**Invitation to Provide a Tender**

**For Services Relating To:**

**General Repairs and Maintenance**

## Tender Reference: ****DN709864****

**Invitation To Provide A Tender**

**Agreement**

The initial contract period will be for 36 months, with 2 further extension(s) possible each of 12 months duration, therefore a maximum contract period of 60 months is possible, based on satisfactory performance and benchmarking

WDH’s estimated spend is £1,000,000 each year.

This is a Open Procedure conducted in accordance with the EU Public Contracts Directive 2014/24/EU, as implemented by the UK Public Contracts Regulations 2015 (SI 2015/102).

**Bidding Guidance Notes**

Wakefield and District Housing Limited (WDH) invites tenders for General Repairs and Maintenance Services at various properties across the Wakefield District across the Wakefield District.

Please note, This will be a supply and fit, therefore material costs should be included as part of any submission.

Should a bidder proposing to submit a tender be in doubt as to the interpretation of any part of this Invitation To Tender (ITT), or the corresponding documents, then they should raise a clarification using the e-tendering ProContract system.

Tenders will be received up to **Friday 24th May 2024** by electronic means only via the ProContract Electronic Tendering System.

Clarification requests will be accepted via the Pro Contract system up until 12 Noon on the date indicated at note 16

**Tender Notes:**

1) Please note that this Invitation to Tender is issued as part of a WDH Request For Tender procurement process in accordance with appropriate Public Contracts Regulations (PCR) 2015 and the WDH Financial Regulations and Delegation Framework (FRDFs)

2) WDH does not bind itself to accept the lowest bid for this requirement or any one tender in its entirety and reserves the right to accept a portion of any tender, unless a supplier expressly stipulates otherwise on the tender return. The right is also reserved to appoint more than one supplier for the business.

Affordability is a key consideration and WDH reserve the right not to award a contract if it is deemed (by WDH) that Tenders received are not financially viable

3) The tender documents will form the basis of the Contract Schedules. A contract shall only be deemed to exist upon the receipt of the relevant contract document executed by all parties to the agreement.

4) Any quantities or values quoted are for guidance only, unless specifically indicated otherwise and no express or implied statement is given that these will be met or exceeded.

5) Prices quoted by bidders shall be exclusive of VAT but in all other respects inclusive of **all** additional costs of supply or service, e.g. delivery, warranty, packaging, site surveys, account management, provision of management information, including commission, travel, expenses or overriders payable to third parties unless you are requested in the quotation pricing document to show any of these itemised separately. **Please note, materials for these works will be supplied by WDH, therefore this tender is focused on labour only.**

Your offer and prices should be valid for 90 days beyond the tender submission date.

6) Tenders will be assessed and awarded on the basis of the evaluation criteria detailed within the ‘evaluation and award process’ section below.

7) You should note that as part of the assessment procedure, where appropriate, bidders **may be** invited to a clarification session with representatives of WDH to clarify their submission, this may also include a presentation on specific areas.

8) Other contracting authorities will be entitled to purchase against the resulting enabling agreement/s at a future date although any volumes or values included within this document or provided as part of the procurement exercise are those solely of WDH unless otherwise stated.

The list of potential participating authorities are specifically outlined below and are legally associated with WDH:

Bridge Homes (Yorkshire) LLP

Merefield House, Whistler Drive, Castleford, WF10 5HX

United Kingdom

Company number OC394414

**9) Any electronic tender submission received after the deadline stated abovewill not be considered, i.e. will not be evaluated.**

10) All documentation must be provided, and any costs incurred by the bidders during the procurement process must not be passed on to WDH. This includes, but not limited to, preparation of tender documentation, attendance of clarification sessions, site surveys, etc.

WDH will under no circumstances pay any tenderer costs associated with the tendering process (including if the procurement process is terminated or amended by WDH)

11) Where Word or Excel format documents have been issued for completion, these should be returned in this format and not in other formats, for example, in pdf format

12) WDH reserves the right (at their discretion) to seek further references or documents in relation to any submission made by bidders, to conduct site visits, hold interviews, etc., to satisfy WDH as to the accuracy of the statements made in the various tender submissions and subsequent discussions in order to inform itself of the ability of any bidder to deliver the required service before any contract award is made.

13) It is important to fully answer all the questions within this and related documents and provide supporting documentation where applicable. Please read all guidance notes within this document carefully as all responses and submissions provided may form part of the contract should the applicant subsequently be successful.

NB. Please do not send originals of any documentation as they cannot be returned.

14) Any information and/or documents submitted as part of this process must relate to the bidder only. The bidder must be the organisation, which it is proposed will enter into a formal contract with WDH, if they were awarded a contract.

15) Language: English: questions should be answered in English and all supporting documentation should be in English.

Governing Law and Jurisdiction: This ITT and any disputes concerning it (including non-contractual disputes or claims) shall be governed by English law and subject to the jurisdiction of the English courts.

16) The **envisaged** timetable for this procurement is shown within the table below. Please note this timetable is provided as an estimate only and WDH make no guarantee that the dates herein shall be adhered to.

|  |  |
| --- | --- |
| Event | Date |
| Issue of Find a Tender Service Notice | Wednesday 10th April 2024  |
| Publication of Invitation to Tender (ITT) | Wednesday 10th April 2024 |
| Deadline for receipt of Clarifications – through ProContract only | 12 noon Friday 10th May 2024 |
| Deadline for Clarification Responses – through ProContract Only | Friday 10th May 2024 |
| Submission Deadline  | Friday 24th May 2024 |
| Evaluation of Tenders | Monday 27th – Thursday 6th June 2024 |
| Notification of Intent to Award (Start of Standstill period) | Friday 7th June 2024 |
| Standstill Period | Friday 7th June – Tuesday 18th June 2024 |
| Contract Award – Issue of Contracts  | Wednesday 19th June 2024 |
| Contract Start Date | Monday 1st July 2024 |

17) WDH reserves the right, subject to the rules set out in the regulations to:

* Change the basis of or the procedures for this Procurement at any time;
* Amend, clarify, add to or withdraw all or any part of the tender at any time during this Procurement, including varying any timetable or deadlines set out in the ITT; and
* Cancel all or part of this Procurement at any stage at any time,
* Not award a contract for some or all of the Goods and/or Services for which tenders are invited
* Bidders accept and acknowledge that, and in accordance with the Regulations, WDH is not bound to accept any tender or award a contract with any tenderer at all.
* If WDH deems that none of the tenders received in response to the ITT are satisfactory, it reserves the right to terminate all or part of this Procurement.
* Disqualify a tenderer’s submission if it has not been submitted in the format requested, or within the specified word limits.
* Reduce marks if a response cannot be easily identified – bidders must ensure all tender submissions including supporting information are cross referenced to the relevant question to which they relate.

18) The Form of Contract for this procurement process is provided in Appendix 6.

No material changes, alterations or amendments will be allowed to the WDH’s Form of Contract JCT MTC unless agreed by both parties in writing. WDH believes that the Form of Contract is both reasonable and appropriate.

If, however, a Bidder has a specific difficulty with the proposed terms then they should explain the nature of the problem and propose a reasonable alternative at the Clarification Question stage. WDH will state whether or not the suggested alternative or amendment is acceptable during the Clarification Question Response. WDH does not bind itself to accept any proposed amendments but will consider any reasonable suggestions.

Bidders should note that WDH will consider contractual amendments during the period the tender is out to market, via clarifications proposed by Bidders and will respond in the Clarification Question Response as to whether or not such contractual amendments are agreed or not. WDH will ensure the tender documents are updated and reissued to all Bidders who have expressed an interest to ensure consistency and transparency.

Any amendment, which if accepted, results in (a) a transfer of risk; (b) a change in the overall financial position; or (c) any other commercial impact may not be accepted.

20) The Non-Compliance statement in Appendix 9 should be fully completed

 and returned.

 Note: WDH may reject a tender which is non-compliant with the contract

 documents. Bidders submitting qualifications should therefore give

 explicit justification and reasoning for entering a qualification.

21) It is the individual bidder’s responsibility to ensure that all the tender

 documents have been received and are complete in all respects.

21) Any attempt by a bidder or its advisors to influence the contract award

 process in any way may result in the bidder being disqualified.

 The bidder is responsible for ensuring that no conflicts of interest exist

 between the bidder and its advisers, and WDH and its advisors.

 Bidders should notify WDH promptly of any possible conflict and the

 proposed steps that the bidder believes can be taken to avoid the

 conflict.

 Any bidder who fails to comply with these requirements may be

 excluded from the procurement at the discretion of WDH.

22) No publicity regarding the award of any contract will be permitted unless

 and until WDH 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 WDH.

23) In accordance with the Public Contracts Regulations 2015 and the Government’s policy on transparency, Suppliers should be aware that WDH intends to make the details of any subsequent contract publicly available through the Official Journal of the European Union (where applicable) and through the Governments Contracts Finder Portal.

**About WDH**

Further information about us can be found here:

<https://www.wdh.co.uk/AboutUs/>

# **Bidding Pack Checklist**

Bidders should have received the documents detailed below in your electronic tender pack for this requirement. Before proceeding further, please check this and assess what you are required to now do to respond by the due date for submissions.

**Information Documents**

1. Guidance Notes (this document)
2. Appendix 1 Specification
3. Appendix 1a General Building Specification 2022
4. Appendix 2 Preliminary Conditions and Contract Particulars
5. Appendix 6 Form of Contract
6. Appendix 13 Training Matrix
7. Appendix A – WDH Health and Safety Policy
8. Appendix B – WDH Customer Care Policy
9. Appendix C – Safeguarding Children and vulnerable Adults Policy
10. Appendix D – Complaints and Compensation Policy
11. Appendix E – Working at Heights Policy
12. Appendix F – CDM Policy

**Bidders should return the following completed documents in the format requested:**

1. Appendix 3 Schedule of Rates
2. Appendix 4 Quality Criteria Response Document
3. Appendix 5 Standard Selection Questionnaire
4. Appendix 7 Anti Collusion Certificate
5. Appendix 8 Non Canvassing Certificate
6. Appendix 9 Non Compliance Statement
7. Appendix 10 Contractor Minimum Standards Charter
8. Appendix 11 Declarations

**Please note:** These documents will form the basis of the contract schedules at the point of award.

**Evaluation and Award Process**

The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain which bidder(s) will be awarded a contract at the end of the evaluation process.

An overall price/quality/Social Value weighting will be applied as follows:

|  |  |
| --- | --- |
| **Quality Weighting (inc. Social Value)** | **Price Weighting** |
| 40% | 60% |

The successful bidder will be the bidder providing the most economically advantageous offer to WDH based on the **award criteria detailed in table 1 below and contained with Appendix 4 Quality Criteria Response Document .**

|  |  |
| --- | --- |
| **Price**  |  |
| **Overall Cost / Rates** |  |
| **The score will be based on the information provided in Appendix 3 (Schedule of Rates for the provision of services outlined in the Specification in Appendix 1.** |  |
| Note: The lowest priced bid will attract full marks. All other bids will be awarded marks in proportion to the price differential when compared to the lowest priced bid.  |  |
| Overall cost for the Services (clearly showing VAT is applicable, etc.) based on the costs detailed by tenderers in their responses in Appendix 3, which should be fully completed by bidders. Please note: WDH reserves the right, where appropriate, to evaluate bidders’ proposals to incorporate any Bid Alternative WDH considers to be of interest. |  |
| **Cost** The cost to provide the outlined service (excluding VAT) including options (if required). | **60%** |
| **Sub Total** | **60%** |
| **Quality: Response to Specification**  |  |
| Note: The Specification is outlined in Appendix 1, including the response to specification requirements. Please refer to page Appendix 4 Quality Criteria Response Document. |  |
| Experience and Competency | **8%** |
| Service Delivery, Resources and Timescales | **12%** |
| Methodology/ Specification and Contract Management for Public and Operative Safety | **10%** |
| Customer Relationships | **5%** |
| Added Value Service/Social Value | **5%** |
| **Sub Total** | **40%** |

The evaluation process will involve:

**Stage One – Standard Selection Questionnaire**

An assessment of bidders’ responses to Appendix 3 Standard selection Questionnaire (SQ)

Bidders who score a **FAIL** to any question will not be considered in the Price/Quality stages of evaluation unless where applicable, an explanation is allowed to demonstrate corrective action taken by the bidder to rectify the issues relating to the fail which satisfies WDH the issues have been addressed and will not occur again

**Stage Two - Quality Evaluation**

An assessment of bidders’ responses to Appendix 4 Quality Criteria Response Document

Where scores are to be awarded, WDH will use the following scoring criteria when evaluating the quality element of bidders responses:

|  |  |
| --- | --- |
| **Score** | **Description** |
| **5 = Excellent**  | Exceptional demonstration of the relevant ability, understanding, experience, skills and resource and/or quality measures required to provide the services. Full evidence provided where required supporting the response. |
| **4 = Good** | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services. Majority evidence provided to support the response  |
| **3 = Acceptable**  | Demonstration of the relevant ability, understanding, experience, skills, resource, and / or quality measures required to provide the services, with some evidence to support the response. |
| **2 = Minor Reservations** | Some minor reservations of the relevant ability, understanding, experience, skills, resource, and / or quality measures required to provide the services, with little or no evidence to support the response.. |
| **1 = Serious Reservations** | Considerable reservations of the relevant ability, understanding, experience, skills, resource, and/or quality measures required to provide the services, with little or no evidence to support the response. |
| **0 = Unacceptable** | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the services, with little or no evidence to support the response. |

The questions that will be scored against this matrix are questions 1 – 5.

If any bidder scores less than a 2 against any of the quality criteria questions in their written submission their bid may no longer be considered

**Quality Score Calculations**

The following example has been allocated 50.00% quality weighting to the evaluation of Quality Question 1

The score obtained for each question will be according to the following calculation and rounded to two decimal places

Weight of Question

       x Bidder Points Awarded

Max Points for Question

*Quality Question 1 Worked Example*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Potential Provider | Weight of Question | Max Points for Question | Bidder Points Awarded | Bidder Weighted Score  |
| A | 50.00% | 5 | 5 | 50.00% |
| B | 50.00% | 5 | 4 | 40.00% |
| C | 50.00% | 5 | 3 | 30.00% |

**Stage Three - Price Evaluation**

An assessment of bidders’ responses to Appendix 5 – Schedule of Rates & Prelims

It is the Bidder’s responsibility to ensure that the tender is arithmetically correct, prior to submission. The Bidder will be informed of any arithmetical errors and be given an opportunity of confirming their offer or amending it to correct genuine errors. The tender priced submissions will be separately evaluated as part of the tender evaluation.

Unacceptably low or high bids may be discarded. A bid will be assumed to be unacceptably (abnormally) low if, in comparison with WDH’s preliminary estimate, it seems to be abnormally low by not providing a margin for a normal level of profit, and the Bidder cannot explain the price methodology.

The Appendix 5 – Schedule of Rates & Prelims will be independently evaluated by the Evaluation Team who will not only perform the evaluation of prices submitted in accordance with the formula below but will also check how the price bid has been structured in reflection of costs and services provided throughout the contract period e.g., overheads and profit are loaded to ensure early recovery in the contract.

The lowest acceptable price will be awarded the maximum price score. All other tenders will be awarded a score based on a calculation of the difference between their price and that of the lowest price.

Each Bidder will be awarded a score based on its relationship with the lowest priced Tender. The Bidder with the lowest estimated cost will be awarded the maximum score available (i.e., the maximum score available for price stated in the invitation to tender document.  Each of the remaining Bidders will be awarded a score on a pro-rata basis according to the following calculation:

**Price Score Calculations**

The following example has allocated 50.00% price weighting to the evaluation.

The score obtained for each question will be according to the following calculation and rounded to two decimal places

Lowest Tender Price

         x 50

Bidders Tender Price

*Worked example*

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Provider | Potential Providers Price | Weight of Pricing | Bidder Weighted Score |
| A (Lowest Tender Price) | £100,000 | 50.00% | 50.00% (Maximum Price Score) |
| B | £125,000 | 50.00% | 40.00% |
| C | £150,000 | 50.00% | 33.33% |

No bidder can be scored lower than zero for the price evaluation

**Overall Evaluation**

The ‘Price Score’ and the ‘Quality Score’ will be totalled to arrive at the ‘Total Score’.

The ‘Total Scores’ will then determine the most economically advantageous tender.

The successful bidder will be the bidder providing the most economically advantageous offer to WDH based on the award criteria detailed.

*Worked example*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Potential Provider | Price Score % | Quality Score % | Total Score % | Ranking |
| A | 50.00% | 50.00% | 100.00% | 1 |
| B | 40.00% | 40.00% | 80.00% | 2 |
| C | 33.33% | 30.00% | 63.33% | 3 |

This information is given for guidance purposes only