

ONE HORTON HEATH



Design and Construction of the Low Voltage
Network and Service Connections at Lower Acre,
One Horton Heath.

Invitation to Tender

February 2024



Investing in
our community

Invitation to Tender

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Project: Design and Construction of the Low Voltage Network and Service Connections at Lower Acre, One Horton Heath.

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Tender Return Instructions

A1. Introduction

Eastleigh Borough Council wish to invite organisations to submit a tender for the Design and Construction of the Low Voltage Network and Service Connections at Lower Acre, One Horton Heath.

Location: Horton Heath, Eastleigh, Hampshire

Tenderers are requested to confirm receipt of this tender package, and their intention to submit a tender, at the earliest opportunity via the portal.

A2. Return Date

Tenderers are requested to return their formal tender submission via the Procontract Portal noon on Wednesday 20th March 2024.

A3. Tender Information

Tender documentation can be accessed via the portal. This includes;

- 01 Employer's Requirements
- 01A: Scope of Works Summary Document
- Appendix A: Drawing Register
- Appendix B: Schedule of Amendments
- Appendix C: Contract Sum Analysis
- Appendix D: Form of Tender
- Appendix E: Form of Collateral Warranty
- Appendix F: Section Plan
- All documents as laid out in Appendix A of the Employer's Requirements

Tenderers are encouraged to visit the site, with EBC, before submitting a tender, to fully acquaint themselves with the full extent of the nature of the works required to ensure that all labour, materials and plant required to complete the works are included within the tender. Any additional costs will not be considered after receipt of the completed Form of Tender. Eastleigh Borough Council reserves the right to exclude any tender return where the organisation has failed to arrange, and attend, a site visit.

Site visits are strictly by prior arrangement only and should be arranged with;

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Eastleigh Borough Council
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A4. Content

Tenderers are requested to include, as a minimum, the following information within their tender submissions:

Quotation

For their quotation to be considered for acceptance, tenderers must complete in full each of the following sections:

1. Form of Tender and Certificate of Bona Fide Tender (Appendix D of the Employer's Requirements).
2. Completed Contract Sum Analysis (Appendix C of the Employer's Requirements).
3. Confirmation that the tenderer holds the necessary level and cover of insurance as set out in Section A20 of the Employer's Requirements) and that insurance certificates will be provided upon request.

Technical Submission

1. Indicative Construction Programme.
2. Response to the Technical Questions (detailed in part A11).

A5. Evaluation

The Evaluation will be done on the most economically advantageous offer and the grading will be weighted 40% Technical and 60% Cost. Tender submissions should demonstrate:

1. Relevant expertise and experience within the Project Team; The bid should the name(s) of the person(s) who will perform the duties and relevant CV's must be provided.
2. Evidence of the ability to properly resource and deliver the services in accordance with the proposed strategy and timescales.

A6. Queries

Any queries relating to this enquiry or the project should be issued via the portal

The deadline for tender queries is: 12:00 noon Wednesday 28th February 2024.

EBC will endeavour to respond to queries within 2 weeks.

A7. Timescales

All tender responses submitted must remain open for acceptance for a period of 90 days from the deadline date above.

Eastleigh Borough Council reserves the right not to accept any of the tender responses that they receive and not to award a contract in connection with these works or to terminate this procurement process at any time.

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A8. Financial Risk

As part of the evaluation of tender responses received, and in accordance with its responsibilities to safeguard the expenditure of public money, it is Eastleigh Borough Council's policy to consider the economic and financial standing of the suppliers concerned.

For all suppliers that submit tenders, a financial risk analysis may be carried out using Creditsafe. The evaluation methodology will include a verification of company identity, credit limits, contract limits, accounts, turnover, risk rating, borrowing limits, contract sums and whether there are any payment disputes. The financial assessment will be carried out by an Eastleigh Borough Council CIPFA Qualified Accountant and will be assessed on a pass/fail basis.

A9. Confidentiality

All information that is provided to tenderers in connection with this tender is considered to be of a confidential nature and should not be disclosed to a third party except for the purposes of preparing a quotation. Eastleigh Borough Council assures confidentiality to those contractors that submit quotations.

Copyright in the documents comprising the contract is vested in Eastleigh Borough Council but the successful Contractor may obtain, or make at their own expense, any further copies required for use by them in performing the contract.

A10. Data Protection

The Service Provider shall at all times during the period of this Agreement comply with the provisions and obligations imposed by the General Data Protection Regulation 2018 (GDPR) and shall indemnify and keep Eastleigh Borough Council indemnified against all actions, claims, demands, proceedings, damages, costs, charges and expenses (including reasonable legal expenses) whatsoever in respect of any breach of this clause.

The Service Provider shall ensure that, to the extent that it stores and processes data in connection with this Agreement, it shall comply with the provisions and obligations imposed on it by the GDPR.

The Service Provider shall also comply fully with all applicable guidelines issued by the Information Commissioner in the UK from time to time.

A11. Evaluation Questions

Q. 1	Commercial
	Describe and demonstrate how the tender submission provides best value for money. (60%)
No page limit applies	
Q. 2	Skills Knowledge & Experience
	Provide person profiles to include experience, qualifications and membership of professional bodies for all personnel that are to be assigned management and supervisory roles on this project. Answer to include structure chart. Your response should be based on technical capabilities and demonstrate experience in similar projects that are specifically relevant to our requirement. (20%)
No page limit applies	
Q. 3	Administration and Control
	Demonstrate your approach to change control providing examples, and outcomes, where this has been successfully delivered by you in similar schemes. (20%)
No page limit applies	

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