

### Invitation to Tender (“ITT”)

**For:** Waveney Lower Yare & Lothingland Internal Drainage Board

**Date:** 01<sup>st</sup> July 2018

### 1 Overview of the Waveney Lower Yare & Lothingland Internal Drainage Board (IDB) (the “Customer Organisation”)

1.1 The Customer Organisation is a public body, whose aim is to reduce the risk to people, property, infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences and water level management networks within our hydraulic sub catchment areas. In doing this, our procurement objective is always to achieve best value, best practice and the most sustainable outcome.

### 2 Introduction and Background to the Project / Programme

2.1 The purpose and scope of this ITT and supporting documents is to explain in further detail the requirements of the Customer Organisation and the procurement process for submitting a tender proposal.

### 3. Tender Conditions and Contractual Requirements

This section of the ITT sets out the Customer Organisation’s contracting requirements, general policy requirements, and the general tender conditions relating to this procurement process (“**Procurement Process**”).

### 4. Payment and Invoicing

4.1 The Customer Organisation will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the Customer Organisation must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the Customer Organisation include:

- A description of the good/services supplied is included.
- The Customer Organisation’s Purchase Order number is included.
- It must be addressed to the Finance Officer, Ben Blower, 23 Alexandra Rd, Lowestoft NR32 1PP

### 5. Specification

- Work for the Customer organisation will involve vegetation management using mechanical plant, as set out on Tender Drawings Burgh Castle/300/2018/001 & Burgh Castle/300/2018/002
- All relevant environmental assents and approvals will be obtained by the Customer and provided to the

Tenderer.

- All relevant work plans and designs will be obtained by the Customer and provided to the Tenderer.
- The successful tenderer will report at regular intervals to the Surveyor, Matthew Philpot, during the works.
- The tenderer must work in accordance with the requirements of the relevant environmental assents for any project they work on and generally in accordance with the Environment Agency Maintenance Standards document (included in annex 2) as well as to details set out on the Tender Drawings.
- The tenderer must provide risk assessments and method statements for the proposed works, adequately covering the hazards described in the pre-construction risk assessment. Risk assessments should include, but not be limited to, Flail use, operation of proposed plant, working adjacent to a watercourse.
- All machines and attachments used for maintenance work must;
  - Be CE certified
  - Have full service records
  - run on bio-degradable oil
  - Have all guards, height limiters, wire watchers, cut offs, safety flaps, PTO guarding and any other in built safety features fitted, in place and working at all times
  - Be fitted with an orange beacon
  - Have appropriate spill kits available in the machine at all times
  - Have a first aid kit available in all machines
  - Be appropriately insured at all times.

Details of these should be provided to the customer minimum 1 month before the start of works.

- The Tenderer must ensure all machine drivers supplied hold and keep up to date throughout the timeframe of this agreement;
  - Be CPCS or Lantra qualified for use on the appropriate machine

Details of these should be provided to the customer minimum 1 month before the start of works.

- All operations must comply with the DEFRA ‘Check. Clean, Dry’ best practice at all times.
- Work days will typically be from 0730 – 1700, unless otherwise agreed. The supplier will be expected to be on site at these times. For the area around Tesco’s work will be from 1700hrs.
- Tenderers must have an appropriate level of public liability & employer’s liability insurance cover in place at all times, to a minimum combined value of £5,000,000 (five million pounds).
- The customer may provide Tenderers with magnetic signs for all machines provided, showing the logo of the WLYL IDB board. These are to be attached to the Tenderers machines at all times when working for the customer.
- A 24hr contact from the Tenderers organisation is required for emergency response.
- Relevant qualifications of the Tenderers proposed staff should be submitted with this tender return.

- If the Tenderer feels they will provide any additional benefit / higher levels of specification than requested in this document, then they should describe these in the *Tender Return Document*.
- **Tender Item 1:** Costs for work as detailed on drawings Burgh Castle/300/2018/001 & Burgh Castle/300/2018/002 and in section 5 of this tender document. This should include all transport to and from site as well as any site security, management and other costs to complete the works.

### 6. Mandatory Requirements / Constraints

6.1 As part of your tender response, you must confirm on the Tender Response, *Tender\_Response\_IDB\_001\_2018* that you meet the mandatory requirements / constraints, as set out in the Customer Organisation’s specification forming part of this ITT. A failure to comply with one or more mandatory requirements or constraints shall entitle the Customer Organisation to reject a tender response in full.

### 7. Timescales

7.1 Subject to any changes notified to potential suppliers by the Customer Organisation in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

| Activity  | Date / time      |
|---|------------------|
| Issue of Contract Notice / availability of ITT documents  | 15/07/18         |
| Deadline for clarification questions ( <b>Clarification Deadline</b> )                              | 1400hrs 15/08/18 |
| Customer Organisation to respond to clarification questions   | 22/08/18         |
| Deadline for submission of ITT responses by potential suppliers ( <b>Tender Response Deadline</b> ) | 1400hrs 30/08/18 |
| Contract concluded with winning supplier  | 03/09/18         |
| Contract start date   | 03/09/18         |

### 8 Instructions for Responding

8.1 The documents that must be submitted to form your tender response are listed at Part 2 of Annex 2 (Supplier Response) to this ITT. All documents required as part of your tender response should be submitted to Matthew Philpot, BESL, 7A Whitlingham Lane, Norwich NR7 0QA and emailed to [matthew@wlma.org.uk](mailto:matthew@wlma.org.uk)

8.2 The following requirements should be complied with when submitting your response to this ITT:

- Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the Customer Organisation.
- Please ensure that information provided as part of its response is of sufficient quality and detail that an informed assessment of it can be made by the Customer Organisation.
- Do not submit any additional supporting documentation with your ITT response except where specifically requested to do so as part of this ITT. PDF, JPG, PPT, Word and Excel formats can be used for any

additional supporting documentation (other formats should not be used without the prior written approval of the Customer Organisation).

- All attachments/supporting documentation should be provided separately to your main tender response and clearly labelled to make it clear as to which part of your tender response it relates.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
- Unless otherwise stated as part of this ITT or its Annexes, all tender responses should be in the format of the relevant Customer Organisation requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as ‘or equivalent’ – you must demonstrate such equivalence as part of your tender response.
- Any deliberate alteration of a Customer Organisation requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

## 9 Clarification Requests

9.1 All clarification requests should be submitted to [Matthew@wlma.org.uk](mailto:Matthew@wlma.org.uk) by the Clarification Deadline, as set out in the Timescales section of this ITT. The Customer Organisation is under no obligation to respond to clarification requests received after the Clarification Deadline.

9.2 Any clarification requests should clearly reference the appropriate paragraph in the ITT documentation and, to the extent possible, should be aggregated rather than sent individually.

9.3 The Customer Organisation reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the Customer Organisation considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the Customer Organisation responding to all potential suppliers.

9.4 The Customer Organisation may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to the Customer Organisation by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

**10 Evaluation Criteria**

10.1 You will have your tender response evaluated as set out below:

**Stage 1:** Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tender responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this ITT and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will be automatically disqualified and will not be further evaluated.



**Stage 2:** If a bidder succeeds in passing Stage 1 of the evaluation, then it will have its detailed tender response to the Customer Organisation’s requirements evaluated in accordance with the evaluation methodology set out below.

10.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantages tender using the following criteria and weightings and will be assessed entirely on your response submitted:

| Criteria                 | Weighting |
|--------------------------|-----------|
| Quality                  | 15%       |
| Methodology and Approach | 5%        |
| Commercial               | 80%       |

10.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 2 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses not so rejected will be scored by an evaluation panel appointed by the Customer Organisation for all criteria other than Commercial using the following scoring model:

| Points | Interpretation  |
|--------|---|
| 10     | <b>Excellent</b> – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement. |

|          |  |
|----------|--|
| <b>7</b> | <b>Good</b> - Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested, in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level of ambiguity due to the bidder’s failure to provide all information at the level of detail requested. |
| <b>5</b> | <b>Adequate</b> - Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.   |
| <b>3</b> | <b>Poor</b> – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.  |
| <b>0</b> | <b>Unacceptable</b> - The response is non-compliant with the requirements of the ITT and/or no response has been provided.   |

10.4 Commercial Evaluation – Your “Overall Price” for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the Customer Organisation as part of the pricing approach. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the Customer Organisation as part of the pricing approach, the Customer Organisation may reject the full tender response at this point. The Customer Organisation may also reject any tender response where the Overall Price for the goods and/or services is considered by the Customer Organisation to be abnormally low following the relevant processes set out under the EU procurement rules. A maximum offer score of 10 will be awarded to the tender response offering the lowest “Overall Price”. Other tender responses will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

10.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

10.6 The winning tender response – The winning tender response shall be the tender response scoring the highest percentage score out of 100 when applying the above evaluation methodology.

**Annexes**

**Annex 1 – Supplier Response**

- The supplier Tender Response should be submitted on form Tender\_Response\_IDB\_001\_2018
- The supplier may also provide any other documents they feel beneficial to the customer.

**Annex 2 – List of documents included**

- Health & Safety Policy:
- Tender Drawings
  - Burgh Castle/300/2018/001 & Burgh Castle/300/2018/002
- Environment Agency Maintenance standards Document
- Pre-construction Risk Assessment