



**OCTOBER 2020**

**Pinner Park Infant and Junior School – Infill  
Extension**

**INVITATION TO TENDER**

**PROJECT REF NO. DN501487**



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<b>NAME OF AUTHORITY:</b> LONDON BOROUGH OF HARROW
<b>TENDER RETURN DATE &amp; TIME (DEADLINE):</b> 12pm on 30 <sup>th</sup> October 2020

## **1. INTRODUCTION AND BACKGROUND**

### **CONTENTS OF THE ITT**

This invitation to tender (**ITT**) comprises:

- Background, scope, Tender completion requirements, evaluation model, and schedules.
- Specification.
- Technical and commercial questions.

### **INTRODUCTION**

The Authority is conducting the procurement using an open procedure for the purpose of procuring the services described in the Specification and associated documents. The value of the service is expected to be below EU thresholds for works.

This ITT contains information about the procurement process, the Services, and assessment questions for Tenderers to complete. Each Tenderer's response (Tender) should be detailed enough to allow the Authority to make an informed selection of the most appropriate solution.

### **BACKGROUND**

Harrow is an Outer London Borough in North West London; approximately ten miles from central London, covering 50 square kilometres (20 square miles). Harrow is the 12th largest borough in Greater London in terms of size. Harrow borders Hertfordshire to the north and four London Boroughs: Barnet to the east, Brent to the south east, Ealing to the south and Hillingdon to the west.

Around 243,500 people live in Harrow; just over half of them are female. Seven percent of the population are children under 5 years old and 7% are aged over 75. Compared to London, the population of Harrow has a greater proportion of older people (over 60) and a lower proportion of people in their 20s and 30s.

In 2011, 43% of the Harrow population were from an Asian/ Asian British background, the percentage from a white ethnic background was almost equal; 42%. A further 8% were from Black/ African/ Caribbean/ Black British ethnic background. Over the next 10 years it is predicted that the local Black, Asian and minority ethnic (BAME) population in Harrow will

increase from almost 54% to 68%. Every year Harrow welcomes over 2,000 people new British citizens through citizenship ceremonies.

As with the age structure of the population, the ethnic mix also varies across the borough. In Pinner and Pinner South wards BAME groups make up around 40% of the population while in Queensbury, Kenton West and Kenton East, BAME groups make up over 70% of the population (data from Census 2011).

## **CONTRACT GOVERNANCE**

The Contracts will be managed by the Project Manager in the Capital Programme Team.

## **2. DESCRIPTION AND SCOPE OF THE PROJECT**

Construction of a new infill extension to link Pinner Park Infant and Junior School. The works also include the formation of a temporary reception and access and egress area to allow the extension to be constructed. In addition there is refurbishment of certain existing areas affected by these works.

Refer to the preliminaries document and tender drawings for more detailed information.

## **SITE VISITS**

To assist with the preparation of tenders, provision will be made for accompanied site visits to be undertaken to allow tenderers to familiarise themselves with the sites. Tenderers who wish to avail themselves of the opportunity to visit the sites should signify such interest via the portal. The Authority Representative will organise and manage these site visits.

## **VALUE OF THE CONTRACT**

### Affordability cap

The Authority has set an affordability cap for planned works at the value of £560,000

For tenders to be compliant, bidders must complete the Pricing Schedule in accordance with the Authority instructions. All price-compliant tenders will be evaluated in accordance with price evaluation criteria set out in this ITT. The Authority reserves the right to exclude any bid that exceeds the affordability cap.

Details of current expenditure, budgets or potential future uptake are given in good faith as a guide to assist you in submitting your Tender. They should not be interpreted as an undertaking to purchase any goods or services to any particular value and will not form part of the contract.

## **CONTRACT TERM**

The Council is looking for a potential service provider to be awarded a contract for a construction period of 26 weeks. The anticipated contract award and commencement date will be December 2020. The date for commencement of onsite works will be agreed with the Authority.

## **3. SERVICE SPECIFICATION**

Please refer to the appendices which form part of the documents for this ITT. The documents which form part of the specification are attached on the tendering portal as follows:

Appendix A: Architectural Drawings and Specs

Appendix B: M&E Drawings and Specs

Appendix C: Structural Drawings and Specs

Appendix D: Asbestos Survey

Appendix E: Drainage & Utilities Survey

Appendix F: Geotechnical Survey

Appendix G: Topographical Survey

Appendix H: Measured survey

Appendix I: Pre Construction Information

Appendix J: Planning Submission Information

Appendix K: Working Guidance

Appendix L: Preliminaries

Appendix M: Declaration of Non-Collusion

Appendix N: Form of Tender

Appendix O: Pricing Schedule

## **4. TENDER COMPLETION INFORMATION**

### **PURPOSE AND SCOPE OF THIS ITT**

This ITT:

- Asks Tenderers to submit their Tenders in accordance with the instructions set out in the remainder of this ITT.
- Sets out the overall timetable and process for the procurement to Tenderers.
- Provides Tenderers with sufficient information to enable them to submit a compliant Tender (including providing templates where relevant).
- Sets out the Award Criteria and the Tender Evaluation Model that will be used to evaluate the Tenders.
- Explains the administrative arrangements for the receipt of Tenders.

### **CLARIFICATIONS ABOUT THE SERVICES OR ITT**

Any clarifications relating to this ITT must be e-mailed via the E-tendering portal messaging tool.

The Authority will respond to all reasonable requests for clarifications as soon as possible through issuing a document listing Tenderers' questions and the Authority's response to them (**Clarifications Log**), which will be broadcast to all Tenderers. If a Tenderer wishes the Authority to treat a clarification as confidential and not issue the response to all Tenderers, it must state this when submitting the clarification. If, in the opinion of the Authority, the clarification is not confidential, the Authority will inform the Tenderer and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all Tenderers.

The deadline for receipt of clarifications relating to the Services or this ITT is set out in the Timetable.

Any enquiries or requests for clarification of any matters arising from this ITT should be sought via the E-tendering portal messaging tool:

Access to the messaging tool can be found by logging in to your account (<https://procontract.due-north.com/register>) and accessing the relevant ITT.

Tenderers are advised not to rely on communications from the Authority in respect of the

Services or ITT unless they are made in accordance with these instructions.

## **CLARIFICATIONS ABOUT THE CONTENTS OF THE TENDERS**

The Authority reserves the right (but shall not be obliged) to seek clarification of any aspect of a Tenderer's Tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Tenderers are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly.

## **TENDER TIMETABLE**

### **Key dates**

This procurement will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Tenderers are treated equally.

The key dates for this procurement (**Timetable**) are currently anticipated to be as follows:

<b>Event</b>	<b>Date</b>
Publish Open ITT advert and tender documents	6 <sup>th</sup> October 2020
Deadline for submitting clarifications	23 <sup>rd</sup> October September 2020
EOI & Tender submission deadline	30 <sup>th</sup> October 2020
Evaluate Tender submissions	02 <sup>nd</sup> to 13 <sup>th</sup> November 2020
Internal governance / Award recommendation	16 <sup>th</sup> to 27 <sup>th</sup> November 2020
Contract Award and Commencement	01 <sup>st</sup> December 2020
Mobilisation	December 2020
Onsite commencement of works	Date to be determined

Any changes to the procurement Timetable shall be notified to all Tenderers as soon as practicable.

## **DEADLINE FOR RECEIPT OF TENDERS**

Tender responses shall be submitted in the manner prescribed within this ITT and by no later than 12.00 p.m. on the date shown within the timetable set out above or any subsequent date or time that may be communicated by the Authority in accordance with the ITT instructions.

Any Tender that is received after the specified submission date may not be opened or considered. The Authority may, however, in its own absolute discretion, extend the submission date and in such circumstances the Authority shall notify all Tenderers of any change.

## **REFERENCES**

Tenderers may be requested to supply references. References will be used to verify the technical proposals put forward in the Tender and will not be scored.

The Authority reserves the right to seek references from any of the Tenderer's customers,

including the Authority, whether or not the Tenderer has listed such customers as referees.

### **CONTRACT AWARD**

The Authority may award Contract(s) on the basis of a Tender submitted in accordance with the instructions below.

Contract award is subject to the formal approval process of the Authority. Until all necessary approvals are obtained and the standstill period completed, no Contract(s) will be entered into.

The Authority does not bind itself to accept the lowest or any offer and reserves the right to accept tenders in whole or in part.



Once the Authority has reached a decision in respect of a framework contract award, it will notify all Tenderers of that decision.

## **DEBRIEF**

The contract award notification will be sent to each Tenderer. The Authority will inform all unsuccessful Tenderers of the identity and relative advantages and characteristics of the successful Tender as compared with the addressee's Tender.

## **5. INSTRUCTIONS TO TENDERERS**

### **Formalities**

Tenders must be submitted via the E-Tendering Portal response envelopes in accordance with the instructions in this ITT. The portal Home page can be found at: <http://www.londontenders.org>

### **TENDER RESPONSE INSTRUCTIONS**

All Tenders must be submitted via the E-Tendering portal response questionnaires. The ITT has 4 questionnaire sections to complete:

#### **1. Qualification Section**

This section contains, Form of Tender, compliance declarations and selection questions. Tenderers must sufficiently upload the declarations and pass the selection questions for their technical, social value and commercial submissions to be evaluated. All questions are evaluated on a pass / fail basis.

#### **2. Quality / Technical Sections**

This section contains technical questions that Tenderers need to respond to. Tenderers response to this questionnaire will be scored and evaluated in accordance with the Quality / Technical evaluation criteria.

#### **3. Social Value Section**

Bidders must complete the Social Value Action Plan and submit a method statement outlining the delivery of all commitments as per Section 6 of the ITT.

#### **4. Commercial Section**

This section contains commercial questions and is where bidders will upload their pricing information.

## **SUBMISSION GUIDELINES**

For security reasons your access to the portal will 'time out' if inactive for 15 minutes if you do not click "Save" within this time. Failure to do so means you risk losing your work- this is part of strict government requirements to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal - you MUST CLICK 'SAVE'!

Please ensure that 'pop ups' are NOT blocked on your browser. Should you be inactive for c15 minutes, the portal will notify you through a 'pop up'. It is vital that that you are able to see this in order to click the 'OK' link in this 'pop up' so you are not disconnected from the portal and lose any unsaved information.

Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.

DO NOT leave your response until the last minutes/hours before the deadline (if you experience connection problems you will miss the deadline and your response may be deemed non-compliant and rejected by the Authority - always upload generic information early to avoid last minute time pressure).

If the Authority makes any changes to the settings and questions area of a live tender, suppliers MUST re-publish their response – this is to ensure that changes are brought to your attention – you will receive a message prompt from the Authority – generally this will not mean re-entering information.

Whilst the portal allows for large individual attachment sizes, we recommend that you keep attachments to a manageable size to ensure ease & speed of access. Only attach documents that the Authority has requested.

"Please attach files only into the Questions specified by the Authority. When attaching files at When the Authority has asked for an attachment at Question level, upload the file to the correct Question in order to complete your response.

Use the secure messaging to communicate with the Authority and seek clarifications – this will give you an audit trail of all discussions/clarifications.

If you have any software queries refer to online help in the first instance. If you still have an issue email or phone the ProContract helpdesk, ensure you have the SQ/ ITT code, a clear description of the problem and your contact details (ensure that you leave plenty of time for issues to be resolved prior to any deadlines), The help desk contact details are: Email: [support@due-north.com](mailto:support@due-north.com)

Note that Numeric fields will not accept text, spaces, symbols etc.

Note the red asterisk indicates a mandatory field - this must be completed in order to submit your response to the Authority.

Supplier sub-users can be set up on the portal to allow colleagues to be involved with various stages of the tender – see the online help function for details.

Please treat your eTendering portal logins securely - if you believe that you have lost your password - please log onto the website and click onto "Forgotten your password?" and follow the instructions.

The following requirements must be adhered to when submitting Tenders:

- All Response questionnaires must be completed and
- The Tender must be in English and drafted in accordance with the drafting guidance set out in this ITT.
- Each uploaded document must be uniquely named or referenced.
- Electronic documents of the Tender shall be in either Microsoft Office or PDF formats only.

For further guidance on the technicalities of submitting a tender using the ProContract tendering portal please follow the link below:

<https://supplierhelp.due-north.com/>

The Tender must be clear, concise and complete. The Authority reserves the right to mark a Tenderer down or exclude them from the procurement if its Tender contains any ambiguities or lacks clarity. Tenderers should submit only such information as is necessary to respond effectively to this ITT. Unless specifically requested, extraneous presentation materials are neither necessary nor desired. Tenders will be evaluated on the basis of information submitted by the Deadline.

Where the Tenderer is a company, the Tender must be signed by a duly authorised representative of that company. Where the Tenderer is a consortium, the Tender must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the Contract. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case he must have and should state that he has authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of the sole trader, he should sign and give his name in full together with the name under which he is trading.

## **ASSESSMENT QUESTIONS FOR COMPLETION BY TENDERERS**

Responses to individual text questions will be limited to a character restriction, please ensure you check the restriction before compiling your response. Diagrams/appendices are not

included in word count. Questions are to be found in the response questionnaires in the E-tendering portal.

Where the authority has stated a page limit for each or any of the technical questions, bidders should be aware that the authority will not evaluate any subsequent pages that exceed the stipulated page limits. Additional attachments and images will also not be evaluated.

Evaluators will not cross reference information from one question to another question, regardless of its relevance or quality; evaluators will only consider information that is provided in response to the question and that it complies with all of the above, any other information will be disregarded.

All Tenders received by the Deadline will be checked for compliance with the submission requirements set out in this ITT. If the Authority does not consider a bid compliant, it reserves the right not to carry out any further evaluation and may eliminate the Tenderer from the procurement.

Tenderers must respond to all of the questions in E-tendering response questionnaires. You should ensure your answers are as clear and concise as possible.

All proposals contained in a Tender must be capable of delivery and the Tender must have commitment from within the Tenderer's organisation.

Where a section of a Tender is duplicated between different sections, or in respect of a different Lot, Tenderers may cross-refer to the part of their Tender where the information has been provided, rather than repeat that information for each section. This should be clearly referenced.

## **VARIANT BIDS**

Tenderers are not permitted to submit Variant Bids to the Authority.

## **CONTRACT TERMS**

The form of contract will be JCT Intermediate 2016.

If the Tenderer wishes to propose any variations to the proposed contract terms and conditions, they should be included in part 2 of the declarations document. Any amendments which are proposed, but not approved by the Authority through this process, will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the Tender.

## **DOCUMENTS FORMING THE CONTRACT**

The Contract Documents are set out in the draft Contract, including the Appendices.

## **CONSORTIA AND SUBCONTRACTORS**

The Authority requires all Tenderers to identify whether and which subcontracting, or consortium arrangements apply in the case of their Tender and precisely which entity they propose to be the Contractor

For the purposes of this ITT, the following terms apply:

- **Consortium arrangement.** Groups of companies come together specifically for the purpose of bidding for appointment as the Contractor and envisage that they will establish a special purpose vehicle as the prime contracting party with the Authority.
- **Subcontracting arrangement.** Groups of companies come together specifically for the purpose of bidding for appointment as the Contractor but envisage that one of their number will be the Contractor, the remaining members of that group will be subcontractors to the Contractor.

## **WARNINGS AND DISCLAIMERS**

While the information contained in this ITT is believed to be correct at the time of issue, neither the Authority, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Tenderer. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Authority.

If a Tenderer proposes to enter into a Contract with the Authority, it must rely on its own enquiries and on the terms and conditions set out in the Contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Authority (or any other person) to enter into a contractual arrangement.

## **CONFIDENTIALITY AND FREEDOM OF INFORMATION**

This ITT is made available on condition that its contents (including the fact that the Tenderer has received this ITT) is kept confidential by the Tenderer and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Tenderer to submit a Tender.

As a public body, the Authority is subject to the provisions of the Freedom of Information Act 2000 in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The Authority shall treat all Tenderers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA.

While the Authority aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, Tenderers are responsible for ensuring that any confidential or commercially sensitive information has been clearly identified to the Authority in the template provided in the qualification questionnaire.

Tenderers should be aware that, in compliance with its transparency obligations, the Authority routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website.

## **PUBLICITY**

No publicity regarding the Services or the award of any Contract permitted unless and until the Authority has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of the Authority.

## **TENDERER CONDUCT AND CONFLICTS OF INTEREST**

Any attempt by Tenderers or their advisors to influence the contract award process in any way may result in the Tenderer being disqualified. Specifically, Tenderers shall not directly or indirectly at any time:

- Devise or amend the content of their Tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance.
- Enter into any agreement or arrangement with any other person as to the form or content of any other Tender or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender.
- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Tender.
- Canvass the Authority or any employees or agents of the Authority in relation to this procurement.
- Attempt to obtain information from any of the employees or agents of the Authority or their advisors concerning another Tenderer or Tender.
- Commit or attempt to commit any act that would constitute an offence under the Bribery Act 2010

Tenderers are responsible for ensuring that no conflicts of interest exist between the Tenderer and its advisers, and the Authority and its advisers. Any Tenderer who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Authority.

## **AUTHORITY'S RIGHTS**

The Authority reserves the right to:

- Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Authority.
- Seek clarification or documents in respect of a Tenderer's submission.
- Disqualify any Tenderer that does not submit a compliant Tender in accordance with the instructions in this ITT.
- Disqualify any Tenderer that is guilty of serious misrepresentation in relation to its Tender, expression of interest, the SQ or the tender process.
- Withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis.
- Choose not to award any Contract as a result of the current procurement process.
- Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

### **ABNORMALLY LOW TENDERS**

Where the Authority receives a Tender which is abnormally low, it will require the Tenderer to explain in writing the price or cost proposed in the Tender. The Authority will assess the information provided by the Tenderer and may reject the Tender where the evidence supplied does not satisfactorily account for the low level of price or costs proposed.

### **BID COSTS**

The Authority will not be liable for any bid costs, expenditure, work or effort incurred by a Tenderer in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Authority.

### **GUARANTEES**

The Authority may have qualified the Tenderers on the assumption that, where the Tenderer is an operating company, it will be guaranteed by the parent company. As a result, the Authority may require each Tenderer to confirm the identity of the guarantor of its obligations under any Contract(s). This guarantor should be the ultimate parent company of the Tenderer, except in exceptional circumstances. In the case of consortia, the Authority will require confirmation that the consortium will provide either a parent company guarantee from the lead consortium member or an equivalent level of security.

## **6. SOCIAL VALUE INSTRUCTIONS**

### **Harrow's Commitment to Social Value**

In January 2013 The Public Services (Social Value) Act 2012 (the 'Social Value Act') became law. The Social Value Act requires the Council to consider how we can improve the economic, social and environmental well-being of our area through the procurement

processes for works contracts subject to public procurement regulations.

In line with public procurement regulations the Council has also adopted a Social Value Policy that builds upon the Social Value Act to include a requirement for the Council to consider how we can improve the economic, social and environmental well-being of our area through all Council procurements and to measure the benefits that this brings to the communities we serve.

The Social Value agenda is a high priority, and it is the Council's intention that the delivery of this contract will assist in the achievement of objectives around social, economic and environmental sustainability as described below:

- New employment opportunities resulting from delivery of this contract that will be shared with Harrow residents in the same way as others have the opportunity to compete (including those who are currently without work), so that they have the free and fair opportunity to compete for them.
- A commitment to work with the Council to identify how new apprenticeships, training and/or other skills development opportunities and college/school talks will be delivered, particularly to the young people of Harrow, through contract delivery. An Employer Guide to Apprenticeships can be found at [www.gov.uk](http://www.gov.uk)
- Suppliers based in Harrow to be given the free and fair opportunity to compete for sub-contracting and supply chain opportunities which result from delivery of this contract, in the same way as other suppliers have the opportunity to compete for those opportunities.
- The negative impact on the environment resulting from delivery of this contract will be minimised.

## **Objective**

Delivering social value in Harrow is at the heart of everything that we do and is fundamentally about achieving maximum value. 'Value' doesn't simply mean the best price, but rather looks at the wider context of achieving greater economic, social and environmental benefits for the local community.

The Authority has identified a number of social value opportunities linked to this project that could be delivered under this contract and are set out in the attached Excel Worksheet. We do not expect you to answer 'yes' to all opportunities but you should identify those areas where you can and will support us to deliver social value to improve the well-being of our area at no additional cost through the delivery of this contract.

## **Instructions on providing your social value offer**

We require bidders to make an assessment of which measures/opportunities you will perform and will implement through the delivery of this contract. Bidders can also add additional measures/opportunities.

Tenderers are asked to express (in numbers, where appropriate) and set out in detail what they will provide and perform as part of this contract. You need to submit a Method Statement which should include the following:



- a detailed outline of each benefit (including targets where appropriate) and how it will benefit Harrow
- implementation process for each benefit including how and when it is to be delivered
- how the process will be managed, monitored and reported back to the Council

**Your response should be SMART Specific Measurable Achievable Relevant Timebound**

- Tenderers should identify any areas of expertise that you are reliant on subcontractors or partnership arrangements to provide and how this will be managed.
- How you will work with relevant Harrow Council and Harrow Community and Voluntary Sector initiatives.

It is important that bidders accurately complete the information as bidders' responses will be scored with the Social Value Action Plan. Bidders' responses will be included in the contract and you will be required to comply with the same if you are awarded this contract.

Guidance of the economic and community benefit applicable to this tender is available within the social value documents:

- Social Value Background Information

**The successful bidder will be contracted to provide a quarterly return on the delivery of their social value commitments.**

*Please note: social value questions are shown on the tendering portal.*

**The Climate Emergency and Delivering Low Carbon Outcomes**

Like many local authorities, in 2019 Harrow Council declared a Climate Emergency, noting the serious consequences of human induced greenhouse gas emissions causing global warming and the range of associated negative ecological impacts. In response, the Council has resolved to aim to make the London Borough of Harrow carbon neutral by 2030, taking into account both production and consumption of emissions. A key action that has been identified is for the Council to use its own procurement processes to help to deliver low carbon goods and services via its supply chain, and therefore contribute towards an aim of making its own operations carbon neutral by 2030.

For further background information, the Council's draft strategic response to the climate crisis and its interim action plan can be found at

<https://www2.harrow.gov.uk/ieDecisionDetails.aspx?AllId=121172>.

The Council expects tenderers to demonstrate how, in the performance of this contract, their business and operations will positively contribute towards a reduction in greenhouse gas emissions in accordance with the Council's aim to progressively work towards achieving a carbon neutral position by 2030.

## **7. TENDER EVALUATION MODEL**

### **AWARD CRITERIA AND EVALUATION CRITERIA**

Any Contract(s) awarded as a result of this procurement will be awarded on the basis of value for money, quality, capacity to deliver and the extent it addresses identified need. The Award Criteria are set out below:

Tenderers are required to submit a Tender strictly in accordance with the requirements set out in this ITT, to ensure the Authority has the correct information to make the evaluation. Evasive, unclear or hedged Tenders may be discounted in evaluation and may, at the Authority's discretion, be taken as a rejection by the Tenderer of the terms set out in this ITT.

The Tender Evaluation Model showing the Evaluation Criteria and the maximum scores attributable to them is set out below.

### **PROCUREMENT EVALUATION CRITERIA**

Tenderers are requested to complete 4 question sections in a single ITT; Qualification, Technical, Social Value and Commercial.

The Qualification section will be evaluated on a Pass/Fail basis. Any tenderer that fails a qualification question will be eliminated from the process and the Technical, Social Value and Commercial sections will not be evaluated.

The Technical section responses will then be evaluated using the criteria set out below. Tenderers that fail to achieve a score of 18% or higher will be eliminated from the process at this stage and their Social Value and Commercial submissions will not be opened or evaluated.

Tenderers that pass the Quality/Technical threshold will have their Social Value submissions evaluated.

The final stage is the evaluation of the commercial section. Only Tenders that pass the required threshold in the Quality/Technical evaluation will be included in the price evaluation.

After all scenarios and variations have been assessed the highest scoring tenderer for the *most economically advantageous* option for the Authority will be recommended for award of the contract.

The M.E.A.T (most economically advantageous tender) calculation will be a combined score of the points being awarded for Quality/Technical, Social Value, and Commercial Assessments.

Evaluation criteria are set out below. Where % figure is highlighted this is the overall weighting for that particular criteria.

Price / Quality ratio = **30%** price, **60%** quality (quality has a **18%** pass threshold), **10%** social value.

High Level Weighting	Level 2 Weighting	Level 2 Criteria
Quality 60%	20%	<p><b>1. Delivery Method Statement - Experience</b></p> <p>Bidders are to outline their experience of working on schemes of a similar size and in a similar environment, including at least one example, in order to demonstrate;</p> <ul style="list-style-type: none"> <li>• how they will manage works to deliver the project on time and to budget</li> <li>• how works will be undertaken to minimise disruption to the fully operational site.</li> <li>• how they will meet the Authorities requirements, as set out in the appendices</li> </ul> <p>Responses must be no greater than 8 pages. (a page is 1 side of A4, font size no smaller than 11pt). Please do not upload or refer to additional documents that are not directly answering the question.</p>
	17%	<p><b>2. Delivery Method Statement - Logistics</b></p> <p>Bidders are to submit their Delivery Method Statement that sets out details of, but not limited to:</p> <ul style="list-style-type: none"> <li>• site accommodation</li> <li>• welfare facilities</li> <li>• temporary site services</li> <li>• laydown/storage areas</li> <li>• waste management</li> <li>• deliveries (route and management)</li> <li>• site access/egress arrangements.</li> </ul> <p>Responses must be no greater than 8 pages (a page is 1 side of A4, font size no smaller than 11pt). Please do not upload or refer to additional documents that are not directly answering the question.</p>
		<p><b>3. Delivery Method Statement - Health &amp; Safety</b></p> <p>Please provide details of how you will effectively appoint, co-ordinate, monitor and manage this scheme effectively to ensure high standards of health and safety are delivered throughout the project. Bidders are to have regard that elements of the site will be operational and occupied during the construction phase</p>

	8%	<p>As part of your response you should include:</p> <ul style="list-style-type: none"> <li>• Details of site Health and Safety Plans</li> <li>• Outline the Health and Safety Key Performance Indicators you plan to manage and achieve for this project</li> <li>• how works will be undertaken in line with current industry guidance on COVID 19</li> </ul> <p>Responses must be no greater than 8 pages (excluding relevant appendices; a page is 1 side of A4, font size no smaller than 11pt). Please do not upload or refer to additional documents that are not directly answering the question.</p>
	10%	<p><b>4. Delivery Method Statement - Programme</b></p> <p>Bidders are to submit their proposed programme, with reference to timescales, critical dependencies, scheduling of work and the program in general,</p>
	5%	<p><b>5. Delivery Method Statement – Climate Change</b></p> <p>Bidders are to detail their proposal to demonstrate how, in the performance of this contract, their business and operations will positively contribute towards a reduction in greenhouse gas emissions in accordance with the Council's aim to progressively work towards achieving a carbon neutral position by 2030. How do you propose to measure your success in this area and how will this be communicated to us?</p> <p>Responses must be no greater than 4 pages (a page is 1 side of A4, font size no smaller than 11pt). Please do not upload or refer to additional documents that are not directly answering the question</p>
Social Value 10%		Bidders must complete the Social Value Action Plan and submit a method statement outlining the delivery of all commitments as per Section 6 of the ITT.
Price 30%		All proposals that pass the quality threshold score will be evaluated for price. Bidders must complete the pricing schedule.
Total 100%		

## SCORING METHODOLOGY – FOR QUALITY

Each criteria will consist of a number of questions in the form of an online questionnaire (sub criteria). Questions will be scored using the scoring methodology below.

Each written response will be evaluated using the following basic assessment criteria (where applicable):

Confidence	a) Does the proposal/response answer the question?
	b) Does the proposal/response align with the Councils requirements (& the spec)?
	d) Is the proposal/response persuasive?
Evidence	c) Does the proposal/response provide evidence to back up its claims?
	e) Is the proposal/response operationally viable?
	f) Is the proposal/response deliverable and sustainable?
	g) Is the proposal/response financially viable?

Each question response will be assessed and scored using the following simple scoring methodology:

Generic Scoring Framework for Delivery Method Statements	
Score	Description
0	No response or extremely limited response. Response is inappropriate and/or is not at all relevant to the Authority's requirements as stated in the question. <b>Unacceptable</b>
2	Response is limited and is significantly lacking in relevance to the Authority's requirements as stated in the question; the Bidder is also only able to demonstrate experience in a very limited number of key areas. <b>Very Poor</b>
4	Response is broadly relevant to the Authority's requirements as stated in the question; however the Bidder is only able to demonstrate experience in some of the key areas. <b>Poor</b>
5	Response is relevant to the Authority's requirements as stated in the question and the Bidder demonstrates some experience in the key areas. <b>Satisfactory.</b>
6	Response is relevant to the Authority's requirements as stated in the question and the Bidder demonstrates good experience in the majority of key areas. <b>Good</b>
8	Very good response which is highly relevant to the Authority's requirements as stated in the question and the Bidder demonstrates good experience in all key areas. <b>Very Good</b>
10	Excellent response which is highly relevant to the Authority's requirements as stated in the question and the Bidder demonstrates experience in all key areas and this experience exceeds the Authority's requirements as stated in the question in the majority of the key areas. <b>Excellent</b>

The appropriate weighting as stated in the evaluation criteria above will then be applied to the individual scores. Tenders scoring **ZERO against any single criteria may be disqualified from the process**

## SOCIAL VALUE EVALUATION

Each question response will be assessed and scored using the following simple scoring methodology:

SCORE	DESCRIPTION
0	The information required is either omitted or fundamentally fails to meet the relevant submission requirements or to address the Council's requirements. Insufficient evidence to support the proposal to allow the Council to evaluate. <b>Unacceptable.</b>
1	The information submitted has insufficient evidence to demonstrate that the relevant submission requirements or the 'Council's requirements can be met. Significant omissions, serious and/or many concerns. <b>Poor.</b>
2	The information submitted has some minor omissions in respect of the relevant submission requirements or the Council's requirements. The tender satisfies the basic requirements in some respects but is unsatisfactory in other respects and raises some concerns. <b>Fair.</b>
3	The information submitted provides some good evidence to meet the relevant submission requirements or the Council's requirements and is satisfactory in most respects and there are no major concerns. <b>Good.</b>
4	The information submitted provides good evidence that all the submission requirements or the Council's requirements can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence. <b>Very Good.</b>
5	The information submitted provides strong evidence that all the submission requirements or the Council's requirements can be met and the proposal exceeds expectation i.e. exemplary in the industry provides full confidence and no concerns. <b>Outstanding.</b>

The appropriate weighting as stated in the evaluation criteria above will then be applied to the individual scores.

For scoring methodology for social value please refer to the social value guidance document.

## PRICING EVALUATION

Only Tenders that pass the required threshold in the Quality/Technical evaluation (final submission) will be included in the price evaluation.

Please note that an Affordability Cap applies to this project and that the Authority reserves the right to disqualify any tender submitted which exceeds the Affordability Cap.

Best (lowest) price receives the maximum score available in this section; the remaining bids receive a score pro rata to the best price using the following calculation.

Lowest bid = maximum points

$$\frac{\text{Lowest Bid}}{\text{Tenderers Bid}} \times \text{maximum points available}$$

The Authority does not bind itself to accept the lowest or any offer, and reserves the right to accept tenders in whole or in part.

## **FINAL EVALUATION & AWARD RECOMMENDATION**

After all bids have been assessed following the process outlined above, the highest scoring tenderer(s) will be recommended for award of the contract(s).

Technical, Social Value and Price scores will be combined to produce final scores for all bidders that have passed the quality/technical threshold.

The award of a contract will then be subject to the internal approval processes and governance of the Authority.

The Authority does not bind itself to accept the lowest or any offer, and reserves the right to accept tenders in whole or in part.