**Invitation to Tender (OJEU) for Roehampton FM Services**

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| Prepared by |  | Lucie VivianProcurement GroupBank of EnglandThreadneedle StreetEC2R 8AH |
| Evaluating Team | Steve Mallinder | Contract Management |
| Ian Wall | Contract Management |
| Rob Grassom | M&E Subject Matter Expert |
| Charles Joly | CSR Subject Matter Expert |
| Lucie Vivian | Procurement |
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## **INTRODUCTION**

1. The Bank of England (“the Bank”) invites you to tender for Roehampton FM Services at its Sport Centre site:

Bank of England Sports Centre, Bank Lane off Priory Lane, London SW15 5JQ (“**Roehampton**”);

 Further information regarding the Bank can be found online at [www.bankofengland.co.uk](http://www.bankofengland.co.uk).

1. The Bank of England has a requirement for FM services (specifically Mechanical and Electrical Engineering, Cleaning and Security Services). Please see Appendix 2 for the full specification of the services required.
2. This invitation to tender is in four sections:

**Part A:** Instructs you how to respond to the ITT and lists conditions, requirements and other considerations relating to the tender process, as well as the timetable and address for submitting the tender, and the stages of the evaluation and selection process.

**Part B:** Provides outline specification and site information.

**Part C:** Provides documents that you must complete with the financial and other information requested to form the core of your tender.

**Part D:** Details of the Bank’s terms and conditions.

# Part A INSTRUCTIONS TO TENDER

## **1 Conditions relating to the ITT**

## Tenderers are requested to supply the information required in part C of this ITT document. Proposals should follow the same structure and format as the ITT; section headings and references must remain the same. It is suggested that this is achieved by copying and pasting part C in its entirety into a new word document for completion and return in the tender, and completion of Appendix 1 (response spreadsheet). As it contains automatic calculations, please fill in Appendix 1 electronically. Failure to follow the structure and format of the ITT may result in a tender not being evaluated.

Tenderers must specify how the Bank’s requirements will be met. The way in which the requirement will be met must be specifically described along with any changes to the services that you believe are required to ensure the stated needs are met.

Tenderers must clearly indicate where there is any intention to use sub-contractors or any other external assistance and declare the details of any such proposed arrangements, including the identity of the organisations involved.

The tenderer, to whom this document is issued, will act as the prime tenderer if sub-contractors are to be used and have responsibility for the response. If the tenderer chooses to partner with another tenderer in meeting the Bank of England’s requirements, the information provided should be consolidated into one proposal.

The Bank does not commit itself to the purchase or selection of any solution.

The Bank disclaims any liability whatsoever for costs incurred by tenderers in the preparation of their response to this invitation to tender.

The Bank reserves the right to amend or supplement this document and will endeavour to give equal information to all tenderers invited to tender.

This document (paper and electronic) and any copies taken, remains the property of the Bank. The Bank reserves the right to request, at some future date, the return of this document (paper or electronic), and any paper copies taken and to request deletion of any electronic copies taken.

Tenderers must treat all information contained within this document, and supplied additionally by the Bank, as confidential.

If required, tenderers must be prepared to:

* answer any ad-hoc questions about its proposal and provide additional information, when requested;
* make a formal presentation of its proposal to the Bank;
* give demonstrations of its proposed solution;
* Arrange reference site visits to existing customers.

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## **2 Considerations prior to submitting a Tender**

## Information on current business volumes is provided for guidance purposes and cannot be guaranteed by the Bank or its contractors. In the event of any variances from the information provided, the Bank or its contractors will not consider any claims arising from the fact that actual trading is different. The tenderer should satisfy itself that it is content with the information provided, using experience as a guide. The Bank expects all regular staff working across any of the three services to be put through SC1 level clearance, starting at contract award. In the event of a person failing to obtain clearance they will no longer be permitted to work on site as part of the contract. The security clearance process is now carried out online and employers must ensure their staff are provided with access to a PC terminal to progress these requests should they be required.

Tender and contractual clarification questions should be posted to the Banks tender portal, ProContract, at [**www.bankofenglandtenders.co.uk**](http://www.bankofenglandtenders.co.uk)

If the answer to any question posed to the Bank provides significant information not included within the ITT document, then this information will be distributed to all tenderers invited to tender, using the Banks tendering portal, to the main contact e-mail address provided by each company. Questions should be specific in nature, and seek factual information rather than seeking an opinion.

Tenderers should bear in mind that the listing by them of information in an FOIA/EIR schedule cannot provide an automatic guarantee that the Bank will not disclose such information (or the fact that it holds it) since the Bank cannot fetter the application of the FOIA/EIR.

## **3 Clarifications**

Tenderers’ will be given an opportunity to meet the Bank’s appropriate personnel for the purpose of clarification of points in this document, and a site walk-around. A clarification meeting and walk-around will take place at the Roehampton site, on 18th April at 2pm. Please ensure your availability for this meeting. Please also note that due to room allocation space a maximum of two individuals per tenderer may attend. Tenderers are required to confirm the names of those attending two days prior to the meeting to enable access to the site**; confirmation of attendees should be provided by notification through the ProContract systems (discussion section).** Failure to notify the Bank of attendee names may exclude them from attending the meeting.

**Site Visit Details**

* 18th April, 2pm: Roehampton (Bank of England Sports Centre, Bank Lane off Priory Lane, London SW15 5JQ)

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## **4 Freedom of Information Act**

The Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations 2004 (“EIR”) make provision for the disclosure of information held by such authorities or by persons providing services for them. The legislation provides that anyone can ask the Bank for any information and, unless an exemption applies, the information must be supplied. This means that all the information which a tenderer provides to the Bank under this tendering process will be subject to the FOIA/EIR disclosure provisions.
If a tenderer believes that any of the information contained in its tender, or otherwise supplied to the Bank as part of this tendering process, is either confidential, commercially sensitive or constitutes a trade secret it should make a statement to that effect in a schedule to its tender (marked “FOIA/EIR Schedule”), with a brief description of each item of information affected and the reason why it has included that information in the schedule. It is the tenderers responsibility to keep this schedule updated as the tendering process progresses, for example where further information is elicited from tenderers through clarification questions.

Tenderers should appreciate that the simple marking of information with words such as “commercial in confidence” only has the effect of identifying to the Bank that an exemption could potentially apply under the FOIA/EIR. The issue will not simply be whether information is marked as confidential but whether, for example, a duty of confidence in fact applies in law to that piece of information or whether release “would be likely to prejudice” the tenderers interests.

If the Bank receives a request under the FOIA/EIR which involves information listed in the FOIA/EIR schedule in a tender, then the Bank will use its reasonable endeavours to consult the tenderer prior to making a final determination as to how to deal with the request. However, the Bank has a very limited time in which to decide whether or not information can be released, so it is imperative that tenderers ensure that the Bank has up-to-date contact details and that the contact is able to respond to a request quickly.

## **5 Rejection of Tenders**

## The Bank reserves the right to reject a tender in respect of which the tenderer:

* discloses to any third party prices shown in its tender except where such disclosure is made in confidence in order to obtain quotation(s) necessary for the purposes of financing or insurance; and/or
* enters into any agreement with any other person that such other person shall refrain from submitting a tender or shall limit or restrict the prices to be shown by any other tenderer in its tender; and/or
* fixes prices in its tender in accordance with any agreement with any person or by reference to any other tender; and/or
* in connection with the award of the contract commits an offence under The Bribery Act 2010 or gives any fee or reward the receipt of which is an offence; and/or
* has directly or indirectly canvassed any member or official of the Bank concerning award of the contract or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other tenderer or tender submitted by any other tenderer; and/or
* has done anything improper to influence the Bank during the tender period; and/or
* has failed to use the English language; and/or
* has failed to return the response document, fully completed and signed, or any of the accompanying documents identified in the response document and/or specification by the tender return date.

The Bank shall also be entitled to reject a tender:

* from a tenderer if another tenderer has knowledge that the tenderer is acting as a sub-contractor; or
* from a tenderer if that tenderer has named as sub-contractor another person who to the knowledge of the first named tenderer has submitted or intends to submit a tender; or
* from a group company of another tenderer; or
* from a person who is a member of a partnership or consortium which has submitted or intends to submit a tender;
* or from a tenderer where the Bank believes that there has been any form of co-operation or collusion with another tenderer

The Bank may, in its absolute discretion, reject a tender if:

* It is not in accordance with these instructions for tenderers and all other instructions issued by the Bank during the tender period;
* The tenderer does not tender for the provision of the whole of the service;
* The tenderer proposes, during the evaluation period, amendments which were not identified as part of its tender;
* The tenderer proposes amendments to the terms and conditions of contract which are unacceptable to the Bank.

## **6 Submission of tender response**

## Electronic tender submission and all communications relating to this ITT must be directed through the tender portal at www.Bankofenglandtenders.co.uk by 17th May, 12:00 (midday), please ensure your submission is one Word/pdf document, and Appendix 1b (filled in electronically).

## **7 Tender Timetable**

## The ITT and subsequent award of contract will follow this timetable, although this is subject to change as the Bank reviews tender responses. The Bank reserves the right to request a site visit to any of your sites mentioned in your ITT response.

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| **Stage** | **Dates** |
| ITT | ITT issued | 12th Apr |
| Site visit | 18th Apr, 2pm |
| ITT clarification deadline | 10th May |
| ITT return deadline | 17th May, 12:00 (midday) |
| Initial evaluation | 20th – 24th May |
| Supplier presentations (optional) | 28th – 30th May |
| Final evaluation | 31st May – 7th Jun |
| Award | Contract awarded | 7th Jun |
| 10-day standstill period | 8th – 17th Jun |
| Contract start date | 1st Jul |

## **8 Award criteria**

 The Bank of England will evaluate providers' ITT responses on the basis of the following criteria:

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| Criteria | Weighting |
| Meets Bank’s requirements | Pass/Fail |
| Quality * Quality of solution
* Continuous improvement and technology
* Resourcing
* Contract Management
* Environment
* Health & safety
* Mobilisation
* Sub-contracting
 | 60%* 9%
* 8%
* 9%
* 9%
* 10%
* 5%
* 5%
* 5%
 |
| Cost* Fixed costs – M&E
* Fixed costs – Security
* Fixed costs – Cleaning
* Hourly rates
 | 40%* 12%
* 12%
* 12%
* 4%
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Scoring criteria are detailed in Appendices 1a and 1b.

The Bank would prefer to award this tender to a single Provider but reserves to itself this right in its absolute discretion. The Bank reserves the right not to award the contract to any of the tenderers or at all.

**Part B SPECIFICATION**

This is a 3-year contract, with the possibility of two 1-year extensions.

## **9 Requirement**

The Bank of England requires FM Services (specifically Mechanical and Electrical Engineering, Cleaning and Security Services) at its Roehampton site.

## **10 Specification**

Please see Appendix 2 for the specification.

## **11 Service levels**

Please see Appendix 2 for the full list of service levels.

The Bank will require the selected supplier to attend quarterly contract review meetings per site where the service will be subject to review, based upon performance against SLAs. Please confirm your ability to attend this and suggest who you would nominate to attend should you be successful in this application.

**Part C RESPONSE**

## **13 Tender Response**

## Tenderers are encouraged to be as concise and to the point as possible and only to include information that is entirely relevant to the proposed services at the Bank. The Bank wishes to receive documents that are easy to follow and cross check with this ITT. The failure to follow these instructions may have a negative effect on the evaluation of your tender.

## **14 Questions and Cost Schedule**

Please fill in the Appendix 1b spreadsheet and submit a Word/PDF document responding to the Appendix 1a questions.

## **15 Executive Summary**

Please provide a summary of your proposal covering the following items as a minimum – this should be no more than four pages, concise and to the point as possible.

* Your understanding of our requirements
* High level statement of how your solution meets the needs of the Bank
* A high level description outlining your approach to our needs
* Potential risks and how these will be managed
* Why you think you can work with the Bank

# PART D TERMS AND CONDITIONS

## **16 Terms and Conditions**

Please refer to the terms and conditions issued electronically on ProContract which will form part of the Contract subject to agreement by both parties. You should review these terms and ensure you are happy with them before submitting your bid. Under the restricted procedure only clarification changes are permitted but not substantive amendments. Some of the schedules remain blank as these will be completed based on the information provided in the successful proposal.