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**Invitation to Tender [ITT]**

**DN275433\_Materials Dynamic Purchasing System**

**Lot <No.>: <Title>**

**OJEU Contract Notice: 2017-000013**

**Tender submission deadline – TBC 1200pm (noon)**

**CONTENTS**

**Section 1 – Background & Objectives**

1.1 Introduction & Key Information for Tender Return

1.2 GPHG aims

1.3 Consortia

1.4 Background Information

1.5 Service Overview

1.6 Key Performance Indicators

**Section 2 – Lot Information**

2.1 Information about the Lots

2.2 Procurement Programme

**Section 3 – Tender Requirements**

3.1 Information provided to tenderers

3.2 Fees and Costs

3.3 Quality Questions

**Section 4 – Tender Evaluation**

4.1 Scoring approach

4.2 Supplier Questionnaire

4.3 Finance Checks

4.4 Interviews

**Appendices**

Appendix 1 - Specification

Appendix 2 - Pricing Catalogue

Appendix 3 - Social Value and Local Impact

Appendix 4 - Terms and Conditions

Appendix 5 - DPS Rules

Appendix 6 - Request for Supply

**Section 1 – Background & Objectives**

* 1. Introduction & Key Information for Tender Return
		1. Great Places Housing Group is a forward-thinking, inclusive and successful organisation which exists to improve the lives of the thousands of people living in its portfolio of over 19,000 homes. One of the largest developing housing associations in the north, we work in some of the most disadvantaged neighbourhoods, meeting the differing needs of the diverse communities we serve.
		2. Responses to this Invitation to Tender [ITT] will be used in selecting suppliers to join Great Places Housing Group’s Dynamic Purchasing System (DPS). The DPS will be used to call off suppliers for the delivery of building materials and supplies to Great Places Housing Group and other bodies as detailed within the OJEU notice <TBC> at section VI.3
		3. This is a restricted procurement procedure to establish a Dynamic Purchasing System conducted in accordance with the UK Public Contracts Regulations 2015. All documentation issued as part of this Invitation to Tender is provided in confidence and no part of it (including Appendices) shall be shared with or communicated to other parties unless required to do so for the purposes of submitting a tender. Where information is shared with others the condition of confidentiality shall apply to those parties also. Tender documents will be treated confidentially by the Great Places Housing Group.
		4. The aim is to establish the DPS and be in a position to call off orders by November 2017 subject to an OJEU compliant process.
		5. Please note that any comments or questions are to be uploaded via the ProContract e-tendering system.
		6. All tender responses must be completed using the ProContract e-procurement system. All required tender documents must be uploaded onto the system. Any correspondence attempted in any format outside the use of the ProContract system will not be considered. Suppliers must complete the Supplier Questionnaire on Pro Contract to enable evaluation and gain access to the DPS. The Appendices as detailed within the Contents section of this document will be issued once the DPS has been established as part of the call off process.

**BIDDERS ARE NOT REQUIRED TO COMPLETE THE APPENDICES TO GAIN ACCESS TO THE DPS.**

* + 1. Quality responses uploaded in different formats other than those as issued (such as uploaded ZIP files, PDF’s or similar) will be discounted. DO NOT submit any general marketing material with your submission. Any questions or queries regarding clarification and the like should be raised using the ProContract system.
		2. The electronic issue Invitation to Tender documents comprise:
1. ITT document
2. Appendix 1 - Specification
3. Appendix 2 - Pricing Catalogue
4. Appendix 3 - Social Value and Local Impact
5. Appendix 4 - Terms and Conditions
6. Appendix 5 - DPS Rules
7. Appendix 6 - Request for Supply
	* 1. Tenderers are required to complete the online supplier questionnaire on the ProContract system to be assessed to join the DPS. This is the first stage of evaluation. Successful bidders will be invited to complete the Request for Supply document as part of the call off process.
		2. Online supplier questionnaires must be completed fully. Any omissions may result in GPHG rejecting the submission for evaluation as incomplete or score accordingly (where applicable) at its sole discretion.
		3. All sums should be expressed in sterling excluding VAT.
		4. Any questions about the procurement procedure or the Invitation to Tender should be submitted via the ProContract system.
		5. If GPGH considers any question or request for clarification to be of material significance, both the query and response will be communicated to all prospective tenderers, with the query author remaining anonymous.
		6. The term “Primary Economic Operator” means the responder to this ITT who is either an individual, or legally constituted individual organisation that would be able to enter into a legally binding contract.
	1. Consortium
		1. Where a consortium is proposed, all information should be given in respect of the proposed prime economic operator consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant role in the delivery of the ensuing contract. The responded should be the “primary economic operator” and any areas to be subcontracted will be required to be declared with the primary economic operator providing a single point of responsibility for entering into individual commissions for all aspects of the commission regardless of the subcontracted element and the economic operator’s Professional Indemnity Insurance will be required to cover all services required by the Lot(s) applied for. Responses must enable the Authority to assess the overall provision proposed.
		2. Where the proposed economic operator is a special purpose vehicle or holding company, the information should be provided of the extent to which it will call upon the resources and expertise of its members. Members are required to have joint and several liabilities in this situation.
		3. The Authority recognises that arrangements in relation to consortia may be subject to future change. Economic operators should therefore respond in the light of such arrangements as are currently envisaged.
	2. Vision and Values
		1. Our Vision - Great Homes. Great Communities. Great People.
* Maximising our investment in sustainable homes
* Building successful, vibrant communities
* Providing outstanding customer service and support
	+ 1. Our Values
* We are fair, open and accountable
* We know, respect and care about our customers
* We appreciate the effort of everyone who works here
* We promote partnerships, efficiency, and value for money
* We passionately embrace creativity, change and innovation

Additional information is available on the Great Places website: [www.greatplaces.org.uk](http://www.greatplaces.org.uk)

* 1. Social Investment
		1. Social Investment signifies the money, time, skills and expertise GPHG invest in developing and supporting communities. It goes beyond core service provision and recognises that successful neighbourhoods depend on a complex balance of social, economic and environmental conditions. Our methodology is based on a number of principles which put our own customers at the center of our added value services, and adopts a targeted approach within our core neighbourhoods, namely Wybourn (Sheffield), Knutsford (Cheshire), Northmoor (Manchester), Claremont (Blackpool), Seedley and Langworthy (Salford) and Coppice (Oldham). One of the main thematic priorities is supporting our customers into sustainable work, and improving their skills so that can secure and progress in employment.
	2. Service Overview
		1. See Appendix 1 – Specification for additional details on GPHG’s requirement.
		2. The aim of the information provided in this ITT is to act as a guide for suppliers interested in tendering for this contract and to enable suppliers to provide a Tender in response to this Invitation.
		3. All of our work, our aim is to minimise adverse impacts that such activities have on the environment. In particular, we seek to challenge and engage with our supply chain to ensure that appropriate action is taken wherever practicable to reduce energy and water use, produce less waste, increase recycling rates and select products with greater levels of recycled content. Organisations appointed to work on our behalf are required to work in accordance with these principles.
		4. The proposed duration of the DPS is twenty five (25) years in line with the EU Consolidated Directive as invoked by The Public Contracts Regulations 2015.

**Section 2 – Lot Information**

2.1 Information about the Lots

2.1.1 Materials have been split into eleven (11) Lots as per below:

* Lot 1: Cleaning
* Lot 2: Timber
* Lot 3: Electrical
* Lot 4: Joinery
* Lot 5: Plumbing
* Lot 6: Groundworks
* Lot 7: General Merchants
* Lot 8: Decorating
* Lot 9: Roofing
* Lot 10: Fencing
* Lot 11: Ironmongery

2.2 Procurement Programme

2.2.1 The outline programme for the selection of Suppliers is as follows:

* Issue of Invitation to Tender Documents 16 August 2017
* Supplier questionnaire return 18 September 2017
* Evaluation and establishment of DPS suppliers 01 October 2017
* Notification of successful and unsuccessful tenderers October 2017
* Call off by lots – from November 2017

2.2.2 The above timetable is subject to variation by GPHG.

**Section 3 – Tender Requirements**

3.1 Information provided to tenderers

3.1.1 GPHG has made every effort to ensure the completeness and accuracy of information provided to tenderers but does not warrant any such information. Each selected supplier will be required to satisfy itself as to the accuracy and completeness of such information during the period between its selection and the signature of the contract.

3.2 Fees and Costs

3.2.1 A template pricing schedule is included as Appendix 2 - Pricing Catalogue (as an excel spreadsheet). Bidders MUST NOT complete and upload with their submission to join the DPS. To join the DPS bidders must complete the Supplier Questionnaire on the Pro Contract system. Tenders should indicate which lots they wish to be considered for in the Supplier Questionnaire.

3.2.2 It is the responsibility of the tenderer to ensure that this is completed accurately. Any calculation, arithmetical, quantity or other identified issues or anomalies with the spreadsheet should be raised at the earliest opportunity with GPHG.

3.2.3 GPHG will not be held liable for any costs associated with the preparation of or submission of tenders.

**Section 4 – Tender Evaluation**

4.1 Scoring approach

4.1.1 Scoring will be as per the information provided within Request for Supply.

4.2 Call off process

4.2.1 GPHG will issue call off from the DPS by issuing the RfS on a Lot by Lot basis. All suppliers who are successful in joining the DPS will be invited to bid in line with Appendix 5 - DPS Rules.

4.2.2 Further detail of the tendering process is included in Appendix 6 - Request for Supply.

4.3 Finance Checks

4.3.1 Suppliers will be required to provide the last two years of signed Financial Statements for review. Great Places reserves the right to question potential suppliers regarding their financial viability and to clarify any issues arising. Tenderers who fail to adequately respond to these further financial viability checks will be removed from the tender process.

4.3.2 Suppliers may be subject to a credit check.

**END**