

Invitation to Tender

Tender Specification: Refurbishment of two floors of an office building in central Newcastle, including installation of air conditioning.

Date: 22nd October 2019

Contents

Section		Page
1	INVITATION TO TENDER	3
2	BACKGROUND	3
3	SPECIFICATION OF REQUIREMENTS	3
4	PROJECT TEAM	3
5	QUALITY ASSURANCE / HSE	3
6	TENDER SUBMISSIONS	4
7	AWARD CRITERIA	4
8	QUERIES	4
9	TENDER RETURN	4

1. INVITATION TO TENDER

The Contracting Authority for the purpose of this Invitation to Tender is Document Risk Solutions Ltd ("DRS").

Their address is c/o RMT Accountants & Business Advisors Ltd, Gosforth Park Ave, Newcastle upon Tyne NE12 8EG

DRS is looking to fully refurbish two floors of Marlborough House, Marlborough Crescent, Newcastle Upon Tyne, NE1 4EE to a high standard of office use, as more particularly set out in the Schedule of Works attached.

2. BACKGROUND

DRS is looking to grow and requires an enhanced modern office space in which to do so. The refurbishment project is intended to provide for the creation of a modern office space into which the company can move in May 2020.

3. SPECIFICATION OF REQUIREMENTS

3.1 Services/Work/Equipment to be provided:

Please see the attached Schedule of Works.

3.2 Timescales

Tender advertised on website – 22/10/19

Deadline - noon 08/11/19

Review of bids – 08/11/19

Appointment of supplier – 08/11/19

Delivery will start on 11/11/19 and the project must be completed by 18/04/20

4. PROJECT TEAM

Please see the attached Schedule of Works.

5. QUALITY ASSURANCE

Tenderers should describe their procedures for quality assuring their work stating whether they hold a recognised quality management certification.

6. TENDER SUBMISSIONS

As a minimum tenderers should provide the following details within their proposals, in addition to the information requested in the attached Schedule of Works:

- A brief description of the company, and any relevant experience

Tenders will be evaluated against the award criteria as set out within Section 7 and tenderers should also demonstrate within their tender proposal the following assurance that they have:-

- Capability to meet the contract requirements;
- A proven track record.

7. AWARD CRITERIA

The contract will be awarded to the most economically advantageous tender evaluated against the following criteria.

Criteria	Weighting %
Price	33.3%
Ability to deliver on time	33.3%
Ability to meet technical specifications	33.3%

8. QUERIES

To ensure a fair and transparent tender process no approach of any kind in connection with this tender should be made to any other person within, or associated with The Property Owner. Failure to comply may result in disqualification from the process.

9. TECHNICAL DOCUMENTATION

In order to assist with the tender process, please find the links to the technical documents below-

[Schedule of Work](#)

[Electrical Specification](#)

[Mechanical Specification](#)

10. TENDER RETURN

The completed Tender and associated documents must be submitted to the architect listed in the attached Schedule of Works using the contact information detailed therein.

Closing date for all tenders is **12:00pm** on **08/11/19**.

This project is supported by the European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020.