

## **INVITATION TO PARTICIPATE**

### **1. Introduction**

This Invitation to Participate (ITP) for the UKAEA Minor Works Construction DPS is issued alongside the publication of the “opportunity” via Constructionline.

The procurement is for the initial and ongoing appointment of suppliers to undertake the delivery of minor works projects at the Culham Science Centre

This ITP is provided for use by potential suppliers that wish to join the DPS and tender for call off contracts procured via the DPS.

Suppliers should read all Parts of this ITP carefully and ensure that they are familiar with the nature and extent of the obligations in this procurement process.

In broad terms, a Dynamic Purchasing System ("DPS") is an electronic system similar to a framework agreement. However, unlike framework agreements, suppliers can apply to join at any time during the life of the DPS by meeting specific selection criteria.

All suppliers who meet the selection criteria will be admitted to the DPS. The Authority can then invite tenders from admitted suppliers for specific requirements through call off competitions.

### **2. Two Stage Process**

Participating in the DPS will involve two stages.

First, in the selection stage, potential suppliers will be invited to join the DPS and all suppliers who meet the selection criteria will be admitted to the arrangement.

The purpose of the selection stage is to identify the supplier's basic suitability to undertake future works through evaluating their technical and professional ability and their economic and financial standing. If the supplier meets the selection criteria and therefore passes the selection stage, it will be admitted to the DPS.

Once admitted to the DPS, suppliers will be able to tender for call off contracts as part of a Call Off Competition. Tenders will be evaluated to identify the Bidder that best meets the relevant criteria stipulated in future tender exercises.

### **3. Duration and Value**

In the interests of transparency and to allow the market to understand potential opportunities, the estimated 2 year contractual spend for the DPS may be up to £5M in total, inclusive of VAT.

Individual call offs will range in value from £10,000 to £600,000 per opportunity.

The advertised duration of the DPS is up to 2 years or a lesser term if throughput of taskings exceeds the advertised DPS value of £5M. The Authority may at its discretion extend the DPS further on written notice.

Potential suppliers should be aware that the Authority does not guarantee any level of spend nor guarantee any number of contracts through the DPS.

The Authority will provide suppliers on the DPS and suppliers in the market with three (3) months' notice if and, when the Authority decides to close the DPS.

Suppliers engage, participate and bid for work under this arrangement entirely at their own risk. The Authority is not responsible for any losses or costs incurred by suppliers as part of their application to be appointed to the DPS nor at any time thereafter.

#### **4. DPS Set Up Stage**

Admission and ongoing membership to the DPS will be hosted and managed by Constructionline. Qualification into the DPS equates to meeting the Constructionline Gold Membership level.

Suppliers will be able to apply to join the arrangement at any time and have their selection responses evaluated through the Constructionline platform and its DPS function.

Constructionline will be managing, monitoring and evaluating requests to join the DPS on behalf of the UKAEA throughout the duration of the arrangement.

Suppliers wishing to join the DPS must first register with Constructionline. Associate Membership is free of charge and can be accessed using the following link

Suppliers will be assessed in line with the PAS91 scheme and Constructionline Gold Membership level.

It should be noted that Constructionline will aim to conclude all evaluations within ten (10) working days of receiving a complete submission in response to this ITP.

Where a supplier's selection response has been evaluated in line with PAS91 scheme and Constructionline Gold Membership level and been rejected, the supplier will be notified of this outcome and receive feedback from Constructionline. Having considered the feedback, the supplier will be allowed to resubmit an application to join the DPS.

#### **5. Work Categories**

Suppliers are able to prequalify via Constructionline for opportunities against the following construction related categories:

Lot 1 – General Building Works (multi-disciplinary works)

Lot 2 – Builders Works

Lot 3 – Scaffolding

Lot 4 – Demolition

Lot 5 – Civil Infrastructure

Lot 6 – Decoration Works

Lot 7 – Plumbing and Pipework

Lot 8 – Electrical Works

Lot 9 – Ductworks and Ventilation

Lot 10 – Fire Sealants

Lot 11 – Landscaping

## Lot 12 – Modular and Temporary Buildings

Lot 1 will primarily be utilised for building upgrades for instance refit and reconfiguration of offices involving plastering, joinery, electrical infrastructure and heating works.

Lots 2 to 12 are solely for works identified by the specialist construction discipline.

Suppliers may wish to prequalify against all 12 lots or individual lots as relevant to their nature of business.

If a supplier wishes to apply for an additional works category (Lot) once they have been admitted, they do not need to submit an entirely new DPS selection response. They will only need to update their Constructionline profile and select the additional category. In the case of a new category, this will be evaluated before a supplier can bid for call offs within that category.

### **6. Call Off Competition Process**

This section provides an overview of the DPS competition process.

Contracts will be awarded following a call off tender process. This process will be managed and delivered by the UKAEA Procurement Team.

The following stages will apply:

- a. EOI request - At the onset of a new requirement all pre-qualified suppliers against the relevant Lot are sent an Expressions of Interest via Constructionline Marketplace. The request will outline the general scope of works and “procurement” timeframe.
- b. EOI Closing Date – the Authority will allow a minimum of 5 working days for suppliers to confirm their willingness to tender together with EU Supply details (see note at 7 below).

Note. In the event that a significant level of interest is generated and to avoid resource implications to UKAEA in evaluating an unmanageable number of tenders the UKAEA reserves our right to conduct a further round of filtering of suppliers based on experience and competence related to the nature of works, geographical location or company size and value.

There is no obligation for suppliers to respond to every EOI request.

- c. ITT Release – On agreement of the tender list an Invitation to Tender will be released to DPS suppliers on the EU Supply Portal.
- d. Tenderers visit – Due to the nature of works suppliers will be invited to at least one site visit to inspect the site works and to seek clarification on the scope. Any resultant information gained from those visits will be shared with all tenderers via the EU Supply portal.
- e. Tender Return – the ITT will publish a tender return date (minimum of two weeks maximum of four weeks) and formal tender return responses are to be uploaded on the EU Supply portal by the tender period closing date.

- f. Tender Evaluation – the ITT will declare the necessary tender criteria and marking scheme. In most instances this will require a technical methodology, details of suitably qualified/experienced personnel, social value considerations and a programme. A commercial submission to include pricing breakdown and payment plan will also be requested.

For higher value requirements the determination for contract award is to be based on the most economically advantageous tender (scoring ratio advised) but for lower value or low complexity the determinant for award will be based on the lowest value tender received.

On receipt of tenders the internal UKAEA “evaluation team” will review responses and seek clarifications from tenderers as appropriate. On conclusion a report and recommendation for contract award will be agreed.

- g. Notification of intended contract award – Tenderers will be advised of the outcome of the tender evaluation process and for higher value/complexity requirements the UKAEA reserves the right to observe a voluntary “10 day standstill period” before placement of the contract to ensure decisions made are transparent and fair feedback is provided.
- h. Award of contract - UKAEA will publish contract award notices (via Contracts Finder) that make public the details of the supplier awarded a particular call off against the DPS within 30 calendar days of such award.

## **7. EU Supply**

It is important for suppliers to pre-register with the EU Supply portal and your CTM ID number should be provided with any EOI response.

Please see link below for registration as a new supplier

<https://uk.eu-supply.com/ctm/Company/CompanyRegistration/RegisterCompany?OID=1&B=UK>

Note: due to the requirement for adherence to programmes it may not be possible to defer the release of an ITT whilst suppliers attempt to “onboard” to the EU Supply portal. Suppliers are strongly encouraged therefore to apply for registration alongside their application for DPS membership.

## **8. Call Off Terms and Conditions**

Contracts will be awarded based on the NEC4 Engineering and Construction Short Contract form of contract.

An “example” Contract Data form is included in this document pack which outlines specific UKAEA Z Clauses and other amendments to the core terms and conditions of contract. In some instances post contract communications will be managed via the CEMAR IT platform.

Note the UKAEA further reserves its right to amend on a case by case basis for each call off competition as required.