

MINI COMPETITION DOCUMENT

FROM

Birmingham Ormiston Academy

FOR

SECURITY SERVICES
MANNED GUARDING
KEY HOLDING
MOBILE PATROL

MINI COMPETITION TIMETABLE

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|--|---|
| Issue Mini Competition Documents | 1 st November 2017 |
| Mandatory Site Visit | Birmingham Ormiston Academy 10am 8 th November 2017 |
| Last Date for Clarifications | 10 th November 2017 |
| Submission of Completed Tender Documents | 12 noon 15 th November 2017 |
| Inform Successful / Unsuccessful Suppliers | 20 th November 2017 |
| 10 Day Standstill Period | 20 th November 2017 |
| Formally Award Contract | 30 th November 2017 |
| Contract Start Date | 1 st January 2018 |

PLEASE NOTE:

Dates may be subject to change but will remain within agreeable requirements.

Please read all documentation carefully and ensure that you insert your company name in the 'Footer' at the bottom of each page.

1. INSTRUCTIONS TO THE TENDERER

The following Instructions to Suppliers: -

- (1) Birmingham Ormiston Academy wishes to receive tenders for Security Services from interested parties.
- (2) The contract will be awarded for a maximum 3 years to the successful supplier of this mini competition.
- (3) The objective of this mini competition is to identify the most economically advantageous offer. Your proposal will be evaluated in accordance with the assessment criteria and absolute percentage weightings set out within this document.
- (4) All enquiries relating to this mini competition must be forwarded in writing to juliette.bates@boa-academy.co.uk
- (5) In order to assist you in preparing your proposal a site visit has been arranged for **10am on the 8th November 2017** Please report to reception and ask for **Juliette Bates**. Please confirm your attendance via email to **juliette.bates@boa-academy.co.uk** by **6th November 2017**
- (6) Completed mini competition documents must be returned in hard copy to BOA, 1 Grosvenor Street, Birmingham by **12:00 on Wednesday 15/10/2017. Late submissions will not be considered.**
- (7) The Institution reserves the right to cancel the tender process at any point. The Institution is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.
- (8) Tenders must provide responses using the Tender Response Form. The Institution reserves the right to disqualify you if you do not submit your tender in a manner consistent with the provisions set out in Instructions to Tenderers, Specification, Terms and Conditions and the Tender Response Form.
- (9) Tenderers must complete the Pricing Schedule to provide all of the obligations under the Contract. No claim for additional payment will be considered for items that have not been specified.
- (10) All Prices shall be stated in pounds sterling and exclusive of VAT.
- (11) It is for Tenderers to consider the implications of the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended (TUPE), and to price their tenders accordingly. For full details of TUPE labour and liabilities refer to the TUPE information contained.
- (12) Tenderers must complete and return the Form of Tender, Declaration of Bona Fide Tender and Conflicts of Interest Declaration.
- (13) During the evaluation period, the Institution reserves the right to seek clarification from any or all of the Tenderers, to assist it in its consideration of their Tenders.

2. SPECIFICATION

Please see specification of works below



Microsoft Word
Document

3. PRICING SCHEDULE

Please complete the pricing schedule below. The rates submitted will be ranked and points allocated in ascending order from a maximum of **40%** of the overall score. The lowest annual contract price submitted will be set as the maximum score from which we will calculate the relative percentage scores of all other tenderers' bids.



Pricing Schedule.xls

4. CALL-OFF CONDITIONS OF CONTRACT

For your information the following conditions of contract shall govern the relationship between **Birmingham Ormiston Academy** and the successful supplier. Upon award the successful supplier will be asked to return a signed copy of the call-off conditions of contract.



Term and
Conditions.doc

5. TUPE



TUPE.xlsx

6. MINI-COMPETITION TENDER RESPONSE FORM



Tender
Response.doc

7. MINI COMPETITION EVALUATION CRITERIA

| Quality / Technical Criteria | Minimum Requirement | Question Weighting % |
|------------------------------|---|----------------------|
| | Details of the vetting and training that will be undertaken for those staff on site with method of delivery, timescales and level of training to be provided. | 40 |
| | Proposals for complying with DBS, SIA and vetting requirements at this site. | 40 |
| | Rates of pay to be implemented at this site during the term of the contract and other terms and conditions of employment. | 20 |
| 15% | | |
| | Proposed management and supervisory structure for this site including but not limited to the frequency of visits of the Contract Manager | 60 |
| | Proposals for measuring and reporting the contract performance to the Client. | 40 |
| 15% | | |
| | Proposed mobilisation / implementation plan | 25 |
| | Assignment Instructions Proposals including but not limited to examples of 'typical' current instructions used on similar contracts | 35 |
| | Emergency alarm response procedures including but not limited to response times and availability of suitable qualified personnel | 25 |
| | Mobile drive-by patrol service proposals including but not limited to procedures for the discovering of intruders | 15 |
| 15% | | |
| Price Criteria | Method of calculating Contract Price | |
| Contract Price (55%) | Contract Price, calculated using the rates submitted in the Schedule of Prices. | 100% |
| Total (100%) | | |

8. SCORING METHDOLOGY

Pricing

The submitted total annual contract price using the will be ranked and points allocated in ascending order from a maximum of **55%** of the overall score. The lowest annual contract price submitted will be set as the maximum score from which we will calculate the relative percentage scores of all other tenderers' bids.

Non Pricing

- Scores under each Quality/ Technical criteria will be awarded on the following basis:

| Assessment of Response | Scoring |
|---|----------------|
| Excellent: Fully meets expectations / demonstrates clear understanding of issues/questions & expands on the response sought | 4 |
| Good: Meets expectations / demonstrates understanding of the issue & some thought in framing a response | 3 |
| Satisfactory: Meets basic expectations / standardised response / no attempt to customise / minor reservations | 2 |
| Unsatisfactory: Does not meet expectations / response is weak & does not fully address the issue / reservations | 1 |
| No Response | 0 |