

Invitation to Tender

Deadline for responses: 15:00h on 21 August 2022

Responses to be sent by email to: chris.brown@applebridge.com

Title

INVITATION TO TENDER

Date 10 Aug 2022

1. Introduction

We have worked in partnership with our clients across an array of industries for almost a decade, with specialist experience across: Speculative housing, Social housing, Health and social care, Education, Law and order, Retail, Infrastructure and Energy.

We complete an in-depth pre-construction process whereby we look to develop a robust, fixed price offering which satisfies user requirements. We aim to deliver all project on time and to a pre-agreed budget, with key focus on quality of product.

Our unique collaborative approach means that we engage early, offering pre-construction assistance, design advice, risk assessment, programme rationalisation and value engineering; all of which are provided free of charge to our clients to ensure the best value. We are a trusted supply chain partner offering a reliable and high-quality service that adds real value to each and every project. Since our inception in 2013, we have continued to innovate and improve the built environment by evolving the business to suit ever-changing industry demands, whilst ensuring up-to-date regulations and standards are consistently met. We take our social responsibility seriously and our teams are committed to supporting local economies as well as global sustainable development goals. With a large team of skilled staff and experienced tradesmen forming our expert teams, we drive service quality to ensure exceptionally high standards for our valued customers and partners. The added benefit of our industry standard accreditations, including ISO 9001, 14001, OHSAS 18001, NERS, WIRS, GIRS and NRASWA, ensure customers receive a unique and holistic solution to their challenges.

We are looking to engage with a supplier to assist us on our exciting new journey into a business sector. We are looking to procure a series of capital items as detailed. We are looking to place our order by November 2022.

2. Background and Requirements

Below are the details including quantities of the items we require

Category	Lot	Item	Qty
Plant	A	Mini Digger including a breaker and trailer	15
Plant	A	Hot Box	2
Plant	A	Grab wagons	2
Plant	A	Groundhog units	4
Plant	A	VW Tipper Truck	2
IT	B	HP Latitude 5530 BTS Config	30
IT	B	Dell Precision 3560	5
IT	B	Apple Ipad 1 st Generation	10
Security	C	Full CCTV system to cover site	1

3. Instructions for responding to this ITT

Tender Submission

Applebridge Construction invites prospective applicants to respond to this invitation by sending a clear and concise tender set out in sections as described below. You may apply for Lot A or B or both. Please follow all instructions carefully as any submissions which are incomplete or do not comply with all requirements may be rejected.

For example, this could include the following and would be tailored to the tender requirements:

- Ability to meet the requirements of the contract, this may be only part of the list of items required. In which case make sure you are specific about what it is you can supply.
- Pricing schedule / cost breakdown
- Specification for the equipment being supplied
- Added value
- Appendices (relevant information only)

Responses are to be submitted to chris.brown@applebridge.com (probably by email) no later than 15h on 21.08.22. Tenders received after this deadline will not be evaluated.

Applebridge Construction will not reimburse any costs incurred by tenderers in connection with the preparation and submission of their responses to this tender, and reserves the right to reject tenders which are not submitted in accordance with the instructions given in the tender documentation.

Applebridge Construction reserves the right to cancel the tender process at any point. Applebridge Construction is neither liable for any costs resulting from cancellation of this process nor for any costs incurred by any person or organisation taking part in the tender process.

IMPORTANT. Applebridge Construction requires its suppliers to meet certain criteria, for example regarding insurance (and other criteria could be specified). **Tenderers should therefore sign and return the Supplier Declaration in Section 6 of this document and include copies of current insurance certificates / schedules.**

The Certification against Collusive Tendering and Canvassing (section 7) should also be signed and returned.

4. Procurement Process Timetable

The key outputs and milestones below provide a framework that the successful bidder will be expected to follow. (ensure a reasonable period to allow submission)

Key dates	Project Deadline
ITT advertised	15:00 10 August 2022
Expression of interest deadline	15:00 15 August 2022
ITT documentation issued	15:00 10 August 2022
Clarification questions to be submitted by	15:00 16 August 2022
Clarification responses sent to all bidders	15:00 16 August 2022
Tender return date and time	15:00 21 August 2022
Evaluation completed	17:00 30 August 2022
Notification of results	17:00 09 September 2022
Contract awarded (pending our own successful grant award for this project)	17:00 23 September 2022

Clarification questions will be grouped together and any relevant clarifications made during the Tender process will be communicated to all bidders involved in the process along with (where appropriate) the nature of the enquiry. Please note Applebridge Construction has no obligation to answer questions posed.

Tenders received after the deadline will be rejected unless there are exceptional circumstances. In such a case, consideration of that Tender will be at the sole discretion of Applebridge Construction.

5. Evaluation/ selection criteria

Outline the evaluation criteria and the weighting given to each.

APPLEBRIDGE CONSTRUCTION will evaluate all correctly submitted and eligible tenders with a view to selecting the most economically advantageous.

For example:

Tender submissions will be evaluated against the criteria below:

- Ability to meet the requirements (inc resource) 10%
- Proposed approach to performing and managing the Contract – 20%
- Pricing 60%
- Innovation 10%

You can give more detail on how each of these will work, and if you break it down further, then outline what the sub-weightings are too. For example, a category worth 30% may have 2 or 3 sub-categories within it, worth 15, 10 and 5.

If you intend to shortlist, then outline the details.

For example, Applebridge Construction intends to shortlist from initial tenders received based and those parties will be asked to present their tender to the evaluation panel with further clarification sought where deemed necessary. Short listing will be based on those scoring the highest against the above evaluation criteria.

6. Supplier Declaration

<p>I declare that to the best of my knowledge the answers submitted in the tender response are correct. I understand that the information will be used in the process to assess my organisation's suitability to deliver services outlined in Section 2 of the ITT to Applebridge Construction. I understand that APPLEBRIDGE CONSTRUCTION may reject this tender submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information .</p>	
DECLARATION COMPLETED BY	
Name:	
Organisation:	
Position:	
Date:	
Contact number:	
Email:	
Professional Indemnity Insurance (please provide details of insurer and level of cover)	
Public Liability Insurance (please provide details of insurer and level of cover)	
Employers Liability Insurance (please provide details of insurer and level of cover).	
You may also wish to ask about eg financial information of the organisation, data protection, quality assurance, health & safety, environmental management, equality and diversity policy, references.	
Signature: (for electronic submissions, please type name or provide an e-signature)	

7. Certification against Collusive Tendering and Canvassing

Dear Sir/Madam,

Tender for: Applebridge Constuction

To enable authenticity, transparency and competitive tenders, it is Applebridge construction policy that all received tenders must be made within competition rules and regulations.

In recognition of this, I/we certify that this is a bona fide Tender; intended to be competitive and that we have not fixed nor adjusted the amount of the tender as a result of any agreement or arrangement with any other person or company.

I/We further certify that we have not done and we undertake that we will not do any of the following acts:

1. Communicate with a person, other than the person calling for this Tender, the amount or approximate amount of the proposed Tender.
2. Enter into any agreement or arrangement with any other person that he or she shall refrain from Tendering or as to the amount of any Tender to be submitted.
3. Offer to pay, give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to have done in relation to any other Tender or proposed Tender for the requirement any act of the sort described above.
4. Canvass any person, or affiliated persons of APPLEBRIDGE CONSTRUCTION with regards to the enclosed tender and subsequent evaluation process or award.

In this certification, the word 'person' includes any person and or body or association, corporate or otherwise. The words 'agreement or arrangement' include any such transaction, formal or informal, whether legally binding or not.

Signed: _____

Date: _____

Name: _____

Position: _____

Authorised to sign on and behalf of: _____