

Tender

Bishop Otter Campus:

Minor works contract for provision of 2 No. accessible rooms in Chilgrove

The University of Chichester

**Return by: 26/08/2025 - 09:00**

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1. Introduction and general background

## Purpose of this tender document

The purpose of this tender is to enable suppliers to demonstrate expertise and compliance with the University’s requirements, and to enable the University to assess the most advantageous solution to its requirements, using the prescribed tendering methodology for requirements of this size and nature.

## Background to this tender

The University of Chichester is looking to appoint a competent contractor to undertake Alterations “Chilgrove hall ground floor Flats7 and Flat 8“ to provide 2No.accessible flats. This is to replicate the arrangement on the top floor of adjacent Amberley Hall. The work also included minor amendment to the kitchen serving each flat. at its Bishop Otter Campus in Chichester comprising:

The overall scope of works is shown in the attached drawings (Apendix 1)

A JCT Minor works building contract is to be let for this work.

## High level requirements

#### Specifically, this tender is aiming to deliver:

* + - The appointment of a suitably experienced and competent contractor capable of delivering alterations of the Disabled room in Chilgrove at the Bishop Otter Campus, Chichester.

#### General

* + - The form of contract will be the JCT Minor work building contract**.**
    - The tender documents include a pricing schedule allowing works to be priced. (appendix 1). The contractor is expected to fully populate and return this as part of their tender submission.
    - Rates are to be all-inclusive. There is to be no uplift to rates for overtime or out of hours working.
    - Contractors must hold a minimum of £10m Public Liability Insurance. Certificates will be requested from the successful contractor as part of the appointment process.
    - The successful contractor will be expected to perform the duties and be appointed Principal Contractor under the Construction Design and Management Regulations 2015.
    - More details of the blocks to be refurbished, including plans, photos are in the attached appendices.

## The bidding process

Whether through our tendering advertisements, or where we have contacted you directly to ask for a submission, we ask that you contact us only through the email account [tenders@chi.ac.uk.](mailto:tenders@chi.ac.uk) This includes for your submission, and any questions you may have. We are obliged by the Public Contacts Act (2015) and by our own financial regulations to undertake a competitive process. As the tender process will involve financial and qualitative elements section 0.10 sets out submission requirements.

We have allowed 30 days for the return of proposals and have set a closing date and time of 10:00 on Friday 22nd of August 2025. Submission is through [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk)

There is an opportunity for a site visit during the tender process. Site visits are highly recommended. Please contact Nabil Rebouh directly to arrange a site visit at [n.rebouh@chi.ac.uk](mailto:n.rebouh@chi.ac.uk)

## Seeking clarification

For all queries please contact us by email [tenders@chi.ac.uk](mailto:%20tenders@chi.ac.uk) . Please note that during the tender period you should not contact University staff directly, as this might be considered canvassing, and in which case the University might need to exclude your organisation from the tender process.

Please note that dependent upon the nature of the enquiry, and in so much as it does not identify your organisation, the answers to any questions you raise may be circulated to all suppliers who have expressed interest in this tender.

## Procurement timetable

The procurement project is working to the following timescale:

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| --- | --- |
| Stage | Key Dates |
| Publication of Tender | 23/07/25 |
| Site Visit | w/c 11/08/25 |
| Closing date for Supplier Clarifications | 19/08/25 |
| Closing Date for Submission | 10:00 on 26/08/25 |
| Supplier interviews | w/c 15/09/25 |
| Award | w/c 22/09/25 |

## Supplier Presentations

Shortlisted Tenderers will be given the opportunity to make a short 15-minute presentation to the University on the week commencing Monday 15th September 2025 This is to substantiate and elaborate upon the tender submission. The presentations carry 15% towards the final score.

Only the top scoring tenderers, based on their written submissions, will be invited to meet/ present. This will be up to a maximum of six tenderers. Details of the presentation format and times will be forwarded to shortlisted Tenderers at the same time others will be notified they have been unsuccessful.

* 1. Exclusions Grounds

Please confirm that you would be happy to supply the necessary information and that there would not be any reasons why you would be excluded from being awarded a tender under the Procurement Act 2023. Details of exclusion reasons are available at Schedules [6](https://www.legislation.gov.uk/ukpga/2023/54/schedule/6) and [7](https://www.legislation.gov.uk/ukpga/2023/54/schedule/7) of the Procurement Act 23.

## Submission details

You are welcome to notify the University with your ‘Expression of Interest’ but please send your completed submission (including a completed version of this document) to the University by the closing date (time and date), to [tenders@chi.ac.uk.](mailto:tenders@chi.ac.uk)

Please note, we **do not** accept submissions via file transfer sites. Tenders@chi.ac.uk accepts emails and attachments of up to 35MB and it is acceptable to submit in more than one email.

## Assessment process

The University awards contracts on the basis of most advantageous tender, assuming that there is nothing that excludes the tenderer. All documents submitted are assessed by a panel to ensure fairness and understanding. The panel will assess the supplier’s submission against the following criteria:

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| --- | --- | --- | --- | --- |
| Criteria | Sub-Criteria | | Sub-weighting | Weighting |
| **C1 - Coherence and clarity in meeting the University’s requirements (including organisational experience and capability)** | 1.1 | Team Offer/ Capabilities | 5% | **50%** |
| 1.2 | Case Studies/ Previous Project Experience | 10% |
| 1.3 | Approach & Delivery | 20% |
| C5 | Presentation | 15% |
| **C2 - Cost** | Commercial Offer | | | **40%** |
| **C3 - Environmental and Sustainability performance** | | | | **5%** |
| **C4 - Corporate Social Responsibility and Social Value** | | | | **5%** |
| Exclusion grounds \*see ([link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/558520/PPN_8_16_StandardSQ_Template_v3.pdf)) | | | | Pass / Fail |

In relation to qualitative responses, the following evaluation methodology will be applied:

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| Evaluation methodology for qualitative responses | | Score (to which weighting in tender is then applied) |
| Excellent | Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full | 10/10 |
| Good | Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled | 6/10 |
| Acceptable | Response is relevant and acceptable. The response addresses a broad understanding of the requirement but lacks details of how the requirement will be fulfilled in certain areas | 3/10 |
| Poor | Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled | 1/10 |
| Unacceptable | Nil or inadequate response. Fails to demonstrate understanding or ability to meet the requirement | 0/10 |

Criteria definitions based on Higher Education Purchasing Association: <https://hepa.ac.uk/>

## Confidentiality and Freedom of Information

All tendering documentation and correspondence are treated as strictly confidential. However, the University is subject to UK Data Protection Legislation, and the Freedom of Information Act 2000. This means that the University can be asked to disclose procurement and contracting information. Please indicate any areas of your submission that you consider should be exempted from any disclosure requests and identify why they should not be disclosed.

* 1. The template for your submission

We have set out a template below, and ask that you use this to help us understand your submission, in a way that allows us to compare its benefits against others. This anticipates questions we / you may have.

We have deliberately avoided overloading the process with the rigors of (for example) the Crown Commercial Service’s ‘reason for exclusion’, but please note there are a number of requirements we have to ensure before finalising any subsequent contracts. These range from the ownership of the companies we work with, to environmental sustainability and key questions such as your policies and approach to Modern Slavery and equal opportunity.

**Submission template**

1. Contact Details and Declaration

Please set out the names / contact details for the people you want to be included in any correspondence from the University. Please note as set out above, that no correspondence from your company in relation to this tender, should be sent elsewhere but to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk)

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| --- | --- |
|  | **Response** |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |

1. Section Questions

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| C1.1 | **Team offer/capabilities (5%):**  Please provide details of your proposed team and organisational structure for delivering this contract. Please include CVs for key staff identified.  Each CV shall include as minimum:   * Total number of years relevant experience to their role * Grade/level of seniority in the company * Relevant experience to this contract * Location of office base * Year of joining the company.   **Maximum one half of one side of A4 in 10-point font for organisational structure and per CV** |
| Enter supplier response here: | |

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| C1.2 | **Case studies/previous project experience and relevance to this commission: (10%)**  Please provide details of previous case study contracts, highlighting areas of similarity to this contract either in nature of work or where there is proposed use of the same team members. Photographs of previous projects are welcome  **Maximum of 3 case studies, with all three taking up to one side of A4 in total including photographs (10-point font)** |
| **Enter supplier response here:** | |

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| C1.3 | **Approach and methodology: (15%)**  Please describe your planned approach to fulfilling this contract. Highlight in particular:   * Provide examples and references for similar renovation and modification projects of this scale and complexity that you have completed? * What measures will you take to avoid delays and ensure the project is completed on time? * What is your methodology for ensuring minimal disruption to the building and occupants during the project? * Where you believe your company in particular can bring value to the University. * Highlight any areas of concern or risk you perceive in relation to the contract and how you would propose mitigating these.   **Up to one side of A4 in 10-point font maximum** |
| Enter supplier response here: | |

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| C1.4 | **Outline delivery programme : 5(%)**  Please prepare an outline project programme in Gantt chart format for delivering works. Please include in this, anticipated timescales for:   * Resource and supply chain planning: confirmation of order value, agreement of site setup and logistics, confirmation of lead time, mobilisation and works period for works order, * placing of the works order by the University, * physical site setup and supplier mobilisation, * works delivery, * quality inspections and snagging * handover.   **1No. Gantt chart, up to one side of A3**  The contractor is also welcome to include commentary in relation to delivery where appropriate.  **Written commentary to be no more than half a side A4 in 10-point font maximum** |
| Gantt charts to be appended separately.   * Supplier commentary to be entered here: | |

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| C2 | **Commercial offer: (40%)**  Please complete the pricing schedule (Appendix 1) and return them including any potential additional expenses that may arise? |
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| C3 | **Environmental and Sustainability performance: (5%)**  Bullet point how your organisation embeds good environmental and sustainability practice into its projects and operations as a business. Provide also a bullet pointed commentary on environmental and sustainable construction considerations that can be factored into this specific project.  **Up to half a side A4 in 10-point font maximum – in bullet pointed format** |
| Enter supplier response here: | |

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| C4 | **Corporate Social Responsibility and Social Value: (5%)**  Briefly explain how your organisation strives to operate in a socially responsible way. Factors to highlight could include:   * The creation of local work opportunities * Opportunities created for training and skills development * Equality, Diversity and Inclusion in the workplace * Improving health and wellbeing * Tracking modern slavery   **Up to half a side A4 in 10-point font maximum** |
| Enter supplier response here: | |

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| C5 | **Supplier interview: (15%)**  Please prepare a 15-minute presentation to:   * Introduce key members of your team: highlighting key skills, knowledge and experience that they will bring to the contract * Present your company’s planned approach to delivering the contract * Cover any areas of clarification or opportunities for improvement in efficiency, speed or quality of delivery or cost. |
| **Suppliers to note:**   * **Interview to take place in-person at a University campus (location to be confirmed)** * **Date of interview as per procurement timetable above.** * **Supplier to bring a maximum of three people** * **A maximum of 4 suppliers will be invited to present, based upon the top-scoring written submissions.** | |

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|  | 1. Exclusion Grounds: 2. Please confirm that you would be happy to supply the necessary information and that there would not be any reasons why you would be excluded from being awarded a tender under the Procurement Act 2023. Details of exclusion reasons are available at Schedules [6](https://www.legislation.gov.uk/ukpga/2023/54/schedule/6) and [7](https://www.legislation.gov.uk/ukpga/2023/54/schedule/7) of the Procurement Act 23. |
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1. Attached Appendices

Appendix 1 – Pricing schedule (for completion and return in .xls format)

Appendix 2 – Drawings - C54-25-01 EXISTING, C54-25-02 PROPOSED, C54-25-03 SITE PLAN

Appendix 3 – Photographic survey (Disabled kitchen, disabled Flat door)

Appendix 4 – Structural engineer details - 34254-1 and 2, 34254-GA1 and 34254-GA2

Appendix 5 – Pre-construction information

Appendix 6 – Pre-qualification questionnaire (for completion and return)