**Invitation to Tender**

**Tender for the provision of:**

**Ellington Affordable – Builders Clean**

**(Reference: )**

**On behalf of**

**Advance Northumberland (Developments) Ltd**

**(‘’Advance’’)**

# 1. Introduction

* 1. You are invited to submit a tender (“the Tender”) for the above mentioned Contract (“the Contract”) in accordance with the Sub-Contract Particulars as provided in Schedule A4 and in accordance with the conditions of this Invitation to Tender (“ITT”) and any Schedules or Appendices hereto.
  2. Please read the information in this ITT including all of the Schedules or Appendices carefully as it explains what you must do. Failure to complete the documentation as instructed may result in your Tender not being considered.

**2. Instructions and Details of Contract**

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| **ITEM** | **CONTRACT DETAILS** |
| Pro-Contract Reference | DN |
| Contract Description: | To appoint a sub-contractor to provide builders clean and sparkle clean to plots as part of the Ellington Affordable Works which comprises of 28nr new build dwellings at the former Ellington Colliery, Lynemouth Road, Ellington. |
| Site Address: | Lynemouth Road, Ellington. |
| Contracting Authority: | Advance Northumberland (Developments) Ltd “Advance”, is the Contracting Authority.  Advance Northumberland is a unique economic regeneration company, newly established by Northumberland County Council with a clear remit to improve prosperity, quality of life and increase business activity throughout the communities of Northumberland. Advance Northumberland is Northumberland County Council’s primary regeneration delivery vehicle. It employs a wide range of investment, development and regeneration capabilities to shape places and promote economic growth and prosperity in Northumberland.  The contract is being undertaken under the Ascent Homes brand of Advance. |
| Public Contract Type: | Works – JCT Minor Works Form of Sub-Contract without Design |
| Period of Contract | May 2020 – December 2020 |
| Insurance Requirements: | The successful Tenderer will need to provide the following insurance cover per 12 month period:   1. **Employers Liability:** £1,000,000 [for any one occurrence or series of occurrences out of one event] 2. **Public Liability:** £1,000,000 [for any one occurrence or series of occurrences out of one event]   All risk insurance must be included as standard in the tendered prices. |
| Terms | Tenders to be fixed price until December 2020 and open for acceptance for 90 days from date of return. |
| Procuring Officer: | Any queries must be addressed to the Procuring Officer via the Pro-Contract E-tendering Portal. Any queries must be raised before Monday 2nd March 2020 to allow sufficient time for the contracting authority to respond. |
| Tender Submission instructions: | Tenders and all associated documentation must be submitted via the Pro-Contract E-tendering Portal by the date and time detailed below.  Tenders **MUST NOT** be returned by any other means. |
| Date/time for Tender return: | **12 noon on Monday 9th March 2020** |

**3. ITT Requirements**

Below you will find a table containing all schedules of the ITT. Those that you must complete and return are provided in part B.

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| Part A – Information that you will need to prepare your Tender Response. | | |
| Schedule No. | Item | Schedule |
| A1. | Suitability Questionnaire  (The successful tenderer will be required to complete this at the time of award) |  |
| A2. | Ellington Affordable – Builders Clean Programme  Ellington Affordable - Drawings  Ellington Affordable – Builders Clean Scope of Works |  |
| A3. | Evaluation criteria |  |
| A4. | Sub-Contract Particulars |  |
| A5. | Contract  (To be issued to the successful tenderer at the time of award) |  |
| A6. | ITT Information and Guidance |  |

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| Part B Documents that you will need to complete and return as part of your tender response. | | |
| B1. | Commercial Form of Tender |  |
| B2. | Certificate of Non-Collusion and Non-Canvassing |  |
| B3. | Commercially Sensitive Information |  |
| B4. | Price Schedule (Bill of Quantities) |  |

**PLEASE NOTE**: Failure to provide any of the items identified above as for completion and return may cause your Tender to be non-compliant and rejected without being considered.

**4. Timetable**

The key dates for this procurement are currently anticipated to be as follows:

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| --- | --- |
| **Stage** | **Date(s) and Time(s)** |
| Issue of Invitation to Tender | Tuesday 4th February 2020 |
| Deadline for receipt of clarifications | Friday 21st February 2020 |
| Deadline for submission of Tenders | Friday 28th February 2020 |
| Evaluation of Tenders | W.C 2nd March 2020 |
| Expected date of award of Contract(s) | W.C 9th March 2020 |
| Contract commencement | May 2020 |
| Site times and deliveries | Site times –8:00am – 4:30pm Monday to Thursday, 8:00 am – 3:30pm Friday  Deliveries –no deliveries before 8:00am or after 6:00pm. |

The Contracting Authority reserves the right to change the Timetable set out above at its discretion. Any changes to the timetable shall be notified to all Tenderers as soon as practicable.