Dear Sir/Madam

**Project Name: Littlebrook GIS**

**Sub-Contract Work Package: Internal Timber Doors**

**Invitation to Tender**

We invite you to tender for the above Sub-Contract Works Package for which we now enclose the formal Tender Documents.

Your tender must be based upon and fully in accordance with the documents listed inthe attached **“Schedule of Enquiry Documents”.**

Your offer should make due allowance for all the appropriate Main Contract obligations in so far as they relate to the supply of your Sub-Contract works and services. Your offer will be deemed to include for all associated costs in respect of preliminary items required to complete the Sub-Contract works.

Please return your tender to the above address not later than 0**1st July 2020.**

We look forward to receiving your quotation by the specified date, but in the meantime, if you do have any queries, please do not hesitate to contact the undersigned.

Yours faithfully

Balfour Beatty Civil Engineering Ltd

Jolanta Korfanty-Chigbu

Senior QS

**Section 2: Schedule of Enquiry Documents**

|  |  |
| --- | --- |
| **Section** | **Document** |
|  | Enquiry letter |
|  | Schedule of Enquiry Documents (this Schedule) |
|  | Instructions to Tenderers |
|  | List of Drawings, Specifications, Surveys, Pricing Schedules etc…. |
|  | Main Contract Particulars |
|  | Sub-Contract Scope of Works  |
|  | Particular Package Requirements |
|  | Facilities, Services and Attendances  |
|  | Sub-Contractors HSEQS Conditions |
|  | Balfour Beatty Plant Specification Sheets |
|  | Balfour Beatty Supply Chain Agreements |
|  | Constructionline Prequalification Process |
|  | Performance Bond |
|  | Field 360 |

**Section 3: Instructions to Tenderers**

Tenders must be submitted in accordance with the following instructions:

1. **Tender Sum**

Your tender should be based on Lump\_Sum .

1. **Net Basis**

Your tender should be strictly NETT, with no addition being made for Main Contractor’s Discount.

1. **Fixed Price**

Your tender is to be fully fixed (not subject to fluctuations) for the duration of the subcontract works.

1. **Facilities, Services and Attendances**

Your tender shall include for the attendance’s detailed in Section 8 ‘Facilities, Services and Attendances’.

1. **Programme**

Please provide lead in and duration. Project construction programme has been attached.

1. **Sub-Contract and Conditions**

Any Sub-Contract resulting from this Invitation to Tender will be executed on: The attached NEC3 Subcontract\_Conditions as amended by the main contract and National Grid Framework

The Amendments, Supplements, Appendix entries and other variable items will follow those of the Main Contract as far as appropriate.

1. **Design**

Please provide details and a schedule of costs, where you have included within your submission for any design work.

1. **Alternative Offer**

The Tenderer is required to submit a compliant bid. If the Tenderer wishes to submit an alternative proposal, then this should be included in a separate document and referenced accordingly. Please take time to consider and include any alternative commercial offer that you may feel will provide a commercial benefit to the project.

1. **Privacy**
	1. The tender document must be treated as private and confidential. The Tenderer should not disclose the fact that they have been invited to tender or release details of the tender document other than on an “In Confidence” basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the tender.
	2. The Tenderer shall not at any time release information concerning the invitation to tender and/or the tender documents for publication in the press or on radio, television, screen or any other medium.
	3. The Tenderer shall not arrange meetings or communicate with the Local Authorities, Environment Agency and other statutory consultees and third parties without prior permission.
2. **Code Of Conduct**

The Tenderer shall respect and comply with the Balfour Beatty’s “Supplier Code of Conduct” at all times; A PDF version of the code is available for download at [www.balfourbeatty.com/how-we-work/supply-chain/important-documents-for-suppliers/](http://www.balfourbeatty.com/how-we-work/supply-chain/important-documents-for-suppliers/)

In addition, the Tenderer shall ensure that all of its Sub-Contractors, suppliers and other parties engaged for the purpose of fulfilling any ensuing Sub-Contract arising from this enquiry are to comply in all respects with the aforementioned Code of Conduct.

1. **Sustainability**

Balfour Beatty is fully committed to adopting sustainability principles into every aspect of business operations. Sustainability has economic, environmental and social aspects and we adopt this holistic approach in our design, procurement, construction and day-to-day business activities. In this regard, all tenderers must comply with our sustainable procurement policy; A PDF version of this policy is available for download at [www.balfourbeatty.com/how-we-work/supply-chain/important-documents-for-suppliers/](http://www.balfourbeatty.com/how-we-work/supply-chain/important-documents-for-suppliers/)

1. **Apprentices**

Balfour Beatty recognise the important benefits for both our own staff and for the industry in general in encouraging new starters by training schemes and apprenticeships. The Government, Local Authorities and most Public Sector bodies are placing high priority on opportunities for employment and training within industry and in particular apprenticeships in construction and are looking for support from Balfour Beatty.

We are keen to drive this forward with our Supply Chain and encourage you to develop a plan for continually creating apprenticeships in your organisation. We would welcome you sharing information with us on your commitment to developing such a strategy and creating apprenticeships. Any such commitment will be taken into account during our tender evaluation process.

You may well be aware that there are considerable grants/contributions made to businesses that employ apprentices. For information please visit [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) & [www.citb.co.uk](http://www.citb.co.uk)

1. **Acceptance of Tenders**

Balfour Beatty is not bound to accept the lowest or any tender and reserves the right to issue or re-issue any Invitation to tender to any parties at any time and also to require fresh tenders to be submitted. Balfour Beatty shall have no liability to the tenderer for any costs or expenses of any nature that may be incurred by the tenderer in connection with this Invitation to Tender or the provision of a Tender to Balfour Beatty.

1. **Tender Validity**

Tenders must remain open for acceptance for a period of 90 days.

1. **English Law**

Any subsequent contract arising from this Invitation to Tender, which may or may not be entered into, its formation, interpretation and performance, shall be subject to and in accordance with English law.

1. **Site Visit**

You are advised to visit site to determine access, general conditions and restrictions, and any other prevailing matters, conditions appertaining to all that would affect the Sub-Contract Work Package. Please contact the writer to arrange a visit as required.

**Section 4: Drawings, Specifications, Surveys, Reports, Pricing Schedules etc…**

**Schedule of Documents**

1. 1d WI Docs – NGET Generic Requirements WI 09-17 V1.0
2. 1d WI Docs – NGET Project Specific WI Littlebrook Rev.9
3. 1f Site Information – Littlebrook Hazard Register v6
4. 1f Works Info NG Specs – ts\_2\_10\_00\_issue\_5a Introduction
5. 1f Works Info NG Specs – ts\_2\_10\_06\_issue\_1 fire risk
6. 1f Works Info NG Specs – ts\_2\_10\_07\_issue\_1 noise
7. 1f Works Info NG Specs – ts\_3\_10\_0\_issue\_2 Introduction
8. 1f Works Info NG Specs – ts\_3\_10\_1\_issue\_2 Generic Technical
9. NGET Generic Requirements WI Appendices – Appendix A Consultation Schedule Template
10. NGET Generic Requirements WI Appendices – Appendix B.1 Safety and Wellbeing Policy
11. NGET Generic Requirements WI Appendices – Appendix B.2 Env Policy Poster
12. NGET Generic Requirements Works Info App – Appendix c.1 Good Practice HB Rev 16 Nov 17
13. NGET Generic Requirements Works Info App – Appendix c.2 Good Practice HB Exptd Pract
14. NGET Generic Requirements Works Info App – Appendix c.3 Safety & Env Alerts Bad Practice
15. NGET Generic Requirements Works Info App – Appendix c.4 Good Pract HB SHES Alerts Bad
16. NGET Generic Requirements Works Info App – Appendix c.5 Good Pract HB App New Good P
17. NGET Generic Requirements Works Info App – Appendix c.6 Good Pract Flow
18. NGET Generic Requirements Works Info App – Appendix D Elec Tx Banned Items Poster
19. NGET Generic Requirements Works Info App – Appendix E Environ Aspects and Impacts Reg
20. NGET Generic Requirements Works Info App – Appendix F Our Contribution Strategy 2017
21. NGET Generic Requirements Works Information Appendices – Append One\_Stand\_Spec Dec18
22. 1f Site Information Rev.2

**SUBCONTRACT SPECIFIC INFORMATION**

**Specifications**

ts\_2\_10\_10\_issue\_2 building design

ts\_3\_10\_2\_issue\_2 Materials

ts\_3\_10\_6\_issue\_2 Building

**Balfour Beatty Health & Safety Requirements**

01 - HSES-RM-0018a - Issue 1.2 - Supplier Health, Safety, Environment, Quality & Sustainability Conditions.

02 – BB Suppliers Code of Conduct 2018

03 - Balfour Beatty Sustainable Procurement Policy – Requirements for our Supply Chain

04 - ENG-RM-0101d - PTD - Scaffold Specification dated 02/09/2019 - Version 1.3

05 – Balfour Beatty PTD - Subcontractors Minimum Expectations

06 - HSF-PR-0003 - Mobile Phone and Hand Held Radio Use

07 - ENG-PR-0101 - Management of Temporary Works

08 - ENV-RM-0007a - Storage of Fuels Oils & Liquids

09 - ENV-RM-0009a - Concrete Washout

10 - ENV-RM-0010a - Silt Mitigation Measures

11 - ENV-RM-0014a - Air Quality & Dust

12 - ENV-RM-0015a – Noise

13 - ENV-RM-0016a - Managing Ecological Risks

14 - ENV-RM-0018a - Spill Management & Response

15 - ENV-RM-0019a - Working Nr Watercourses - England & Wales

16 - ENV-RM-0035a - Waste Management

17 - HRS-PL-0040a - Drugs & Alcohol Policy

18 - HSES-PR-0001 - Health, Safety & Environmental Legislation

19 - HSES-PR-0003 - Emergency Arrangements

20 - HSES-PR-0005 - Incident Reporting & Investigation

21 - HSES-PR-0009 - HSES Visits Tours Inspections & Leading KPIs

23 - HSES-PR-0026 - Training & Competence

24 - HSES-RM-0026b - Approved Card Schemes

25 - HSES-SF-0011b - Work Package - Task Briefing Appraisal

26 - HSES-SF-0011c - Method Statement Appraisal

27 - HSF-PR-0007 – Safeguarding

28 - HSF-PR-0009 - Fire Prevention, Control & Hot Works

29 - HSF-PR-0012 - Gas Cylinders

30 – HSF-PR-0013 - Control of Access to Project Office Depot & Facilities

31 – HSF-PR-0014 - Asbestos (Construction Phase)

32- HSF-PR-0015 - Avoiding Danger from Services

 33- HSF-PR-0016 – Excavations

34- HSF-PR-0018 - CDM Regulations

35- HSF-PR-0020 - Confined Spaces

36- HSF-PR-0021 - Control of Substance Hazardous to Health

37- HSF-PR-0022 – Demolition

38- HSF-PR-0025 - Dangerous Substances Explosive Atmospheres Regulations

39-HSF-PR-0039 - Lifting Operations

40-HSF-PR-0040 - Lone Working

41- HSF-PR-0041 - Manual Handling

42 - HSF-PR-0044 - Control of Exposure to Noise

43 - HSF-PR-0046 – Plant

44 - HSF-PR-0047 - People, Vehicle & Plant Interface

45 - HSF-PR-0048 - Personal Protective Equipment

46 - HSF-PR-0049 - Tools and Equipment

47 - BESC & NG Persons Requirements

48 - HSF-PR-0060 - Hand-Arm Vibration

49 - HSF-PR-0063 - Work at Height

50 - HSF-PR-0066 - Children-Young Persons

51 - HSF-PR-0068 - Electrical Safety

52 - HSF-PR-0069 - Asbestos (Non Domestic Premises)

53 - HSF-RM-0015e - Minimum Exclusion Zones Underground Utilities

54 - HSF-RM-0015h PTD AWNES

55 - HSF-SF-0008a - Assessment of First Aid Needs

56 - QUA-PR-0200 - PTD Management of Nonconformities Procedure

57 - Modern Slavery and exploitation Guidance, Update August 2019

**And the below listed documents which are also all available for download from the following Balfour Beatty website :-**

[www.balfourbeatty.com/how-we-work/supply-chain/important-documents-for-suppliers/](http://www.balfourbeatty.com/how-we-work/supply-chain/important-documents-for-suppliers/)

**All Balfour Beatty Policies including: -**

Health and Safety policy

Quality policy

Environment policy

**Other Process Documentation: -**

HSF-RM-0047a People Vehicle Plant Interface Zones

HSF-RM-0039a Lifting Operations Our Expectations

HSF-RM-0046e Plant Specification Index

HSF-RM-0015a – Digging techniques for utilities below hard surfaces

**Project Specific Works Information**

**Drawings**

A Drawing PDD-20696-LAY-001 Proposed Site location plan

B Drawing PDD-20696-LAY-002 hazard plan

C Drawing PDD-20696-LAY-003 Proposed CDM plan

D Drawing PDD-20696-LAY-004 Proposed Civil layout plan

F Drawing PDD-20696-LAY-006 Proposed GIS hall plans and elevations

 Drawing PTD-56UE9C-046892 – P02 – Blockwork Layout

 Drawing PTD-56UE9C-047060 - P02 – Blockwork Details

 Drawing PTD-56UE9C-046743 - P04 – Typical Details

 Drawing PTD-56UE9C-046745 - P04 – External Elevations

 Drawing PTD-56UE9C-046746 - P04 – External Elevations

 Drawing PTD-56UE9C-046515 – A – Switch Hall & Annexe Door Schedule

Site Layout Drawing Rev04

Site Layout Drawing Rev04 with Compound

**Bill of Quantity**

Bill 24 Rev. C

**Section 5: Main Contract Particulars**

These particulars may be stepped down to the Tenderer if appropriate.

|  |  |
| --- | --- |
| **Project Title:** |  Littlebrook GIS  |
| **Location:** | Dartford, Kent |
| **Description / Overall Scope of Works:** | Design and construct 400kv substation off line with connections  |
| **Employer:** | National Grid |
| **Employers Consultants:** | WSPBalfour Beatty Power T&D |
| **Conditions of Main Contract:** | NEC Option C with X5, X7 X16 |
| **Main Contract Price:** | circa £50m  |
| **Main Contract Period:** | As per the attached construction programme. |
| **Defects Liability Period:** | 12 months from Oct 2023 |
| **Retention:** | 5% |
| **Insurances:** | Employers Liability: £10mPublic Liability: £10mProduct liability: £10m |
| **Professional indemnity Insurance(If applicable):** | N/A  |
| **Delay Damages:** | £3,174/day per section |
| **Site Working Hours:** | See WI |
| **Other Matters:** | Substation being built off line so no restrictions |

**Section 6: Scope of Works**

As per specific subcontract works section. Please also provide day work rates against main activities of the subcontract works.

**Section 7: Particular Package Requirements**

The Tenderers price must include for the following:

Particular\_Package\_requirements

**Section 8: Facilities, Services and Attendances**

A schedule of facilities, services & attendances is attached.

**Section 9: Sub-Contractors HSEQS Conditions**

The Tenderers price will be deemed to include for the requirements of and compliance with the “Supplier Health, Safety, Environment, Quality & Sustainability Conditions” HSES-RM-0078 – Electronic copy available for download - [www.balfourbeatty.com/suppliers/important-documents-for-suppliers/](http://www.balfourbeatty.com/suppliers/important-documents-for-suppliers/)

These Conditions explain and detail (for each element) the Balfour Beatty requirements and conformance from the Sub-Contractor in terms of Planning the Sub-Contract Works, Training and Competence requirements for Management and Operatives, Arrangements for Controlling the Sub-Contract Works, Inspection regimes, etc…

**Section 10: Balfour Beatty Plant Specification Sheets**

The Sub-Contractors price will be deemed to include for the requirements of and compliance with

**Balfour Beatty Construction Services “UK Plant Specifications”**

These Specification Sheets detail the Balfour Beatty minimum standard for each type of Plant and Equipment.

The Plant Specification Index and a copy of each individual Specification Sheet are in electronic format available for download - [www.balfourbeatty.com/how-we-work/supply-chain/important-documents-for-suppliers/](http://www.balfourbeatty.com/how-we-work/supply-chain/important-documents-for-suppliers/)

**Section 11: Balfour Beatty Supply Chain Agreements**

Balfour Beatty has a number of agreements with manufacturers, distributors and suppliers that we feel offer our supply chain best value. We have attached details of those agreements relevant to your trade and would ask that you engage with these with a view to working with them to maximise your offering to Balfour Beatty.

The agreements do not have a pricing structure against them as we are aware that you are the experts within your field and as such, will have autonomy to negotiate.  We are particularly interested in value engineered solutions where appropriate in addition to compliant bids.

**Section 12: Constructionline Prequalification Process**

Constructionline have been appointed by Balfour Beatty to facilitate our prequalification process, ensuring that all of our Supply Chain meet our minimum standards. The required levels are as follows:

* Subcontractors (Gold - Level 3)
* Consultants & Suppliers (Associate Level).

Whilst we appreciate that you may not currently hold this level of accreditation, our mandate is that you must meet this standard at the point of order should we progress with your company.

Upon submitting your quotation, please indicate your **explicit** commitment to obtain this accreditation at the appropriate time, prior to order placement, and for the full duration of your presence on site.

**Section 13: Performance Bond**

For subcontracts over £500,000 in value, or which are complex or critical, we may require a 10% performance bond in an acceptable form. The requirement will be reassessed before award. Please show the cost of a bond separately.

**Section 14: Field 360**

Sites now use the BIM 360 Field mobile app for the Apple iPad mobile device. This enables construction team members to manage field data almost anywhere on the job site—with or without an Internet connection. The app includes a current document and drawing library, checklists for QA/QC, safety and commissioning and issue creation and sign-off functionality.

Where use of Field 360 is appropriate for your subcontract we can supply software and training but not Ipads or any other hardware necessary.