

## Instruction to Tenderers

**Project Title:** Carlton Road Solar Scheme

### 1. Description of The Works

- 1.1 Provision of PV panels to existing properties including installation of necessary associated site infrastructure

### 2. Tendering Procedure

- 2.1 The Works will be procured as a single stage lump sum traditional contract using the JCT Design and Build Contract 2016 (D&B 2016).
- 2.2 The tender is being advertised and issued via the Kent Business Portal and Contracts Finder.

### 3. Date and Time for Receipt of Tenders

- 3.1 The completed tender and other relevant information as detailed below shall be completed and electronically submitted in accordance with Document 3.1, no later than 12 noon on **Friday 25<sup>th</sup> February 2022**.
- 3.2 Any questions or queries in connection with the tender must be directed through the Kent Business Portal and must be received no later than 12 noon on 11 February 2022 to ensure responses can be provided by 18 February 2022.
- 3.3 Tender Query responses are to be issued via the Kent Business Portal.

### 4. Information to be Submitted

- 4.1 One electronic folder is to be shared including all required documents to form the tender submission.

#### Project Specific / Technical

- (i) Method statement for completion of the works (refer to A30:500, must correspond with section A30:130)
- (ii) Programme for completion of the works
- (iii) Proposed management for the works
- (iv) Logistics plan for welfare
- (v) List of supply chain / sub-contractor tender list.
- (vi) Design in response to the completion of the works / enhancement of the Employer's Requirements
- (vii) Construction logistics plan (refer to A30:513X)
- (viii) Temporary works strategy where applicable

#### Commercial

- (i) Tender Sum Analysis (In Excel also)
- (ii) Full breakdown of project preliminaries (In Excel also)
- (iii) Value Engineering options
- (vii) Signed Form of Tender(s) for a compliant and an alternative offer
- (viii) Signed Certificate of Non-Collusion
- (ix) Sign Equalities Act 2010 Form
- (x) Completed Standard Selection Questionnaire
- (xi) Any qualifications or clarifications to the tender
- (xii) Acceptance of proposed conditions of contract

### 5. Commencement and Completion

- 5.1 Tenderers are to complete form of tender and alternative offer if applicable and clearly state programme durations.

### 6. Works Schedules

- 6.1 The Tenderer is to price fully the works schedules provided and add to it where necessary.
- 6.2 The Tenderer is also required to provide a quantified and rated bill to back up the Tender Sum Analysis upon request.
- 6.3 All items of work detailed in the Works Schedules are for pricing purposes only and should not be relied upon. Tenderers are to review all tender information and include for all items of work whether expressly identified in the Works Schedules or not. Tenderers will not be entitled to additional costs for failure to cost items of work which are identified in the tender documents but not stated in the Works Schedules.

**7. Alternative Tenders**

- 7.1 Should the tenderer wish we would welcome alternative tender proposals; provided that they can demonstrate a similar performance in use and in regards of appearance, performance, specification etc. Any proposals should be provided separately to the compliant bid.

**8. Contract**

- 8.1 The contract will be the JCT Design and Build 2016 Form of Contract with appended . The Contractor is to price the drawings and specifications issued.

**9. Inability to Tender**

- 9.1 If the Tenderer cannot tender for any parts of the work as defined in the tender documents he must inform the Quantity Surveyor as soon as possible during the tender period stating the reason for their inability to tender.

**10. Tender Documents**

- 10.1 The tender document comprises the items listed on the attached Index sheet.

**11. Period of Validity**

- 11.1 Tenders must remain open for consideration (unless previously withdrawn) for not less than 90 days from the date fixed for the submission of tenders.

**12. Quality Control Resources**

- 12.1 A statement must be submitted with the tender describing the organisation and resources which the Tenderer proposes and undertakes to provide to control the quality of the Works, including the work of Sub-Contractors. Proposed Site Management resource and personnel to be detailed.

**13. Health and Safety Information**

- 13.1 A statement must be submitted with the tender describing the organisation and resources which the Contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of Sub-Contractors and of any person who may be affected by the Works.

**14. Site Visit**

- 14.1 Site visits will be undertaken under strict confidential conditions. The Tenderer will need to issue a request via the Kent Business Portal to organise site visits, and all necessary personnel / sub-contractors should be arranged to coincide with this. The Tenderer or any Sub-Contractor are NOT to visit site without prior arrangement and must raise this with the Contract Administrator.

**15. Adequacy of Tender Documentation**

- 15.1 Tenderers are required to check and satisfy themselves as to the adequacy and completeness of the information contained within the tender. If any tenderer has any comments or queries or if they believe that it is appropriate to make any alterations to the drawings and specifications and documents contained in the tender, they are requested. Any inconsistencies between drawings and specifications or in the tender documentation to be brought to the Quantity Surveyors attention for clarification during the tender period.

**16. Acceptance of Tenders**

- 16.1 The Employer reserves the right not to accept the lowest or any other tender. The Employer will not be responsible for any cost incurred in the preparation of any tender.  
16.2 The Contract(s) will be awarded to the Contractor offering best value to the Council. The tenders submitted will be evaluated in accordance with the criteria shown in the Procurement Documents.

**17. Exclusions**

- 17.1 If the Tenderer cannot tender for any part(s) of the work as defined in the tender documents the Contract Administrator and Quantity Surveyor must be informed as soon as possible, defining the relevant part(s) and stating the reason(s) for the inability to tender.

**18. Tendering Protocol**

- 18.1 The Tendering Procedure will be in accordance with the principles of the JCT Tendering Practice Note 2017. Errors in the Priced Documents will be dealt with in accordance with the JCT Tendering Practice Note 2017 Alternative 2.

**19. VAT**

- 19.1 The Total Tender must be exclusive of VAT, but in addition to the Total Tender, the Company shall be entitled to claim from the Employer the amount of VAT properly chargeable on the component parts and service provided by him in the performance of the Contract, if applicable.

## 20. Tender Evaluation

- 20.1 The Contract(s) will be awarded to the Contractor offering best value to the Council. The tenders submitted will be evaluated in accordance with the criteria shown in the Procurement Documents and based on the following weightings:
- |         |     |
|---------|-----|
| Price   | 60% |
| Quality | 40% |
- 20.2 A panel of Ashford Borough Council Officers will evaluate the tenders and score them individually. The scores will then be moderated.
- 20.3 See Document 1.9 for an example of the Tender Evaluation Criteria.

## 21. Envisaged Timescales

- 21.1 The following timescales are envisaged and are offered as a guide only and are subject to change.

Description	Date
ITT Issue on Kent Business Portal	12 January 2022
Deadline for Issue of Tender Clarifications	11 February 2022
Tender Return Date	12 noon on 25 February 2022
Deadline for Evaluation of Tenders	11 March 2022
Post Tender Interviews (if selected)	07 March 2022
Selection of Preferred Tender	18 March 2022
Standstill Period	28 March 2022
Contract Award	01 April 2022
Issue of Draft Contract Documents	08 April 2022
Final Issue of Contract Documents for Signature (following comments etc)	20 April 2022
Contract Start Date	Mid-May 2022
Contract Completion Date	TBC – Contractor to advise