

**INVITATION TO TENDER (ITT)**

|  |  |
| --- | --- |
| **TITLE** | Ascent Homes – Whinney Hill Phase Ph2A & 2B – Street Lighting |
| **ITT SUBMISSION DEADLINE** | **5pm on Friday 5th April 2024** |

**1.** **Introduction**

1.1 The Contracting Authority is issuing this Tender in accordance with its Standing Financial Instructions.

The contract value is below the current Public Contract Regulations (2015) threshold. The Contracting Authority will conduct this tender process in line with procurement best practice and also in line with the principles of the EC Treaty to afford fairness, competition and transparency in public procurement.

1.2 This ITT contains further information about the procurement process, the Works and Services

required and documents for Tenderers to complete. Each Tenderer’s response should be detailed enough to allow the Contracting Authority to evaluate in accordance with the evaluation criteria.

1.3 The Contracting Authority is using the ProContract E-tendering portal to conduct the procurement process. The ProContract E-tendering portal can be accessed at [https://procontract.due-north.com.](https://procontract.due-north.com/) All communications (including submission of Tenders) must be via the ProContract E-tendering portal.

**2.** **Summary Instructions and Details of Contract**

|  |  |
| --- | --- |
| **ITEM** | **CONTRACT DETAILS** |
| Description: | Ascent Homes are looking to appoint a subcontractor to carry out the supply and installation of street lighting works at Whinney Hill Development at Guidepost, Northumberland, NE62 5RD |
| Site Address: | Land at Guidepost, Northumberland, NE62 5RD |
| Contracting Authority: | Advance Northumberland (Developments) Ltd (“**Advance**”), is the Contracting Authority.  Advance is a unique economic regeneration company, 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 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. |
| Public Contract Type: | Works |
| Procurement Method | Open Procedure |
| Period of Contract: | June 2024 – May 2025 |

|  |  |
| --- | --- |
| Insurance Requirements | The successful Provider will need to provide the following insurance cover per 12-month period:  i. **Employers Liability:** £5,000,000 [for any one occurrence or series of occurrences out of one event].  ii. **Public Liability:** £5,000,000 [for any one occurrence or series of occurrences out of one event].  All risk insurance must be included as standard in the price. |
| Call Off Contract Terms | Terms & Conditions of Engagement of Sub-Contractors & Suppliers |
| Procuring Officer: | Any queries must be addressed to Clara Riach via the Pro-Contract E-tendering Portal. Any queries must be raised before 28th March 2024 to allow sufficient time to respond.  Failure to submit queries in good time may result in responses not being made. |
| ITT Submission instructions: | ITT Submissions and all associated documentation must be submitted via the Pro-Contract E-tendering Portal by the date and time detailed below. |
| Deadline for ITT Submission: | ITT Submissions **MUST NOT** be returned by any other means.  **Deadline for Tender Returns is 5pm on Friday 5th April 2024** |

**3.** **ITT Requirements**

Below you will find a table containing all schedules of the ITT. Those that must be completed and returned as part of your ITT Submission are provided in part B.

|  |  |
| --- | --- |
| **Part A**  Information that you will need to prepare your ITT Submission. | |
| Schedule No. | Item |
| ITT A1 | Evaluation Criteria |
| ITT A2 | Sub-Contract Particulars |
|  | Other documents:   * Viewpoint User Guide * Alcohol & Substance Misuse Policy * Control of Respiratory Infections * Drawings:   + Phase 2A Materials & Enclosures Layout   + Section 38 Street Lighting Design * Terms & Conditions of Engagement of Sub-Contractors & Suppliers * Payment Schedule * Subcontractors Clixifx * Ascent Homes Build Stages * Whinney Hill Phase 2A Build Stages * Pre-Award Meeting Minutes |

|  |  |
| --- | --- |
| **PART B**  Documents that you will need to complete and return as part of your ITT response. | |
| Schedule No. | Item |
| ITT B1 | Suitability Assessment |
| ITT B2 | Form of Tender |
| ITT B3 | Certificate of Non-Collusion and Non-Canvassing |
| ITT B4 | Commercially Sensitive Information |
| ITT B5 | Pricing Schedule |

**PLEASE NOTE**: Failure to submit all the items identified in Part B and in the specified format may cause your ITT Submission to be non-compliant and not considered.

**4.** **Timetable**

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

|  |  |
| --- | --- |
| Issue of ITT | Thursday 14th March 2024 |
| Deadline for receipt of clarifications | Thursday 28th March 2024 |
| Deadline for submission of ITT | 5pm on Friday 5th April 2024 |
| Evaluation of ITT Submissions | W.C 8th April 2024 |
| Expected date of award of Contract | W.C 15th April 2024 |
| Contract Commencement | June 2024 |

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.