

CENTRE FOR PROCESS INNOVATION LTD

TENDER DOCUMENTS

Title: GIS Waste Mapping Tool Portal

Number: 226

Date: 19/04/2010

- 1. INVITATION TO TENDER**
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1. INVITATION TO TENDER

1. You are invited by The Centre for Process Innovation Limited (from now on referred to as CPI) to submit a tender for a “**GIS Waste Mapping Tool Portal**”, as described in the TENDER SPECIFICATION.
2. You are requested to confirm your interest in tendering for this piece of work on receipt of the Tender Documents. This can be done **by e-mail** as specified in INSTRUCTIONS TO TENDERER.
3. If you do not want to submit a tender, you are requested to return the enclosed documents clearly marked ‘No Tender’. If you are also willing to state your reasons, it will be appreciated, though you are of course under no obligation to do so.
4. Please read all the documents listed in the FORM OF TENDER and seek guidance via the email portal as appropriate if you have any queries. Should you be successful, these documents and any subsequent correspondence between you and CPI will form a binding contract between you and CPI.
5. The FORM OF TENDER must be completed and returned with your submission.
6. Technical information about this contract can be obtained through the contact as stated in the TENDER SPECIFICATION.
7. Note: **This project is part funded by the European Regional Development Fund (ERDF) Competitive Programme 2007 – 2013.**

2. INSTRUCTIONS TO TENDERERS

1. Confidentiality of Tenders

- 1.1. All tender documents are PRIVATE AND CONFIDENTIAL. All information concerning the tendering or performance of this contract is to be treated as **highly** confidential, and for the avoidance of doubt, all ownership and intellectual property rights concerning all aspects of this tender remain fully with CPI.
- 1.2. Please note the following requirements, any breach of which will invalidate your Tender:
 - 1.2.1. You must not tell anyone else, even approximately, what your tender price is or will be, before the date of contract award.
 - 1.2.2. You must not try to obtain any information about anyone else's tender or proposed tender before the date of contract award.
 - 1.2.3. You must not make any arrangements with another party about whether or not they should tender, or discuss details of Tender prices except where Tenderers are considering joint or team bids, which will be accepted providing all participants to the discussions surrounding the bid are clearly stated in the tender response.
 - 1.2.4. Tender documents may not be transferred to anyone other than the firm named in the invitation to tender without the prior specific approval of CPI.
 - 1.2.5. Tender documents must not be sent by email before the specified deadline as this will invalidate the tender.

2. Form of Tender

- 2.1. The FORM OF TENDER must be completed, signed and submitted in accordance with these Instructions together with your detailed Response to Tender. Your Response to Tender should explain in detail how you would propose to provide the services as outlined in the Specification. All documents connected with the tender must be completed in English, fully priced in Pounds Sterling and totalled. The documents should either be typed or completed in ink.
- 2.2. There should be no unauthorised alterations or additions to any component of the tender documents. Prices etc. may be altered by striking through the incorrect figures and inserting the correct figures above them. All alterations must be initialled.

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- 2.3. In completing the above reference should be made to the Additional Information requirements at paragraph 14.

3. Qualifications

- 3.1. Tenders must be submitted in accordance with the tender documents. CPI may not consider any tender which is disqualified by any terms or conditions of contract or general reservations however expressed.

4. Incomplete Tenders

- 4.1. CPI may not consider tenders that do not contain all information and particulars requested.

5. Performance

- 5.1. It should be clearly stated that performance and delivery of the services offered in your Response to tender will be in full compliance in terms of quality, time and completeness as specified in these documents.

6. Enquiries

- 6.1. All enquiries should be addressed via the e-tendering address only and these will be passed to the relevant person. Please quote the tender reference number in the subject line of the email.

7. Alternative Tender(s)

- 7.1. Alternative tender(s) may be offered involving modifications to the specified requirements. However, alternative tenders must clearly state what these modifications are and what their significance is compared with what is requested. Alternatives will only be considered if accompanied by a tender based strictly on the tender documents and CPI reserves the right not to accept the alternative tender.
- 7.2. Alternative tenders must be free of qualifications as stated above at paragraph 3 and be fully priced to show clearly how and where costs differ from the primary tender. Technical queries should be referred to the contact nominated in the TENDER SPECIFICATION in order to ascertain what special criteria and requirements may apply in respect of the alternatives or modifications being contemplated. Any such approach will be treated in confidence.
- 7.3. Any alternative tender involving modifications to the specified requirements will be assessed on its merits and, if considered valid, may be accepted without recourse to re-tendering.

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8. Prices

- 8.1. All unit rates and prices must be quoted in Pounds Sterling and decimal fractions of a pound. There is no restriction on the number of decimal places, but the product of multiplying the rate by the quantity must be expressed in Pounds Sterling and whole Pence.
- 8.2. Your Tender Price or Rates must be fixed for the period of the contract.
- 8.3. Proposals shall include a full cost breakdown reflecting the scope of works

9. Value Added Tax (VAT)

- 9.1. Tendered prices must exclude VAT. Where indicated VAT should be shown separately. Invoices must show VAT separately.

10. Submission of Tenders

- 10.1. Confirming your interest in tendering for this piece of work can be done by e-mail quoting the tender reference number in the subject line of the email.
- 10.2. Three hard copies of your tender and proposals - must be delivered no later than **12 noon on the 07th of May 2010**. One copy on CD should be mailed at the same time.
- 10.3. If an electronic copy is sent by e-mail it must be received after the deadline for the hard copy has expired and within 24hrs of the specified date of return. The e-mail should be sent to e-tendering@uk-cpi.com. Any emails received prior to the deadline will invalidate your tender.
- 10.4. Hard copies of Tenders must be sealed in an envelope clearly marked "TENDER DOCUMENTS ENCLOSED" and the TITLE and NUMBER OF THE TENDER must be identified on the Envelope and returned to:

Confidential Tender Documents
For the Attention of Janine Smith
The Centre for Process Innovation
Wilton Centre
Wilton
Redcar TS10 4RF

- 10.5. Queries may be addressed only to the e-tendering email address quoting the tender reference in the email subject - and not to the person above.
- 10.6. CPI reserves the right to reject any tender received after the Tender Deadline for whatever reason. It is recommended that tenders be sent by registered post; recorded delivery service; Data post or delivered by hand. The envelope,

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including the franking, and any associated paperwork delivered with the tender envelope **MUST NOT** identify the sender.

11. Tender Validity

- 11.1. Tender(s) should remain open for acceptance for a minimum of 60 days from the Tender Deadline or for such other period as may be specified by CPI.
- 11.2. The contract is to be for a period as required for delivery of services plus meeting obligations for guarantee of performance as detailed in the TENDER SPECIFICATION, unless terminated or extended by CPI.

12. Right to Accept Portion of Tender; Lowest or Any Tender

- 12.1. Unless stipulated by the Tenderer CPI reserves the right to accept any part of the tender. CPI is not bound to accept the lowest or any tender or part thereof.

13. Terms of Payment

- 13.1. CPI normally makes payment within the month following the month of receipt and approval of a valid invoice unless otherwise agreed.
- 13.2. The work is being funded by the RENEW project and hosted by CPI. Payment for the full contract value will be made on successful completion of the work unless interim milestones are agreed prior to contract award.

14. Additional Information to be Included in Response to Tender

- 14.1. The Response to Tender should cover where appropriate:-
 - a) Methodology or approach to meet the objectives.
 - b) CVs of a selection of the staff proposed to undertake the work.
 - c) Sub-contract work intended to be placed with other bodies that would not be signatories to the main contract.
 - d) A description together with costs for any Capital or Current Items to be purchased.
 - e) Details of quality assurance (QA) system complying with the requirement of ISO 9001 and to what part or parts of the organisation this applies. If ISO 9001 is quoted then details of which part or parts are held should be quoted.
 - f) Brief details of the company, including the number of staff employed in the UK and overseas.
 - g) Confirmation that three (3) years audited accounts can be made available to view, if called for.
 - h) Details of insurances held.

15. Timescales

- | | |
|--------------------------------|-------------------------------|
| • Commence Main Tender Process | 19 th April 2010 |
| • Deadline of submission | 03 rd May 2010 |
| • Tender Appraisal/Evaluation | w/c 3 rd May 2010 |
| • Consultant Appointment | w/c 3 rd May 2010 |
| • Inception Meeting | w/c 10 th May 2010 |
| • Final report | June/July 2010 |

As part of the assessment process, CPI reserves the right to invite a minimum of the three highest scoring tenderers to attend interviews.

Failure to meet the above timescales may result in loss of project funding. Therefore, consultants should only submit a proposal if they are certain of being able to meet the deadlines.

Proposals shall include a Gantt chart or equivalent indicating scheduling of activities as per the attached Scope of Works.

3. TENDER SPECIFICATION

1. Scope of Services

See attached scoping brief

2. Evaluation of Tenders

The tenders will be primarily being assessed based on value for money and the criteria listed below and bidders should demonstrate the added value their approach will deliver. Bidders will be expected to present their proposals to RENEW if short listed, at CPI or other offices in the region.

Evaluation criteria include:

- Experience of developing internet based GIS software (20%)
- Experience of developing internet based links (20%)
- Knowledge of waste management data and information (10%)
- Experience of working with private and public sector organisations in the GIS field (20%)
- A strong and sufficiently resourced project management and IT team.(10%)
- Value for money (20%)

Bidders will also need to demonstrate how they will ensure focus and market relevance of the project outputs all of which should be online, agreed as fit for purpose by the client and available to market by the envisaged project end date.

Given the tight timescale bidders should outline what guarantee they are able to offer the client in relation to project delivery within these parameters.

3. Contacts

If you have any questions concerning the tender please contact: **e-tendering@uk-cpi.com** quoting the tender reference in the title of the email.

4. FORM OF TENDER

TENDER FOR: “**GIS Waste Mapping Tool Portal**”

1. Declaration

I have read the documents a), b), c), d) and e) listed below and, subject to and upon the terms and conditions contained in the said documents, I offer to supply the Services specified, at the rates or prices quoted.

2. Terms and Conditions

I agree that this tender and any contract which may result from it shall be based upon the documents listed below (and any other supplementary information provided since):

- a) Invitation to Tender
- b) Instructions to Tenderers
- c) Tender Specification
- d) Conditions of Contract – See attached document-“ Consultancy Agreement”
- e) Form of Tender
- f) Response to Tender

I agree that any other terms or conditions of contract or any general reservations which may be printed on any correspondence emanating from me in connection with this tender or with any contract resulting from this tender, shall not be applicable to the Contract, unless and until specifically accepted in writing by CPI.

3. Law

I agree that any contract that may result from this tender shall be subject to the law of England and Wales.

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4. Confidentiality

I have abided by the Confidentiality of Tenders requirement set out in the Instructions to Tenderers.

5. Validity

The prices quoted in this tender are valid for 60 days from the tender return date.

Signed

Position

Duly authorised to sign tenders for and on behalf of
(In BLOCK CAPITALS)

.....

Postal Address.

.....

.....

.....

Telephone No

Date