



SIGNAL
FILM & MEDIA



Tender Instructions

Client:

Signal Film and Media

Project Reference:

Cooke's Studios,
102 - 104 Abbey Road
Redevelopment

Please send completed application to:
pippa@signalfilmmedia.co.uk

Timetable

Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Authority does not intend to depart from the timetable, it reserves the right to do so at any time: -

Date	Activity
23/12/2022	Notice published Tender packs available to interested Suppliers via: https://signalfilmmedia.com/about/work-with-us/
Between 9-23 January	Site visits can be arranged at request from the 9 January
16/01/2023	Deadline for Suppliers to submit queries Via email (12:00 hrs)
23/01/2023	Organisation to supply response to queries via email (17:00 hrs)
03/02/2023	Completed tender submission date via email (12:00 hrs)
07/02/2023	Provisional date for the evaluation process
14/02/2023	Provisional date to advise suppliers of outcome
14/02/2023 - 21/02/2023	Provisional standstill period - 7 days
22/02/2023	Provisional Contract Award Date

Contract Commencement

It is anticipated that this contract will commence on 22 February 2023.

Instructions for Completion

Suppliers should follow the instructions outlined below when completing the Invitation to Tender document. We expect admissions to be concise and relevant. Completed forms should be emailed to pippa@signalfilmmedia.co.uk.

For the preparation of your tender please find enclosed:-

- Tender Specification
- Tender Instructions
- Tender Submission Form

In order for your tender to be considered, please can you ensure that:

- You fully complete and submit the Tender document by the submission date.
- You complete and sign the Form of Tender (Appendix 1).
- You complete and submit the Price List (Appendix 2).

Organisation Contact Point

For any queries relating to the procurement process or tender documents, please email:
pippa@signalfilmmandmedia.co.uk

Supplier Contact Point

Suppliers are asked to include a single point of contact in their Organisation for their response to the tender. The organisation will not be responsible for contacting the Supplier through any route other than the nominated contact.

Enquiries

The tender pack is being provided on the same basis to all Suppliers who have registered their interest for this opportunity. All queries should be directed by email to:
pippa@signalfilmmandmedia.co.uk

Date Protection

The information you provide is strictly confidential

Signal Film and Media is committed to protecting people's privacy and complying with the General Data Protection Regulation, GDPR (Regulation EU 2016/679).

Part or all of the information you give us will be held digitally and used for statistical purposes. We may provide copies of the information in confidence to individuals or organisations only in connection with helping us to monitor funding.

Tender Appraisal

Tenders shall be appraised on 70% Quality / 30% Price basis.

The Organisation is not bound to accept the lowest price or any tender.

Evaluation Criteria

The quality assessment will be based on the following table with the associated weighting provided and the Supplier shall include within their tender submission all necessary information in order to allow the quality assessment to be completed.

The information supplied will be checked for compliance before responses are evaluated.

The evaluation will be undertaken by an Evaluation Panel who will follow a systematic and comprehensive process as detailed below. This comprises scoring the submitted information against the required standard. The scoring system will give a score for your ability to meet each criterion.

Award Criteria: Each criterion will be weighted as shown below:

Evaluation Criteria	Weighting
Section 1 – Basic Information about your organisation.	For information purposes
Section 2 – Subcontracting and consortia.	For information purposes
QUALITY EVALUATION	Overall 70%
Section 3 – Previous Experience and Specialist Skills	
3.1 – Previous Experience	20%
3.2 – Working Collaboratively	5%
Section 4 – Project Specific Information	
4.1 – Approach to be taken	15%
4.2 – Consultation	5%
4.3 – Risk and opportunity	5%
Section 5 – Management Skills and Capacity	
5.1 – Project Management Experience	10%
5.2 – Capacity and Skills	5%
Section 6 – Environment and Sustainability	
6.1 – Approaches to Sustainability	5%
Section 7 – Cost	
6.1 – Price Schedule	30% Price Score
Section 8 – References	For information purposes
Section 9 – Insurance	For information purposes

The evaluation panel will assess quality scores and award marks based on the tender score criteria shown in the table below. Suppliers scoring full marks will be awarded the full weight of that criterion:

Score	Classification
5	Exemplar response with a high level of substantiating information and detail provided. The information provided is relevant and exceeds the standards as specified.
4	High standard response with a good level of substantiating information provided. The information is sufficient to indicate that the Supplier is capable of achieving the required standard of service delivery. Meets the standard as specified.
3	Good standard of response with majority of requirements met but with some minor reservations. The information demonstrates the Supplier has ability / expertise / resources / structures to deliver the service required but some information has little relevance to the specific project requirements.
2	Acceptable basic response with reservations. The information provided indicates the Supplier has some relevant ability / expertise / resources / structures to deliver the service required but some information is irrelevant.
1	Unsatisfactory response. The information provided does not fulfil the requirement and does not meet minimum requirements in any way.
0	An unanswered response.

Price Evaluation - Overall 30%

All prices, rates, etc. quoted are to be exclusive of Value Added Tax.

The price element of the tender shall be assessed based upon the rates and totals submitted in the Price List and Form of Tender.

The scoring of the price element equates to 30% of the total mark. The percentage which will be scored by each Supplier is based on the submission of the lowest priced bid. The lowest bid will score a maximum 30%. All other tenders will be awarded a percentage based on a proportion of this i.e. lowest price / price of submission x 30.

In accordance with the evaluation criteria, the financial score is based on the following:

- Consultants Total Value (Lump Sum) for delivery of RIBA 4-7 Stages: 30%

The overall successful tenderer will be determined by combining the Price and Quality percentages.

The Organisation is not bound to accept the lowest or any Tender submitted.

The costs in preparing and submitting your Tender shall not be reimbursed.