



Ayrshire Rivers Trust

A Scottish Registered Charity No. 030426

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13/07/18

Dear sir/madam

**SEVENACRES WEIR FISH PASS LUGTON WATER, AYRSHIRE – CONSTRUCTION PHASE
WATER ENVIRONMENT FUND PROJECT WEF0026**

INVITATION TO TENDER

Ayrshire Rivers Trust (ART) in partnership with the Scottish Environment Protection Agency (SEPA) are commissioning a project to help deliver a solution to fish passage problems at in-river barriers in Ayrshire. This invitation to tender is for the construction phase to be undertaken summer/autumn 2018 at Sevenacres weir, Lugton Water, Kilwinning, Ayrshire, KA13 7RG.

We are pleased to enclose the following tender documents in respect of the above:

Document A: Conditions of Tender Submission

Document B: Tender Specification

Document C: NEC3 Engineering and Construction Short Contract

Questions relating to any part of this document should be directed to ART's project management staff by email info@ayrshireriverstrust.org. Questions and answers will subsequently be circulated to all contractors expressing an interest in the tendering process. No questions will be answered on a 'one to one' basis (e.g. face to face or by telephone) to ensure transparent and fair competition.

Prospective tenderers can attend a tender workshop onsite on 24th July 2018 at 1100. Representatives from ART, SEPA and the project design team will be present to discuss the project and address queries prior to submission. Attendance should be confirmed by contacting info@ayrshireriverstrust.org

Tenders should be submitted by email to info@ayrshireriverstrust.org. Closing date for tenders is 12 noon on the 6th August 2018.

Yours faithfully,

Muir Glendinning
Fisheries Biologist

DOCUMENT A - CONDITIONS OF TENDER SUBMISSION

These Conditions of Tender Submission apply to the tendering process for this contract to ensure that all tenderers are treated equally and fairly and to provide for compliance with other relevant legal requirements. Failure to comply with these conditions may therefore invalidate your tender.

Eligibility

1. Tender – minimum requirements

Companies who fail to satisfy the following requirements will not be considered in the formal tender process:

- Provide a breakdown of price by task
- Employer's (Compulsory) Liability Insurance = £10.0m (GBP) - copy certificate
- Public Liability Insurance = £5.0m (GBP) - copy certificate
- Professional Indemnity Insurance = £1.00m (GBP) - copy certificate
- Supply Health & Safety policy - copy policy
- HSE Improvement Notices - in the last 3 years
- HSE Prohibition Notices - in the last 3 years
- HSE Convictions - in the last 5 years
- RIDDOR Accident Frequency Rate information
- Any works that are subcontracted must be made visible within tender
- Any additions beyond the outlined scope should be clearly stated, justified and priced separately

2. Submissions must be accompanied with a completed NEC3 Engineering and Construction Short Contract provided with the tender documents. The Form of Tender must be completed in all material respects. Tenders not complying with these requirements may be rejected.

3. The submission of false, misleading or incorrect information or declaration(s) will invalidate your tender and, if not identified by ART until after the award of the contract, will be considered a fundamental breach of the contract. Such a submission may also be taken into account when future tenders are considered.

Submission of Tender

4. No tender received after the closing date will be considered.
5. In return for consideration being given to the bid, ART request that the offer will remain open for acceptance by ART for a period of 3 calendar months calculated from the day following the closing date.

Determination

6. ART reserve the right to seek clarification, after tenders have been received, from any Tenderer, on any aspect of his tender.
7. ART does not bind itself to accept the lowest or any offer.
8. Written acceptance by ART of a tender, (or part thereof), shall create or constitute a contract between ART and the Tenderer, expressly incorporating the NEC3 Engineering and Construction Short Contract Form of Tender.
9. Completion of the documentation in 8 above, together with any other documents expressed to be incorporated therein, constitutes the entire understanding between ART and the tenderer relating to the subject matter of the procurement and supersedes all prior writings, negotiations or understandings with respect thereto.

DOCUMENT B - TENDER EVALUATION

AWARD CRITERIA

1. Evaluation Method

Tender submissions will be evaluated on both quality and price. A score will be awarded for each element of the evaluation criteria. The maximum amount of marks available for price will be 50 percent. The maximum amount of marks available for quality will be 50 percent.

2. Evaluation Approach

Each member of the evaluation team will assess each Tender submission and a mean score calculated. The following scoring system will be adopted:

Score	Criteria
0	Fails to provide any information / information totally inadequate
1	Unsatisfactory submission – significant indications that the company lacks the ability/experience/expertise/resources/structure etc. to deliver. Meets few basic expectations; shows no understanding of project brief and significant omissions from the tender.
2	Poor or incomplete submission with identifiable shortcomings – shows areas of weakness and/or limited information has been provided; concerns that the company may lack essential expertise in this area to achieve the required standards; vague understanding of project brief.
3	Adequate/satisfactory submission – information submitted is acceptable for this stage in project indicating potential suitability for selection; meets the basic expectations without offering any great advantages, adequate understanding of project brief.
4	Good submission – demonstrated a sound and complete approach which have the potential to fully accord with the objectives and requirements and/or wholly meets expectations at this stage; indications company is capable of delivering the services to required standards; good understanding of project brief.
5	Excellent submission – demonstrated a sound and complete approach which will meet and exceed the objectives and requirements in all respects; indications company is capable of delivering the services to very high standards; thorough understanding of project brief; offers excellent innovative solutions which offer potential for increased efficiency and VFM.

The following information submitted by the Tenderer will be assessed

- Ability/Evidence to complete works by end of October 2018
- Outline Method statement and resources, including proposed sub-contractors
- Preliminary construction phase Health and Safety Plan
- Details of experience of site agent/supervisors e.g. CV
- Details on minimising risk to the water environment

Bidders will be required to provide relevant examples of works carried out in the past five years

Health and Safety (Pass/Fail)

Proposed approach, risk assessments and RIDDOR reporting will be considered, where relevant to the Tenderers approach. A copy of the Tenderers H&S policy must be provided. Details of site operatives CITB qualifications should be provided.

Environmental Policy and Sustainability (Pass/Fail)

Pollution prevention and biosecurity will form a key part of this criterion and a biosecurity policy must be provided. Failure of the successful tenderer to adhere to biosecurity protocols may constitute a breach of contract.

Financial solvency and security (Pass/Fail)

The Tenderer must demonstrate sufficient financial solvency to deliver the project without risk. A bank letter or statement, redacted to protect sensitive information if necessary, should be provided. The name of the bank and a contact should be clearly legible.

Staff commitments (Pass/Fail)

Tenderers must confirm that all project staff are reimbursed to the standard of a living wage. This condition is to be applied to all consortia members, unless where those members are registered with HMRC as Sole Traders.