may be ordered by the Commission and hereby agree that the value of such extra work shall be determined as provided for in the Conditions of Contract.

I/We understand that you reserve the right to accept or refuse this tender (or part thereof).

I/We agree that this tender shall remain open for acceptance by you and will not be withdrawn by us for a period of 120 days from the closing date for submission of tenders.

I/we hereby agree that the following schedules are attached and form part of this tender (tenderer to list):

.....
.....

The undersigned is duly authorised to sign this tender for and On Behalf of:

Tenderer :

Dated :