**PLEASE FILL IN ONLY AT ITT STAGE**

**Invitation to Tender (OJEU) for Security & Fire Services**

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| |  |  |  | | --- | --- | --- | |  | | | | Prepared by |  | Lucie Vivian  Procurement Group  Bank of England  Threadneedle Street  EC2R 8AH | | Evaluating Team | Zahid Anwar | Operations & Maintenance | |  | David Wetherell | Operations & Maintenance | |  | John Groves (Lot 1 only) | Security | |  | Phil McManus (Lot 1 only) | Capital Works | |  | Simon Wilks (Lot 2 only) | Health & Safety | |  | Rob Grassom (Lot 2 only) | Operations & Maintenance | |  | Lucie Vivian | Procurement | | ITT/OJEU Ref No. | Authority reference: GB007-BOE001/2019-000002 / ProContract reference: DN393462 | | | Date of Issue | 29th March 2019 | | |
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## **INTRODUCTION**

1. The Bank of England (“the Bank”) invites you to tender for the provision of Security & Fire Services at several of the Bank of England’s sites:

Threadneedle Street Threadneedle Street, London EC2R 8AH

Moorgate 20 Moorgate, London EC2R 6DA

Roehampton (**Lot 1 only**) Priory Lane, Roehampton, SW15 5JQ

Loughton/Debden: Langston Road, Loughton, Essex, IG10 3TN

Leeds: King Street, Leeds, LS1 1HT   
 Further information regarding the Bank can be found online at [www.bankofengland.co.uk](http://www.bankofengland.co.uk).

1. Please see Appendix 2a for the full specification of the services required.
2. Given the differences between the two types of services, the Bank is treating each service (Security, and Fire) as a different tender lot. Bidders may bid for one or both lots.
3. This invitation to tender is in four sections:

**Part A:** Instructs you how to respond to the ITT and lists conditions, requirements and other considerations relating to the tender process, as well as the timetable and address for submitting the tender, and the stages of the evaluation and selection process.

**Part B:** Provides outline specification and site information.

**Part C:** Provides documents that you must complete with the financial and other information requested to form the core of your tender.

**Part D:** Details of the Bank’s terms and conditions.

# PART A INSTRUCTIONS TO TENDER

## **1 Conditions relating to the ITT**

Tenderers are requested to supply the information required in part C of this ITT document. Proposals should follow the same structure and format as detailed in Part C. Section headings and references must remain the same. As it contains automatic calculations, please fill in Appendix 1 electronically. Failure to follow the structure and format of the ITT may result in a tender not being evaluated.

Tenderers must specify how the Bank’s requirements will be met. The way in which the requirement will be met must be specifically described along with any changes to the services that you believe are required to ensure the stated needs are met.

Tenderers must clearly indicate where there is any intention to use sub-contractors or any other external assistance and declare the details of any such proposed arrangements, including the identity of the organisations involved.

The tenderer, to whom this document is issued, will act as the prime tenderer if sub-contractors are to be used and have responsibility for the response. If the tenderer chooses to partner with another tenderer in meeting the Bank of England’s requirements, the information provided should be consolidated into one proposal.

The Bank does not commit itself to the purchase or selection of any solution.

The Bank disclaims any liability whatsoever for costs incurred by tenderers in the preparation of their response to this invitation to tender.

The Bank reserves the right to amend or supplement this document and will endeavour to give equal information to all tenderers invited to tender.

This document (paper and electronic) and any copies taken, remains the property of the Bank. The Bank reserves the right to request, at some future date, the return of this document (paper or electronic), and any paper copies taken and to request deletion of any electronic copies taken.

Tenderers must treat all information contained within this document, and supplied additionally by the Bank, as confidential.

If required, tenderers must be prepared to:

* answer any ad-hoc questions about their proposal and provide additional information, when requested;
* make a formal presentation of their proposal to the Bank;
* give demonstrations of their proposed solution;
* Arrange reference site visits to existing customers.

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## **2 Considerations prior to submitting a Tender**

Information on current business volumes is provided for guidance purposes and cannot be guaranteed by the Bank or its contractors. In the event of any variances from the information provided, the Bank or its contractors will not consider any claims arising from the fact that actual trading is different. The tenderer should satisfy itself that it is content with the information provided, using experience as a guide.   
Upon award of the contract, all attending employees will need to obtain security clearance to SC**[[1]](#footnote-1)** level prior to entering the Banks’ premises. This security clearance procedure can take up to 6 weeks to complete, longer in exceptional cases. The security clearance process is now carried out online and employers must ensure their staff are provided with access to a PC terminal to progress these requests should they be required.

Tender and contractual clarification questions should be posted to the Banks tender portal, ProContract, at [**www.bankofenglandtenders.co.uk**](http://www.bankofenglandtenders.co.uk)

If the answer to any question posed to the Bank provides significant information not included within the ITT document, then this information will be distributed to all tenderers invited to tender, using the Banks tendering portal, to the main contact e-mail address provided by each company. Questions should be specific in nature, and seek factual information rather than seeking an opinion.

Tenderers should bear in mind that the listing by them of information in an FOIA/EIR schedule cannot provide an automatic guarantee that the Bank will not disclose such information (or the fact that it holds it) since the Bank cannot fetter the application of the FOIA/EIR.

## **3 Clarifications**

Tenderers will be given an opportunity to meet the Bank’s appropriate personnel for the purpose of clarification of points in this document. Clarification meetings will take place at the four Bank sites, in the week commencing 8th April 2019 (exact dates and times to be confirmed according to availabilities). Please ensure your availability for these meetings. Please also note that due to room allocation space a maximum of two individuals per tenderer may attend. Tenderers are required to confirm the names of those attending seven days prior to the meeting to enable access to the site**, confirmation of attendees should be provided by notification through the ProContract systems (discussion section).** Failure to notify the Bank of attendee names may exclude them from attending the meeting. Please note, visitors must bring photographic ID with them to the site to enable access, you are not allowed to take photos on site and will be asked to put any bank notes you may be carrying into a locker before passing through security.

Site Visit Details  
**8th April: Threadneedle Street and Moorgate**

**9th April: Loughton/Debden**  
**10th April: Leeds**

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## **4 Freedom of Information Act**

The Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations 2004 (“EIR”) make provision for the disclosure of information held by such authorities or by persons providing services for them. The legislation provides that anyone can ask the Bank for any information and, unless an exemption applies, the information must be supplied. This means that all the information which a tenderer provides to the Bank under this tendering process will be subject to the FOIA/EIR disclosure provisions.  
If a tenderer believes that any of the information contained in its tender, or otherwise supplied to the Bank as part of this tendering process, is either confidential, commercially sensitive or constitutes a trade secret it should make a statement to that effect in a schedule to its tender (marked “FOIA/EIR Schedule”), with a brief description of each item of information affected and the reason why it has included that information in the schedule. It is the tenderers responsibility to keep this schedule updated as the tendering process progresses, for example where further information is elicited from tenderers through clarification questions.

Tenderers should appreciate that the simple marking of information with words such as “commercial in confidence” only has the effect of identifying to the Bank that an exemption could potentially apply under the FOIA/EIR. The issue will not simply be whether information is marked as confidential but whether, for example, a duty of confidence in fact applies in law to that piece of information or whether release “would be likely to prejudice” the tenderers interests.

If the Bank receives a request under the FOIA/EIR which involves information listed in the FOIA/EIR schedule in a tender, then the Bank will use its reasonable endeavours to consult the tenderer prior to making a final determination as to how to deal with the request. However, the Bank has a very limited time in which to decide whether or not information can be released, so it is imperative that tenderers ensure that the Bank has up-to-date contact details and that the contact is able to respond to a request quickly.

## **5 Rejection of Tenders**

The Bank reserves the right to reject a tender in respect of which the tenderer:

* discloses to any third party prices shown in its tender except where such disclosure is made in confidence in order to obtain quotation(s) necessary for the purposes of financing or insurance; and/or
* enters into any agreement with any other person that such other person shall refrain from submitting a tender or shall limit or restrict the prices to be shown by any other tenderer in its tender; and/or
* fixes prices in its tender in accordance with any agreement with any person or by reference to any other tender; and/or
* in connection with the award of the contract commits an offence under The Bribery Act 2010 or gives any fee or reward the receipt of which is an offence; and/or
* has directly or indirectly canvassed any member or official of the Bank concerning award of the contract or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other tenderer or tender submitted by any other tenderer; and/or
* has done anything improper to influence the Bank during the tender period; and/or
* has failed to use the English language; and/or
* has failed to return the response document, fully completed and signed, or any of the accompanying documents identified in the response document and/or specification by the tender return date.

The Bank shall also be entitled to reject a tender:

* from a tenderer if another tenderer has knowledge that the tenderer is acting as a sub-contractor; or
* from a tenderer if that tenderer has named as sub-contractor another person who to the knowledge of the first named tenderer has submitted or intends to submit a tender; or
* from a group company of another tenderer; or
* from a person who is a member of a partnership or consortium which has submitted or intends to submit a tender;
* or from a tenderer where the Bank believes that there has been any form of co-operation or collusion with another tenderer

The Bank may, in its absolute discretion, reject a tender if:

* It is not in accordance with these instructions for tenderers and all other instructions issued by the Bank during the tender period;
* The tenderer does not tender for the provision of the whole of the service;
* The tenderer proposes, during the evaluation period, amendments which were not identified as part of its tender;
* The tenderer proposes amendments to the terms and conditions of contract which are unacceptable to the Bank.

## **6 Submission of tender response**

Electronic tender submission and all communications relating to this ITT must be directed through the tender portal at www.[Bankofenglandtenders.co.uk](mailto:xxxxx@bankofengland.co.uk) by 3rd May 2019, 12:00 (midday), please ensure your submission is one Work/PDF document per lot, and Appendix 1b in Excel format (as per Section 13).

## **7 Tender Timetable**

The ITT and subsequent award of contract will follow this timetable, although this is subject to change as the Bank reviews tender responses. The Bank reserves the right to request a site visit to any of your sites mentioned in your ITT response.

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| --- | --- | --- |
| **Stage** | | **Dates** |
| ITT | ITT issued | 29th Mar |
| Site visits | 8th – 10th April |
| ITT return deadline | 3rd May, 12:00 (midday) |
| Initial evaluation | 6th – 10th May |
| Supplier presentations (optional) | 15th – 17th May |
| Final evaluation | 20th – 23rd May |
| Award | Contract awarded | 24th May |
| 10-day standstill period | 25th May – 3rd June |

## **8 Award criteria**

The Bank of England will evaluate providers' ITT responses on the basis of the following criteria:

|  |  |
| --- | --- |
| Criteria | Weighting |
| Technical   * Strategic partnership * Contract management * Planned preventative maintenance * Reactive maintenance * Technology and design * Project management * Training and accreditation * Mobilisation * Innovation and vision   Cost   * Fixed prices * Hourly rates * Sub-contractor arrangements * Product prices | 60%   * 9% * 9% * 9% * 9% * 6% * 6% * 6% * 3% * 3%   40%   * 15% * 5% * 5% * 15% |

Scoring criteria are detailed in Appendix 1a.

**Suppliers are presented with the opportunity to offer a price discount for getting awarded both Lots.**

**The Bank will therefore first evaluate Lot 1 (Security Services). The successful organisation from Lot 1 will then have their price discount applied to their submission for Lot 2 (if applicable). This discount will only apply for Lot 2.**

For example (figures are for the example’s purpose only):

* A bidder applies for both Lots and is invited to the ITT stage for both.
* They quote £100k for Lot 1 and £50k for Lot 2.
* They also offer a 10% discount for getting awarded both bids.

If the bidder is awarded Lot 1 (based on their technical proposal and a price of £100k), then their Lot 2 proposal would be evaluated based on their technical proposal and a price of £45k (90% of £50k).

If the bidder is also awarded Lot 2, these prices (£100k and £45k) would then be reflected in the subsequent contracts.

The Bank would prefer to award this tender to a single Provider per lot but reserves to itself this right in its absolute discretion. The Bank reserves the right not to award the contract to any of the tenderers or at all.

**PART B SPECIFICATION**

The contracts will run until 31st August 2022, with two potential 1-year extensions.

## **9 Requirement**

The Bank has a requirement for Security & Fire Services at several of its sites.

TUPE information will only be provided at ITT stage, after receipt of a signed NDA.

## **10 Specification**

Please see Appendix 2a for the full specification.

## **11 Service levels**

Please see Appendix 2b for KPIs, SLAs and Services Credits.

# PART C RESPONSE

## **12 Tender Response**

Tenderers are encouraged to be as concise and to the point as possible and only to include information that is entirely relevant to the proposed services at the Bank. The Bank wishes to receive documents that are easy to follow and cross check with this ITT. The failure to follow these instructions may have a negative effect on the evaluation of your tender.

## **13 Questions and Cost Schedule**

Please provide the following:

* Word/PDF (one per lot): please respond to the subjects in Appendix 1a
* Excel: please fill in Appendix 1b

Both of these appendices also detail the evaluation criteria.

## **14 Executive Summary**

Please provide a summary of your proposal covering the following items as a minimum – this should be no more than four pages, concise and to the point as possible. This will not be evaluated.

* Your understanding of our requirements
* High level statement of how your solution meets the needs of the Bank
* A high level description outlining your approach to our needs
* Potential risks and how these will be managed
* Why you think you can work with the Bank

# PART D TERMS AND CONDITIONS

## **15 Terms and Conditions**

Please refer to the terms and conditions issued electronically on ProContract which will form part of the Contract subject to agreement by both parties. You should review these terms and ensure you are happy with them before submitting your bid. Under the restricted procedure only clarification changes are permitted but not substantive amendments. Some of the schedules remain blank as these will be completed based on the information provided in the successful proposal.

1. Clearance to SC (Security check), clearance carried out by HM Foreign and Commonwealth Office. [↑](#footnote-ref-1)