

# INFORMATION AND INSTRUCTION TO TENDERERS

CEDE FOUNDATION

## CONTRACT FOR THE PROVISION OF BUILDING REFURBISHMENT AND RESTORATION OF THE RECTORY OF ST. IGNATIUS CHURCH

ST IGNATIUS' CHURCH  
KING EDWARD STREET  
ORDSALL, SALFORD  
GREATER MANCHESTER  
M5 3RS

SEPTEMBER 2024

## GENERAL INFORMATION FOR TENDERERS

### Overview of the Requirement

Invitation to Tender (ITT) – Contract for the Provision of a Landscape Review. Due for Return by 12:00 on 25<sup>th</sup> October 2024 via email to [admin@masonandmarlowe.co.uk](mailto:admin@masonandmarlowe.co.uk).

### Overview of the Requirement

1. The Contracting Authority wish to award a Contract for the provision of a Refurbishment and Renovation of the Rectory of St. Ignatius Church.
2. The contract is for an initial term of 6 months.
3. Full details of the service requirements are detailed in the Specification of ITT.

### Tender Information

4. It is the responsibility of the Tenderer to obtain at their own expense, any additional information necessary for the preparation of the tender.
5. All information supplied by the Cede Foundation in connection with the Invitation to Tender shall be treated as confidential by Tenderers except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation and submission of the tender.

### Evaluation Criteria

6. Tenderers will be evaluated against a series of Selection and Award criteria which are included in the ITT.

### Instructions for the Completion & Submission of Tender Documentation

7. The Invitation to Tender (ITT) must be completed and returned electronically through the Charity Tenders (CT) via the email provided: [admin@masonandmarlowe.co.uk](mailto:admin@masonandmarlowe.co.uk). Full guidance on the submission process is provided at the System Guidance document within the attachments for this ITT. No hard copies will be accepted.
8. Tenderers must complete all the questions as detailed within the ITT.
9. All questions must be answered before the Tenderer submits their response.
10. Treat each question and response in isolation and answer each question in full. Tenderers should not assume evaluators will read more than one answer so do not cross-refer between answers. Supporting information should not be sent in isolation, but only in support of specific questions where requested. Do not use links unless expressly directed to do so.
11. Please note that on questions where the instructions are to provide responses in attached documents, the attachments should be headed with the question number and the question itself.
12. Only information provided as a direct response to a question will be evaluated. Tenderers should respond to the questions on the basis that the Contracting Authority has no prior knowledge of your organisation. Information and detail which forms part of the general company literature or promotional brochures, etc., will not form part of the evaluation process. General or irrelevant marketing material should not be included.

13. Please note for all responses in the ITT (particularly for questions where longer responses are required) it is helpful if Tenderers use plain English and punctuate their answers where appropriate using headings, sections and/or bullet points. This will assist evaluators to find the information necessary to enable them to score accurately.
14. The Contracting Authority will not enter into detailed discussions with Tenderers in relation to its requirements at this stage. All questions regarding the content of this ITT should be directed to Mason and Marlowe Ltd, 0161 706 2232 [admin@masonandmarlowe.co.uk](mailto:admin@masonandmarlowe.co.uk) by **25<sup>th</sup> October 2024**. All technical queries should be directed to Mason and Marlowe Ltd, 0161 706 2232 [admin@masonandmarlowe.co.uk](mailto:admin@masonandmarlowe.co.uk)
15. If the Contracting Authority considers any questions or requests for clarification to be of material significance, both the query and the response will be communicated to all Tenderers that have expressed interest in this ITT. The Contracting Authority will take steps not to identify the source of the query. Tenderers should indicate if they do not want their question and response circulated. The Contracting Authority reserves the right to circulate if not doing so would breach the principle of equal treatment. The Contracting Authority will aim to have a response to all questions raised by 5 working days before the tender return date.
16. Tenderers are asked to provide a single point of contact in their organisation for their response to the ITT.
17. Completed Invitation to Tenders must be submitted via email to [admin@masonandmarlowe.co.uk](mailto:admin@masonandmarlowe.co.uk) by the deadline **12:00 on 25<sup>th</sup> October 2024**. All submissions from the Tenderers will remain sealed on the CT system until the deadline. You will receive a confirmation email that your response has been received. You may amend your submitted response up until the closing deadline.
19. We strongly advise that you submit your electronic response well in advance of the deadline to allow sufficient time for uploading.
20. Tenderers are reminded that they can check and amend their submissions after they have been submitted and up until the deadline. In the event that a Tenderer submits their tender more than once, Cede Foudation will only accept the final version of the tender submission.
18. If you experience any technical difficulties, please seek advice through the CT customer services helpline or get in touch with Mason and Marlowe Ltd, 0161 706 2232 [admin@masonandmarlowe.co.uk](mailto:admin@masonandmarlowe.co.uk). The Contracting Authority cannot assist you with technical matters and CT customer services cannot help you once the tender return deadline has passed.

## Award Criteria

20. The Contracting Authority is not bound to accept the lowest cost or any tender. The Award Criteria will include consideration of technical (quality) aspects as well as commercial (price). Each tender will be subjected to a technical and commercial evaluation. The aim of the evaluations is to select the tender which represents the Most Economically Advantageous Tender (MEAT). The Tenderer must therefore take care to ensure that in their tender they address and make clear how they propose to fulfil each aspect of the Invitation to Tender. Tenders will be subject to a Price/Quality Ratio (PQR) calculation. The PQR to be used will be 40% Price to 60% Quality and the PQR calculation will determine the Most Economically Advantageous Tenderer(s).

21. To complete the MEAT evaluation, a tender rating system will be used and the criteria and weightings for this are explained in this document at Section ‘Tender Evaluation Methodology’

### Indicative Procurement Timetable

22. The Contracting Authority has provided an indicative timetable of Procurement activity, below. Please note that the dates below are best estimates and may be subject to *change*.

Task	Date
Issue ITT	23 September 2024
Tenders due back	25 October 2024
Evaluate Tenders	1 November 2024
Approve Recommendation Report	8 November 2024
Contract Award	15 November 2024

### CONDITIONS OF TENDERING

#### Right to Reject and/or Disqualify

23. The Contracting Authority reserves the right to reject or exclude from the procurement process a Tender, where the Tenderer has failed to submit a response which is in compliance with the requirements of the ITT; the ITT response is submitted late, is completed incorrectly or is incomplete; the Tenderer fails to respond in satisfactory terms to a request by the Contracting Authority for supplementary or to provide clarity in relation to the Tenderer's response to the ITT; or the Tenderer or any of its sub-contractors or consortium members is/are guilty of serious misrepresentation in relation to its response to the ITT and/or the procurement process.

#### Bidders Composition

24. In the event that a Tenderer alters its composition (which shall include, but not be limited to, a change in the identity of any entity named in the ITT response whose capacity has been relied upon in responding to the ITT), the Contracting Authority reserves the right to request that any proposed reconstituted Tenderer complete the section relating to Business Probity, Criminal Convictions and Financial Standing for re-evaluation in accordance with the criteria used in relation to the evaluation of the original ITT response.

#### Late Tenders

25. It is the responsibility of all Tenderers to ensure that their ITT response is submitted no later than the appointed date and time. Responses received after that time may not be considered. Completed Tenders may be submitted at any time before the closing date.

#### Relevant and Appropriate Responses

27. Tenderers must ensure that they read each question carefully, that all answers you provide are relevant, and that each question is completed in full. All information must

be provided in English. Only information provided as a direct response to the questions contained in the ITT will be evaluated.

28. Supplementary documentation may be uploaded as part of your response where you have been directed to do so. Such material must be clearly marked and named in accordance with the instructions.

### **Requests for Clarification or Further Information**

29. Subject to the terms of the Regulations, the Contracting Authority expressly reserves the right to require a Tenderer to provide additional written information supplementing or clarifying any of the information provided by that Tenderer in response to requests for information or questions contained in the ITT.

### **Misleading or Falsification of Documents**

30. The Tenderer should be aware that should any of its responses be found to be deliberately misleading or falsified, the bidding organisation may be disqualified from the tender process. If the Tenderer provides false information regarding any criminal convictions or business probity the Tenderer may also be guilty of a criminal offence.

### **Tender Evaluation**

Tenderers must supply information based on the selection criteria below outlined in detail within the TENDER EVALUATION CRITERIA document.

- Relevant experience;
  - Appreciation of the task;
  - Past performance;
  - Management and technical skills;
  - Resources;
  - Management systems;
  - Methodology; and
  - Price.
31. The successful tender will be selected on the basis of the most economically advantageous bid, having regard to the price and quality of the proposals against defined evaluation criteria. Each tender will be subject to a Technical and a Commercial Analysis and the aim of the evaluation is to select the tender which represents the most economically advantageous tender. The analysis will assess the tenderer's ability to meet the project requirements. The objective of the evaluation is to select the tender which represents the best overall value for money.
  32. Tenderers should read the TEC notes for each section and take care when selecting their response particularly in relation to those which indicate a particular response could result in a non-compliant bid. (i.e. Tenders not wholly compliant with the Contracting Authority's requirements as set out in this ITT) Tenderers should ensure that all relevant documents for sections that require additional attachments are sent via email.
  33. Prior to commencing the evaluation of the Tenderer's technical and commercial responses, the tender submission will be checked for completeness and accuracy by the Contracting Authority.
  34. Only information provided as a direct response to the Invitation to Tender will be evaluated. The Tenderer should not embed URLs in response to any questions as these

will not be evaluated. Information and detail which forms part of general company literature or marketing or promotional material etc. should not be submitted by the Tenderer and will not be evaluated.

35. The table below sets out how the Evaluation Party shall determine the appropriate mark for each question for all tenders. Marks awarded will be based only on the evidence submitted in the tender response to each question.

0	<b>Unacceptable</b>	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
1	<b>Poor</b>	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
2	<b>Acceptable</b>	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
3	<b>Good</b>	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
4	<b>Excellent</b>	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

36. Individual Question Score are added up to give the overall Score for each Bidder.
37. If a Tenderer submits a tender price that the Contracting Authority considers abnormally low, the Authority will write to the Tenderer requesting evidence on those aspects of the bid which are considered to be abnormally low. The evidence will be considered and if the Contracting Authority still considers the bid to be abnormally low, it will verify this with the Tenderer and we may exclude them from further participation in the tender process.
38. The Tenderer with the highest overall combined Quality and Price score will be awarded the contract.

### **Tie Breaker**

39. This will only be applied where two or more winning tenderers have achieved the same score following the evaluation of the bids. In these circumstances, the tie breaker will involve additional weighting being given to certain questions or areas in the ITT response.
40. Where a tiebreaker is required, it will be applied to the scores of all tenderers with winning equal scores.
41. Note that the use of one tie breaker may not be sufficient to clearly identify the winning bid. So, in the event that the first tie breaker does not produce a result which differentiates the tenderers who have the same score, the second tie breaker will be applied. If this still does not produce a result which differentiates the tenderers who have the same score, the third tie breaker will be applied. If this still does not produce a result which differentiates the tenderers who have the same score, the fourth tie breaker will be applied;
42. The application of the tie breaker will be as follows.

### **First Tie Breaker**

The tenderer with the highest quality score will be considered the winning bidder.

### **Freedom of Information**

43. Nothing in this ITT shall preclude the Contracting Authority from making public, under The Freedom of Information Act (FOIA) 2000 and/or the Environmental Regulation (“EIRs”) or otherwise, details of all matters relating to this ITT and responses thereto unless such details fall within an exemption under FOIA and/or EIRs as may be applicable at the discretion of the Contracting Authority and the Contracting Authority (at its sole discretion) consider that such exemption shall apply, and (in respect of commercially sensitive information only) a Tenderer has advised the Contracting Authority in writing that disclosure of specified information would or would be likely to substantially prejudice the commercial interests of any person (including but not limited to the Tenderer or the Contracting Authority).
44. Tenderers should also note that the receipt of any material or document marked “confidential” or equivalent by the Contracting Authority and/or any participating Contracting Authority should not be taken to mean that the Contracting Authority and/or any participating Contracting Authority accepts any duty of confidence by virtue of that marking.

### **Constitution of Contracts**

45. No information contained in this ITT or in any communication made between the Contracting Authority and any Tenderers in connection with this ITT shall be relied upon as constituting a contract, agreement, warranty or representation as to the Contracting Authority’s ultimate decision in relation to the requirement which is the subject matter of this ITT or that any contract or framework agreement shall be awarded or entered into pursuant to this ITT.

### **Canvassing**

46. Direct or indirect canvassing of any elected official, public sector employee or agent by any Tenderer concerning this requirement, or any attempt to procure information from any elected official, public sector employee or agent concerning this ITT may result in the disqualification of the Tenderer from consideration for this requirement.

### **Right to Cancel, Clarify or Vary the Process**

47. Subject to the terms of the Regulations, the Contracting Authority expressly reserves the right to change, without notice, the basis of, or the procedures for, this procurement process or to terminate the process at any time.

### **Non-Conclusive**

48. The ITT does not purport to be all-inclusive or to contain all of the information that a Tenderer, or any of its sub-contractors or any consortium member, may require. Tenderers must make their own independent assessment in relation to the subject matter

of this ITT and all matters relevant thereto after making investigation and taking such professional advice as they deem necessary. In no circumstances shall the Contracting Authority or its advisors, consultants, employees or agent incur any liability or responsibility arising out of or in respect of the issue of this ITT.

### **No Representation or Warranty**

49. The Contracting Authority, its advisers, officers, members, employees, other staff and agents: make no representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the information contained in this ITT; accept no responsibility for the information contained in this ITT or for its fairness, accuracy or completeness; shall not be liable for any loss or damage (other than In respect of fraudulent misrepresentation) as a result of reliance on the information contained in this ITT or any subsequent communication.

### **Collusion**

50. The Tenderer certifies that this is a bona fide tender submission, intended to be competitive, and it has not fixed or adjusted the tender by, under or in accordance with any agreement or arrangement with any other person or Tenderer. The Tenderer also certifies that it has not done and it undertakes that it will not do at any time before the returnable date for this tender any of the following acts:-
- a) Entering into any agreement or arrangement with any person that he/she shall refrain from submitting a tender or as to the content of any tender to be submitted; and
  - b) Offering or paying or giving or agreeing to pay or give any sum of money or consideration directly or indirectly to any Tenderer for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

### **No Inducement or Incentive**

51. The Invitation to Tender is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Tenderer to submit a tender or enter into any contractual agreement.

### **Your data**

52. We collect information from you (including name, email address, business address, home address, date of birth, telephone number, financial information, experience, qualifications) for the following purpose:
- We need to process your personal information in order to allow Contracting Authority to assess suitability of bidders, evaluate tenders, provide feedback to bidders, award contracts to the successful supplier and to ensure contract requirements are delivered.
  - To respond to your queries or requests when you contact us. We will route your messages to the relevant team.
  - To contact you about tender and procurement related matters.



## Recipients

53. We will share your information with:

- Individuals involved in the procurement exercise or in the evaluation process. The Quantity Surveying company evaluating the tenders and the project team members bodies participating in the evaluation of bids, consultants or expert advisers involved in the tender exercise.
- Procurement team members to allow them to respond to your queries or to send you updates on procurement related matters.