**INVITATION TO TENDER (ITT)**

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| **TITLE** | Whinny Hill - Piling |
| **ITT SUBMISSION DEADLINE** | 5pm on Friday 25th June 2021 |

# 1. Introduction

* 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.
  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.
  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>. All communications (including submission of Tenders) must be via the ProContract E-tendering portal.

**2. Instructions and Details of Contract**

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| **ITEM** | **CONTRACT DETAILS** |
| Description: | Subcontractor to design and carry out all piling works as part of the Whinny Hill Phase 1 scheme which comprises of 37nr new build plots at Guidepost, Whinny Hill.  Further details of the Contracting Authority’s requirements under the Call Off Contract and other relevant information are given in the Specification at Schedule A2. |
| Site Address: | Guidepost, Whinny Hill |
| 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 – JCT Minor Works with Design |
| Procurement Method: | Open Tender Price only |
| Period of Contract: | 6th September 2021 – 17th September 2021 |
| Insurance Requirements: | The successful Provider will need to provide the following insurance cover per 12 month period:   1. **Employers Liability:** £10,000,000 for any one occurrence or series of occurrences out of one event 2. **Public Liability:** £10,000,000 for any one occurrence or series of occurrences out of one event 3. **Professional Indemnity:** £1,000,000 for each and every claim   All risk insurance must be included as standard in the price. |
| Call Off Contract Terms | Tenders to be fixed price until December 2021 and open for acceptance for 90 days from date of return. |
| Procuring Officer: | Any queries must be addressed to Clara Riach via the Pro-Contract E-tendering Portal. Any queries must be raised before 5pm on Friday 11th June 2021 to allow sufficient time for the contracting authority 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.  ITT Submissions **MUST NOT** be returned by any other means. |
| Deadline for ITT Submission: | **5pm on Friday 25th June 2021** |

**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.

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| **Part A**  Information that you will need to prepare your ITT Submission. | |
| Schedule No. | Item |
| ITT A1 | Suitability Assessment (for information only at this stage it only requires completion by the successful Tenderer at award stage). |
| ITT A2 | * Specification * Vibro Calculations * Site Plan * COVID 19 Pandemic / Site Operating Procedures * Whinny Hill Dust Management Plan * Whinny Hill Construction Phase Plan * Whinny Hill Site Set up Plan * Subcontractors Customer Care System – Clixifix * NHBC Standards Chapter 4.5 * Whinny Hill Enabling Programme |
| ITT A3 | Evaluation criteria |
| ITT A4 | Sub-Contractors Particulars |
| ITT A5 | JCT Minor Works with Design 2016 |
| ITT A6 | ITT Information and Guidance |

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| **Part B**  Documents that you will need to complete and return as part of your ITT response. | |
| ITT B1 | Form of Tender |
| ITT B2 | Certificate of Non-Collusion and Non-Canvassing |
| ITT B3 | Commercially Sensitive Information |
| ITT B4 | Price Schedule consisting of:  You must have obtained approval prior to your tender submission for any equal and approved products and detailed this within your tender submission. |

**PLEASE NOTE**: Failure to submit all of 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:

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| **Stage** | **Date(s) and Time(s)** |
| Issue of ITT | Friday 21st May 2021 |
| Deadline for receipt of clarifications | Friday 11th June 2021 |
| Deadline for submission of ITT Submission | Friday 25th June 2021 |
| Evaluation of ITT Submissions | W.C 28th June 2021 |
| Expected date of award of Contract | W.C 28th June 2021 |
| Contract commencement | September 2021 |

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.