



Invitation to Tender

Contract for: Replacement of All Light Fittings with internal LED's across all of NCAT's Portfolio:

- Blakelaw Community Centre
- Cowgate Community Centre
- Fawdon Community Centre

Part 1 - Instructions to firms

You are invited to submit a Tender, by the deadline of **Friday 8TH March 2024 at 5pm**, for delivering the requirements in the Specification on the basis of the terms set out within this Invitation to Tender.

Conditions for submitting a Tender

You are advised to ensure you are fully familiar with the nature and extent of the contract. If you have any queries in relation to this contract, please contact **Glenn Pendleton** Glenn.pendleton@newcastlecat.org.uk . Please note that the contract cannot be for more than the value of £56,988.16 including VAT. In addition to providing a Tender, firms are invited to include a detailed pricing submission of the Tender for consideration if they consider it appropriate to do so or where NCAT has requested this as part of the Specification.

You are invited to submit your proposals electronically, via Glenn Pendleton's email. NCAT will evaluate your Tender on the grounds of your proposals and price in accordance with the evaluation criteria listed below.

It is your responsibility as a firm submitting a Tender to obtain for yourself and, at your own expense, all information necessary for the preparation of their Tender. NCAT will not pay any fees or expenses whatsoever for submitting a Tender.

In the event that you are successful in your Tender submission, we will contract with you in accordance with our terms and conditions as attached. Please note that NCAT will contract only on its own terms and conditions.

NCAT may at its absolute discretion extend the closing date and time specified for receipt of Tenders or invite variations to the Specification but will do so in writing to all firms.

NCAT reserves the right to reject any unrealistically low or high Tenders that it receives.

By submitting this Tender, you agree to keep your price at the amount stated below for at least ninety (90) days.

Evaluation

NCAT will evaluate the Tenders to decide the Most Economically Advantageous Tender taking into consideration the following criteria.

1 Strength of proposals to comply with our Specification - Evaluation made on methodology submitted in response to the Invitation to Tender – 80% weighting

This evaluation is made up with the following sub-weightings:

- Staffing and Management Structures - 45% weighting
- Timescales for Starting and Completion - 55% weighting

The scoring rationale behind the evaluation criteria is in accordance with the graduated approach set out in the following table:

Score	Classification
100	Exceptional response in all areas
90	Exceptional response with some minor shortcomings, or very good response with some exceptional elements
80	Very good response in all areas
70	Very good response with some minor shortcomings, or good response with very good elements
60	Good response in all areas
50	Good response with some minor shortcomings, or acceptable response with good elements
40	Acceptable response in all areas
30	Acceptable response with some minor shortcomings, or poor response with some acceptable elements
20	Poor response in all areas
10	Very poor response that is significantly below expectations in all areas
0	No response, or inappropriate response in all areas

2 Pricing proposals - Evaluation made by comparison of pricing submissions - **20% weighting.**

This will be calculated as follows;

$$\text{Lowest Price} \times \text{Weighting} \div \text{Tendered Price}$$

Bids made over the budget would not be deemed as non-compliant.

Checklist

You should ensure that you have carried out the following tasks before submitting a Tender:

- You have read and understood the specification and the terms and conditions,
- You have completed the Declaration below,
- You have submitted a price for performing the contract and, if requested, a detailed pricing schedule,
- You have submitted your firm's proposals for performing the contract.

Declaration

By submitting the completed Tender to NCAT in accordance with this Invitation to Tender, I/we hereby agree to NCAT's terms and conditions of contract.

The Price submitted by my firm to comply with the Specification set out within the NCAT's Invitation to Tender is:

Price: £ _____ **(including VAT)**

Name:

Date:

Status within Organisation:

Name and Address of Organisation: