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**INVITATION TO TENDER**

**PART A**

**(Includes instructions for tenderers)**

All tender documents and submissions will be treated as strictly private and confidential

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# 1. Introduction

Wellingborough Homes (‘the Association’) invites you to tender for the contract to provide Professional Contractual Services up to 31st March 2021 and completion of the defects period.

This project will aim to deliver an Environmental Improvement Programme from 2018 to 2021 achieving:

* High quality living environments – with the demolition of garages and undertaking environmental works to improve the quality of the neighbourhood
* Value for Money – including refurbishment or rebuilding existing garage blocks, increasing stock life and generate a return on investment

Any planned investment should be assessed against the following criteria:

* Reduce anti-social behaviour and vandalism.
* Improve the amenity of neighbourhoods for our customers.
* Increase parking facilities, where feasible and financially viable.
* Improve surveillance, sense of security and make neighbourhoods feel safer.
* Reduce expenditure on reactive repairs and maintenance, estate services and minimise future investment needs.
* Increase customer involvement in prioritising investment in their neighbourhoods resulting in an increase in customer satisfaction.

Four main areas have been identified as requiring substantial works; these areas are Kiln Way, Minerva Way, Fulmar Lane and Gannet Lane in Wellingborough. It is recommended that these areas are visited (day & evening) so that a full appreciation of the issues experienced by the residents can be identified. These areas will involve working with the Local Authority and NCC Highways to increase the number of parking spaces within these areas.

The Invitation to Tender (ITT) comprises the following:

* Part A - Invitation to Tender and Instructions to Tenderers
* Part B – Form of Tender and Statement of Interest
* Part C – Specification of Services

Please read all documents carefully before you draft your Tender Proposal.

# 2. Acknowledgement of Invitation to Tender

Please acknowledge receipt of this Invitation to Tender documentation to the contact address included at **Section 13** of this ITT document.

# 3. The Project

The Association wishes to appoint a Professional Contractual Services, who will work with the Association to implement a environmental improvement programme.

# 4. Terms and Conditions of Contract

The detailed requirements of the Association for delivering the project outlined above are set out in Part C – The Specification of Services. The Association will not consider tenders which vary with the service specification.

The Association will not enter into any negotiations whatsoever on the terms and conditions of the contract after submission of tenders. Therefore, please read the terms and conditions carefully and seek any advice you may need before you submit your Tender Proposal.

You will have the opportunity to propose changes to the terms and conditions up to eight working days before the deadline for receipt of tenders. The Association will consider any proposed changes and may accept or reject them. Any changes that are accepted will be circulated to all those who have been invited to tender and who have not already submitted a Tender Proposal, at least five working days before the deadline for receipt of tenders. The tender return period will not be extended to allow tenderers to re-work their tenders in the light of changes to the terms and conditions that the Association may accept, so it is recommended that you make any proposals for change as early as possible in the tender return period.

Tenderers should note that, until the formal contract documents are executed by both parties, the Association reserves the right to terminate the tender procedure or to eliminate any tenderer from the competition or both. Any tenderer who attempts to negotiate changes to the terms and conditions of contract after the latest date for submission of tenders will immediately be eliminated from the process.

# 5. Tender submission

This document sets out the Association’s requirements with regards to submission of a tender for the proposed contract. If you do not comply fully with these requirements your tender could be rejected by the Association and will not be progressed to the evaluation stage.

# 6. Clarification of Tenders

Once Tender Proposals have been received and opened, and before detailed evaluation, they will be checked to ensure that that they comply with the instructions to tenderers, that they do not contain any qualifications or conditions and that they are clear and comprehensive. If the Association needs to clarify any of these points, questions will be submitted in writing to the tenderer, who will also be asked to respond in writing.

Alteration of Tender Figure

Where examination of a Tender Proposal reveals errors or discrepancies which would affect the tender figure(s) in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and will be asked to confirm which of any conflicting figures and correct any obvious omissions, for example failure to insert a price where a space is provided for this purpose.

Should the tenderer not be willing and/or able to make suitable corrections, the Tender Evaluation Panel (TEP) may make the necessary corrections and inform the tenderer accordingly, who will be given the opportunity of confirming or withdrawing the corrected tender sum.

In each case the tender award decision must be based upon the corrected tender figures.

# 7. Evaluation Criteria

All Tender Proposals submitted on or before the latest date for receipt in accordance with the timetable set out in **Section 14** of this ITT document will be evaluated in two stages:

##### Stage 1 – Checking for Validity and Completeness

Validity: A valid tender is one that is received in accordance with the Instructions to Tenderers. Validity will involve checking against the various requirements set out in the Instructions and against the Associations Contract Procedures and Financial Regulations. Tender submissions that do not satisfy this requirement will be eliminated and not considered further.

Completeness: A complete tender will include all documents and information required in accordance with the Instructions. Completeness will be established by checking against a checklist of all the financial and non-financial submissions required to be included in the tender.

Tender submissions that do not satisfy the requirement for completeness will be eliminated and not progressed to stage 2, except in the case of minor omissions that the Association, at its sole discretion, considers can be rectified following a reasonable request.

##### Stage 2: Detailed Tender Evaluation

All Tenders Proposals that have been assessed as valid and complete at stage 1 above will be subject to detailed evaluation in accordance with the following price and quality assessment:

**Weighting - 60% Price**

The lowest tendered price submission will be awarded the full 60% allocated for Price. Each of the remaining Tenders will be awarded a price percentage on a pro rata basis in accordance with the following calculation (rounded to two decimal places):

1. Contractor 2 (second lowest price) divided by lowest price = X

2. Then 60 divided by X = Price Score Percentage for Contractor 2

3. This calculation is repeated for each remaining Contractor

**Weighting - 40 % Quality**

A qualitative evaluation will be based on the responses provided to each criteria on the Qualitative Questionnaire (Part C). Information provided in your responses should be project specific and not generic and the total weighted score will be arrived at in accordance with the percentage shown against each of the questions (and sub-questions) within each of the criteria included on the Qualitative Questionnaire (up to a maximum of 40%).

The minimum quality standard (the "Quality Assessment Threshold") will be an overall weighted score of 20% (i.e. 50% of the total quality score available).

All Tender Proposals which are progressed to stage 2 will be assessed by a Tender Evaluation Panel (TEP) which will comprise of employees of the Association:

##### The TEP will assess the Tenderer’s responses to each of the questions (and sub-questions) within the written submission to determine the degree to which the quality criteria have been met and award a score out of 5 as defined in the points system below:

|  |  |  |
| --- | --- | --- |
| Rating | Description | Score |
| Exceeds requirements with good evidence of added value | Meets all criteria in a very full and comprehensive manner and exceeds some requirements with enhanced offer which demonstrates added value | 5 Points |
| Above minimum requirements | Meets all minimum requirements with specific and/or relevant examples provided to demonstrate that service has been tailored to the needs of the Association | 4 points |
| Meets minimum requirements | Generally satisfactory as meets minimum expectations but includes some generic responses | 3 Points |
| Partially meets requirements | Satisfactory in some but not all aspects either because the response is incomplete or inadequate, or differs from the professional / technical requirements necessary to meet the criteria | 2 Points |
| Does not meet requirements | Little or none of the response is satisfactory, or little or no information has been provided | 0 Points |

Please note: If any details submitted cannot be verified or are deemed to be unrealistic, then those elements of the evaluation will not be awarded any score available under this section.

The weighted Price / Quality scores will be combined to obtain the total weighted score. The Tender Proposal which achieves the highest total weighted score will be considered to offer the most economically advantageous tender for this Contract under the terms of this model.

Tenderers will be required to demonstrate their ability to deliver the services within the agreed timeline

and the Association may ask the highest scoring tenderer(s) to:

1. attend a meeting to present, explain or amplify details of the Tender Proposal;
2. provide any other information reasonably required by the Association to reach a decision on whether to award the contract.

Referees provided by the company may be contacted to provide views on performance including reliability, accuracy, accessibility, and general customer care.

# 8. Interpretation

Whilst the Association will use reasonable endeavours to ensure that the information given to tenderers is both accurate and complete, the Association does not warrant the same and in pricing your proposals or, if successful, in being awarded the contract, you should not rely upon any representations made by or on behalf of the Association.

If you have any questions concerning the interpretation of the ITT documentation, please submit these in writing to the contact e-mail address provided at **Section 13** no later than **12 noon on Wednesday 17th October 2018.** Any responses provided by the Association will be shared with all companies who have been invited to tender no later than five working days before the latest date for receipt of tenders.

# 9. Confidentiality

The Association requires each tenderer to give a written undertaking, which shall become a condition of the contract, that the amount of the tender has not been calculated by agreement or arrangement with any person other than the Association, and has not been communicated to any person other than the Association, and will not be so communicated until after the award of the contract.

# 10. Preparation of Tender

It is your responsibility to satisfy yourself as to the accuracy and sufficiency of the rates and prices and all other information contained in your tender. You shall be deemed to have obtained all necessary information that might influence or affect your tender and to have included for all necessary equipment, materials, staff, facilities and anything else required for the performance of your obligations under the contract.

# 11. Rejection of Tenders

The purpose of inviting tenders for this contract is to establish an open, fair and transparent procedure that generates genuine competition between tenderers and maximises VFM for the Association. Any tender will be rejected if the Association has reason to believe that the tenderer:

* has communicated in any form with any former employee of the Association to obtain confidential information in connection with the letting of this contract; or
* has communicated to any other person the amount or approximate amount of the rates and prices shown in this tender; or
* has entered into any agreement with any other person that one or other of them refrain from submitting a tender or that one or other will reduce or enhance the rates and prices to be shown in the tender; or
* has committed any offence of corruption under the Bribery Act 2010; or
* consistently failed to submit tenders when invited to do so; or
* withdrawn tenders unreasonably; or
* failed to provide a satisfactory service in the past; or
* been in breach of any contract with the Association and shown that they have consistently communicated with other tenderers in formulating tenders; or
* has attempted to influence or bribe any Board member or employee in order to gain an unfair advantage over other tenderers.

Any tenderer whose tender is rejected for any of the above reasons will automatically be removed from our Approved List and will not be invited to tender for any future contracts by the Association.

A contractor who tenders an inflated price with the intention of not being awarded the contract is likely to prejudice their prospects of being invited to tender for future contracts and risks being reported for anti-competitive behaviour.

Any tender that is conditional or is qualified in any way (including by making assumptions) will be rejected.

## Properly Constituted Tenders

Each section of a tender must be separately priced and include reasonable and consistent rates. Tenders which do not comply may be rejected as not being properly constituted.

# 12. Declared Interests

There is a requirement for any tenderer to make the Association aware of any known relationships of a business or private nature where there is a ‘close connection’ as defined by the Association’s Probity Policy with staff or Board Members.

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# 13. Contact Information

The contact for all enquiries concerning this invitation to tender is:

Name: Graham Pickard

Job title: Project Officer

Address: 9f Silver Street, Wellingborough, Northants, NN8 1BQ

Email: [graham.pickard@whomes.org](mailto:graham.pickard@whomes.org)

Tel: 01933 231311

The relevant Head of Service for the purposes of this contract is:

Kristian Young

Asset Investment & Compliance Manager

Email: [Krisitan.Young@whomes.org](mailto:Krisitan.Young@whomes.org)

Tel: 01933 231356

# 14. Timetable

The key dates are currently anticipated to be as follows:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Issue Intention To Tender (ITT) | Wednesday 5th October 2018 |
| Deadline for the submission of clarification questions | 12 noon Wednesday 17th October 2018 |
| ITT submission deadline | 12 noon Friday 26th October 2018 |
| ITT evaluation period | Monday 5th to Friday 9th November 2018 |
| Potential interviews (to be confirmed) | Week commencing 12th November 2018 |
| Award of contract | Week commencing 19th November 2018 |
| Pre-Contract meeting | TBC |
| Contract commencement date | Monday 26th November 2018 |

Any changes to the above timetable will be notified to all Tenderers as soon as practicable.

# Instructions to Tenderers

## 1 Tender Documents

Your tender must include the following completed documents:

* **The Statement of Interest**
* **The Form of Tender**
* **Qualitative Questionnaire (Written submission)**

Your **Form of Tender** must be completed and submitted through provision of at least **one paper copy** delivered to the registered office of the Association. This should be signed and dated by an authorised person(s). A **further copy** should be provided electronically to the named contact at **Section 13** of the ITT.

**Part B, Section 1;** Statement of Interest requires only one signature.

**Part B, Section 2** (Form of tender) must be signed by two different, duly authorised persons.

At least one paper copy of Section 1 and Section 2 should be provided with the ITT document to the registered offices of the Association. An electronic version of each should also be sent to the named contact at **Section 13** above.

Any items not priced will be deemed to be priced at a nil value. Arithmetical checks will be carried out as part of the clarification and validation of tenders (stage 1), before these can be subject to detailed evaluation (stage 2). Obvious arithmetical errors that would reduce the price to be paid by the Association may be corrected but an arithmetical error that would result in the Association paying more will not be corrected. In such a case, the tenderer must either stand by or withdraw the tender as submitted.

## 2 Pre-Tender Questions

If you have any questions concerning the interpretation of any of the ITT documents, you should submit them in writing to the named contact in Section 13 **no later than** **12 noon on Wednesday 17th October 2018.** A response will be provided and shared with all organisations who have been invited to tender for this contract. The tender period will not be extended to allow you to adjust your tender in the light of our response to your question, so please ask any questions as soon as possible after you receive this invitation to tender.

Please note that the Association will not enter into any negotiations whatsoever after the latest date for receipt of tenders. If you submit a tender, you will be giving an undertaking to the Association that, if your offer is accepted, you will enter into a contract based on your Tender Proposal as submitted in accordance with these instructions.

**3 Conditional or Qualified Tenders**

Any tender that is expressed to be conditional or is qualified **in any way**, including by making unreasonable or undisclosed assumptions, will automatically be rejected. Any tender that does not comply fully with these instructions to tenderers will automatically be rejected. Accordingly, you are strongly advised to obtain from the Association all the information you need in order to formulate your tender, well before the latest date and time for receipt of tenders.

## 4 Evaluation Criteria

Tenders will be evaluated against the criteria and the weightings set out at **Section 7** of the ITT document only. You are advised to address these criteria in formulating your responses to the ITT.

As part of the tender submission tenderers are required to demonstrate their ability to provide the service(s) and it may be necessary to arrange interviews as part of the Tender evaluation process. In that case tenders will be advised if this will be a requirement as soon as possible. The indicative timeline set out at section 14 includes provisional dates for this purpose.

Referees provided by the company may be requested to provide their views on performance including reliability, accuracy, accessibility and general customer care.

## 5 Return of Tenders

Tenders must be returned to the Association addressed to the relevant Director in a plain, sealed envelope or package which shall bear the word "Quotation" or "Tender" - followed by the subject to which it relates. The address for return of tenders is as follows:

**Head of Asset & Development**

**Thompson Court, 9f Silver Street, Wellingborough, Northamptonshire, NN8 1BQ**

Tenders returned by hand (either by the tenderer in person or by a courier) must be delivered during normal working hours (09.00 – 17.00 Monday – Wednesday and Fridays and 10.00 – 17.00 on Thursdays) to the above offices where the envelope or package will be endorsed with the date and time received. A dated and timed receipt will be provided on request. Tenders returned to any other location will not be endorsed or receipted and the Association gives no guarantee that they will be treated as having been received before the latest date and time for receipt of tenders.

## 6 Latest Date and Time for Receipt of Tenders

Tenders must be received by **no later than** **12 noon on Friday 26th October 2018.**

Any tender that is received by the Association after this time, **whatever the circumstances**, will be retained unopened until after tenders properly received have been opened and recorded, and will then be returned to the sender.

It is your sole responsibility to ensure that your tender is received by the Association before the due date and time and that it complies fully with these instructions to tenderers. The Association will not accept responsibility for any tender that is not properly received, for whatever reason. Proof of posting will not be accepted as proof of delivery.

## 7 Disqualification

The Association shall have the power to disqualify from submitting further tenders any tenderer, who in its opinion has breached any of the conditions set out in section 11 of the ITT.

## 8 Disclaimers and Legal Compliance

All information provided by the Association or anyone acting on their behalf in respect of this procurement is confidential.

You must immediately inform the Association if any of the key persons who have been involved in drafting the Tender Proposal becomes ineligible under the provisions of the Public Contracts Regulations 2006 (as amended).

In issuing the Tender Documentation the Association is not making a commitment to award a contract as a result of the procurement process or making an offer to enter into a contractual relationship.

The issue of the tender documents does not imply any representation by the Association as to the candidate’s financial stability, technical competence or ability in any way to carry out the Services. We reserve the right to return to these matters as part of the evaluation process.

The laws of England and Wales shall apply for the purposes of all proceedings relating to this procurement process and any contract awarded pursuant thereto.

No reimbursement of any expense incurred by the applicants in preparing their responses to the questionnaire or any bid. Nor are we bound to select any party or award a contract at the end of the process.

The Association reserves the right to retain and/or otherwise utilise all non-confidential submission materials as it may consider appropriate, at no cost to the Association.

## 9 Acceptance of Tenders

The Association will not be bound to accept the lowest or any tender.