

Stage 2 Guidance Notes

Mains Replacement Local Delivery Partner Dynamic Procurement System

To be eligible to bid for Mains Replacement (MRP) and Non-Main Replacement work (Non-MRP) suppliers must be registered on Cadent's Mains Replacement Local Delivery Partner (LDP) Dynamic Procurement System (How to join the DPS details are provided in the document "Stage 1 Guidance Notes Main Replacement LDP DPS").

Suppliers on the above DPS will be invited to tender (ITT) via the Ariba sourcing tool. Precise details of the work will be available in the ITT documentation.

Cadent will apply filters to ensure that the most suitable suppliers are invited to tender. Filters include, but are not limited to, geographical location, value of project and certification.

The ITT will be issued only to those suppliers shortlisted through the filter. The ITT will have the works information and site details of the work that is required by Cadent. The ITT will also contain evaluation criteria that will be applied to award the contract.

Suppliers will be required to complete the tender and submit their bid electronically using the Ariba portal before the closing date and time indicated in the issued ITT.

All submitted bids will be evaluated against the criteria set out in the relevant ITT and the most economically advantageous tender will be awarded the contract.

NEC4 Lite terms and conditions already issued with the documentation at Stage 1 of the process, will apply to any work, that is awarded to suppliers at Stage 2 of the process. If Cadent have made any changes to the terms and conditions these will be clearly highlighted, and suppliers will be required to either accept the changes or propose alternative clauses. Cadent will review the proposed changes and will advise if the changes are acceptable or not.

On award of contract a Purchase Order (PO) will be raised and issued to supplier/s to carry out the works. On completion of the works, the supplier/s carrying out the work must submit an invoice against the milestones indicated on the Purchase Order (PO).

Suppliers must register on the Ariba Network to received purchase orders and submit invoices. Further details can be found on <https://cadentgas.com/suppliers>.

Suppliers must not proceed with the works without a PO number, failure to comply will result in non-payment for works or delayed payments.

Cadent's DPS for Minor Gas Works – Pipeline and Assets

To be eligible to bid for work for Minor Gas Works suppliers must be registered on Cadent's DPS for Minor Gas Works - Pipeline and Assets. How to join the DPS details are provided in the document "Stage 1 Guidance Notes Cadent's DPS for Minor Gas Works – Pipeline and Assets"

Suppliers on the above DPS will be invited to tender (ITT) via the e-tendering tool Ariba. Precise details of the work will be available in the ITT documentation.

Cadent will apply filters to ensure that the most suitable suppliers are invited to tender. Filters include, but are not limited to, geographical location, value of project, certification (e.g. GIRS)

The ITT will be issued only to those suppliers shortlisted through the filter. The ITT will have the works information and site details of the work that is required by Cadent. The ITT will also contain evaluation criteria that will be applied to award the contract.

Suppliers will be required to complete the tender and submit it's bid electronically using the Ariba system before the closing date and time indicated in the issued ITT.

All submitted bids will be evaluated against the criteria set out in the relevant ITT and the most economically advantageous tender will be awarded the contract.

NEC3 Lite terms and conditions already issued with the documentation at Stage 1 of the process, will apply to any work, that is awarded to suppliers at Stage 2 of the process. If Cadent have made any changes to the terms and conditions these will be clearly highlighted and Suppliers will be required to either accept the changes or propose alternative clauses. Cadent will review the proposed changes and will advise if the changes are acceptable or not.

On award of contract a PO (Purchase Order) will be raised and issued to supplier/s to carry out the works. On completion of the works, the supplier/s carrying out the work must submit an invoice against the milestones indicated on the Purchase Order (PO). Once the supplier/s has met the agreed milestones they will be paid on the 42 days payment terms as per the terms and condition of the agreed contract.

Suppliers must not proceed with the works without a PO number, failure to comply will result in non-payment for works or delayed payments.