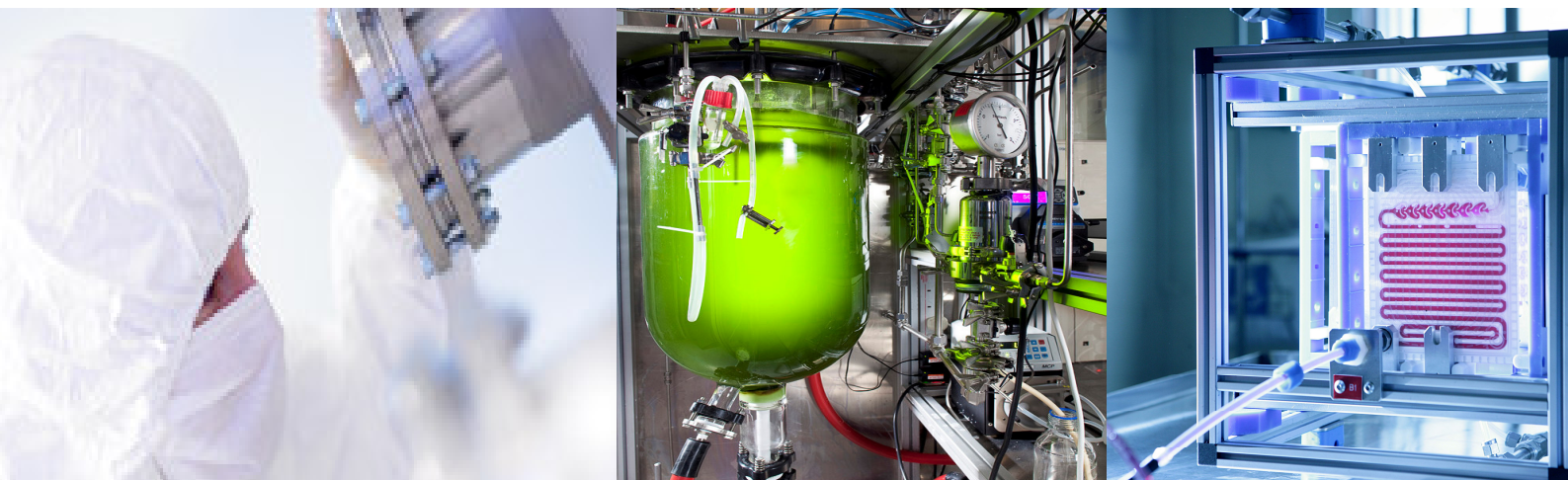


Tender Documents: [Insert Tender No.]

CPI Innovation Services Limited

Conversion of Wilton Centre Room D228 from an office
to a laboratory



Issued on [Insert Date]

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1. INVITATION TO TENDER

1. You are invited by CPIIS Innovation Services Limited (from now on referred to as CPIIS) to submit a tender for the conversion of Witon Centre Room D228 from an office to a laboratory, as described in the TENDER SPECIFICATION.
2. It is highly recommended that you **confirm your interest** in tendering for this piece of work on receipt of the Tender Documents. Confirming your interest in tendering for this piece of work can be done by email or in writing to the contact given in INSTRUCTIONS TO TENDERER paragraph 10.3 below, but an expression of interest shall not of itself be a formal tender submission. Note that it is the Tenderer's responsibility to ensure that the contact details provided at this stage are correct and up to date throughout the tender process.
3. Please read all the documents listed in the BINDING OFFER and seek guidance from the named contacts as appropriate if you have any queries. Should you be successful, these documents and any subsequent correspondence between you and CPIIS will form a binding contract between you and CPIIS.
4. The BINDING OFFER must be completed and returned with your submission.
5. Technical information about this contract can be obtained through the contact as stated in the TENDER SPECIFICATION.
6. Throughout this document, the expressions "Tenderer", "You", "We" and "our" (as the context requires) refer to the legal person who wishes to contract with CPIIS, whether they are an individual, partnership, company, or any other valid legal entity in any jurisdiction, and such expressions do not refer to the individual who is completing this documentation on behalf of the Tenderer.
7. Responses to this document will help CPIIS to evaluate the market in terms of price for certain fixed options, and in terms of creative solutions which those tenderers may themselves propose. The purpose of this document is to give interested tenderers an opportunity to formally tender for the provision of the goods and/or services detailed in the TENDER SPECIFICATION, and to have the opportunity to propose their own creative solutions.
8. **Please note that because CPIIS and its subsidiaries are privately owned, and hence not "contracting authorities", and no public monies are being used in connection with this project, this process is not subject to the Public Procurement Regulations 2006.**
9. This process is also not a competitive tendering exercise. Different tenderers may propose different solutions and CPIIS reserve the right to accept whichever particular tender for any solution they in their sole discretion consider most appropriate, or indeed not to accept any tender received.

2. GENERAL PRINCIPLES

1. CPIIS and its subsidiaries are privately owned and are not a “contracting authority” under the Public Contracts Regulations 2006, and accordingly any contract resulting from this Invitation to Tender is not subject to the public procurement regime imposed by those regulations.
2. CPIIS needs to test the marketplace in respect of the conversion of Witon Centre Room D228 from an office to a laboratory. Accordingly it is requesting tenders for a set solution, and for an “own solution” from the Tenderer, and also from other tenderers who have responded to the advertised tender or whom CPIIS has directly approached.
3. This tender request is not a competitive tendering exercise. Potential tenderers may offer different solutions to achieve the desired outcomes and it is likely that CPIIS will not be comparing like with like when assessing all tenders.
4. In order to have commercial certainty, CPIIS require the tender to be a legally binding offer from the Tenderer, who will be contractually bound to deliver the tendered goods and/or services / solution if CPIIS choose to accept the tender in writing.
5. However, CPIIS shall not be bound to accept any tender or quotation, whether from the Tenderer or otherwise, and work on this project is conditional upon future funding availability.
6. CPIIS may choose to refer to the evaluation criteria below but shall not be bound to do so, and any decision shall be made at its sole discretion.
7. CPIIS reserves the right to enter into private discussions or negotiations with any individual tenderer in respect of their tenders at any time prior to acceptance, and CPIIS reserve the right to invite the submission of a revised binding tender by any such tenderer following such negotiations.
8. In the event that CPIIS accepts a tender, the successful tenderer shall promptly execute a formal confirmatory agreement with CPIIS or its nominated subsidiary incorporating the CONTRACTUAL TERMS, the terms of which shall not be expanded upon or further negotiated save in respect of minor matters of commercial or legal inconsequence, or in respect of requirements in the tender documentation which the parties mutually agree require further clarification. For the avoidance of doubt, any terms or conditions of supply included by the Tenderer in its tender are specifically excluded, and which CPIIS automatically rejects. Until such a formal confirmatory agreement is executed, the successful quotation documentation if accepted by CPIIS, including the CONTRACTUAL TERMS together with CPIIS’s written acceptance shall form a binding agreement between the Tenderer and CPIIS.
9. Please note that CPIIS cannot and **does not guarantee** any business for potential tenderers who provide tenders under this Invitation to Tender.

3. INSTRUCTIONS TO TENDERERS

1. Confidentiality of Tenders / No Collusion

- 1.1. All tender documents are PRIVATE AND CONFIDENTIAL. All information concerning the tendering or performance of this contract is to be treated as highly confidential, and for the avoidance of doubt, all ownership and intellectual property rights concerning all aspects of this tender remain fully with CPIIS.
- 1.2. Please note the following requirements, any breach of which will invalidate your Tender:
 - 1.2.1. You must not tell anyone else, even approximately, what your tender price is or will be, before the date of contract award.
 - 1.2.2. You must not try to obtain any information about anyone else's tender or proposed tender before the date of contract award.
 - 1.2.3. You must not make any arrangements with another party about whether or not they should tender, or discuss details of Tender prices except where Tenderers are considering joint or team bids, which will be accepted providing all participants to the discussions surrounding the bid are clearly stated in the tender response.
 - 1.2.4. Tender documents must not be sent by email before the specified deadline as this may invalidate the tender.

2. Binding Offer

- 2.1. The BINDING OFFER must be completed, signed and submitted in accordance with these Instructions together with your detailed Response to Tender prepared under paragraph 14 below. All documents connected with the tender must be completed in English, fully priced in Pounds Sterling and totalled. The documents should either be typed or completed in ink.
- 2.2. There should be no unauthorised alterations or additions to any component of the tender documents. Prices etc. may be altered by striking through the incorrect figures and inserting the correct figures above them. All alterations must be initialled.

3. Qualifications

- 3.1. Tenders must be submitted in accordance with the tender documents. CPIIS may choose at its sole discretion not consider any tender which is disqualified by any terms or conditions of contract submitted by you (which in all circumstances are hereby rejected), or general reservations, however expressed.

4. Incomplete Tenders

- 4.1. CPIIS may choose at its sole discretion not to consider tenders that do not contain all information and particulars requested.

5. Performance

- 5.1. It should be clearly stated that performance and delivery of the goods and/or services offered in your Response to Tender will be in full compliance in terms of quality, time and completeness as specified in these documents. Time of delivery is of the essence. Where so specified in the TENDER SPECIFICATION it is a condition of the contract that you will provide any applicable performance bond, parent company guarantee or submit to any applicable escrow mechanism.

6. Enquiries

- 6.1 All requests for clarification or further information in respect of this Tender should be emailed to e-tendering@uk-cpi.com with the Tender reference number in the title of the email.
- 6.2 If CPIIS considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all Potential Providers who have expressed an interest in the tender; or those that show an interest before the closing date of the tender.

7. Variant Tender(s)

- 7.1. CPIIS may accept variant tenders (at its sole discretion) if they meet the minimum specification detailed in the TENDER SPECIFICATION (or in the absence of a defined minimum specification in the TENDER SPECIFICATION, meet and exceed all criteria of the TENDER SPECIFICATION).
- 7.2. Variant tenders submitted which do not meet the minimum specification detailed in the TENDER SPECIFICATION (or in the absence of a defined minimum specification in the TENDER SPECIFICATION, meet all criteria of the TENDER SPECIFICATION) may be deemed non compliant.

8. Prices

- 8.1. All unit rates and prices must be quoted in Pounds Sterling and decimal fractions of a pound. There is no restriction on the number of decimal places, but the product of multiplying the rate by the quantity must be expressed in Pounds Sterling and whole Pence.
- 8.2. Your Tender Price or Rates must be fixed for the period of the contract.

9. Value Added Tax (VAT)

- 9.1. Tendered prices must exclude VAT. Where indicated VAT should be shown separately. Invoices must show VAT separately.

10. Submission of Tenders

- 10.1. Three hard copies of your tender and proposals must be delivered no later than **12 noon on Day, Date**. One copy on CD should be mailed at the same time.
- 10.2. Please be aware that we cannot accept tender submissions by e-mail. Please also note that we cannot under any circumstances accept electronic copies of tenders in lieu of hard copies.
- 10.3. Hard copies of Tenders must be sealed in an envelope clearly marked "TENDER DOCUMENTS ENCLOSED" and the TITLE and NUMBER OF THE TENDER must be identified on the Envelope and returned to:

Confidential Tender Documents
For the Attention of David Cooper
CPI Innovation Services Limited
Wilton Centre, Wilton
Redcar
TS10 4RF

Email: e-tendering@uk-cpi.com

- 10.4. CPIIS reserves the right to reject any tender received after the Tender Deadline for whatever reason. It is recommended that tenders be sent by registered post; recorded delivery service; Datapost or delivered by hand. The envelope, including the franking, and any associated paperwork delivered with the tender envelope must not identify the sender.
- 10.5. Please consider the environment, where possible we would appreciate double sided printing, the use of recycled or sustainably sourced paper and copies being bound with re-usable binders

11. Tender Validity

- 11.1. Tender(s) should remain open for acceptance for a minimum of 90 days from the Tender Deadline or for such other period as may be specified by CPIIS.
- 11.2. The contract shall be for a period as required for delivery of goods and/or services, plus meeting obligations for guarantee of performance, as detailed in the TENDER SPECIFICATION and unless terminated or extended by CPIIS.

12. Assessment / Right to Accept Portion of Tender; Lowest or Any Tender

- 12.1. CPIIS may choose to refer to the evaluation criteria below but shall not be bound to do so, and any decision shall be made at its sole discretion.
- 12.2. Unless stipulated otherwise by the Tenderer, CPIIS reserves the right to accept any part of the tender. CPIIS is not bound to accept the lowest tender, or any tender, or part thereof.

13. Conditions of Contract

- 13.1. CPIIS's terms and conditions or model contract (as set out in the CONTRACTUAL TERMS below) shall apply to the successful tender to the exclusion of any other terms and conditions, including but not limited to any terms which the Tenderer purports to apply to its supply of goods and/or services whether in the Response to Tender, or more generally, or otherwise in any way.
- 13.2. DO NOT SUBMIT A RESPONSE TO TENDER if you do not agree to provide the goods and/or services on the basis set out in paragraph 13.1 above. BY SUBMITTING A RESPONSE TO TENDER YOU ARE AGREEING TO PARAGRAPH 13.1 ABOVE and you agree by doing so that any contract or terms and conditions that you attach to your Response to Tender shall not apply to any goods and/or services supplied by you to CPIIS, if you are successful in your Tender bid.

14. Response to Tender

- 14.1. Your Response to Tender should explain in detail how you would propose to provide the services as outlined in the Specification. In preparing this, reference should be made to the Additional Information requirements below.
- 14.2. The Response to Tender should cover where appropriate:-
- a) Methodology or approach to meet the objectives, including a GANT chart specifying your earliest possible fixed final completion date, fixed date milestones for completion of stages of delivery (that you will specify) and which will attract incentive payments (that you will specify) and early termination triggers, as set out in the CONTRACTUAL TERMS below.
 - b) CVs of a selection of the staff proposed to undertake the work.
 - c) Details of sub-contract work intended to be placed with other bodies that would not be signatories to the main contract, and details of sub-contractors who would be used along with evidence of their suitability.
 - d) A description together with costs for any Capital or Current Items to be purchased.
 - e) Details of quality assurance (QA) system complying with the requirement of ISO 9001 and to what part or parts of the organisation this applies. If ISO 9001 is quoted then details of which part or parts are held should be quoted.
 - f) Details of any relevant Environmental Policy or Corporate Social Responsibility policy held by the company.
 - g) Brief details of the company, including the number of staff employed in the UK and overseas.
 - h) Confirmation that three (3) years audited accounts can be made available to view, if called for.
 - i) Copies of insurances held.
 - j) Fixed price for work and costs including Incentive Payments under the CONTRACTUAL TERMS
 - k) Details of any items to which you have answered YES in Paragraph 1 of the BINDING OFFER

15. Cancellation

- 15.1 CPIIS reserves the right to cancel or withdraw this Tender at any stage.

16. Exclusion of Liability

- 16.1 CPIIS shall not be held liable for any costs incurred in preparing or re-preparing your tender submissions.

17. Complaints

- 17.1 If you have a complaint or grievance regarding this procurement process please contact:

Louise Barker
Funding and Compliance Manager
CPI Innovation Services Limited
Wilton Centre, Wilton
REDCAR
TS10 4RF

Email: louise.barker@uk-cpi.com
Tel. 01642 447275

4. TENDER SPECIFICATION

1. Scope of Services

Please refer to the attached lab drawings. The following specification covers the conversion of D228 in Wilton Centre from an office to a working laboratory.

D228

- Strip out existing power sockets and feed cables back to the associated DB's which are located in the riser adjacent to the lab entrance door, remove data points and associated trunking.
- Strip out existing lighting and cables.
- Strip out existing floor covering.
- Re-screed floor as required in preparation for new vinyl floor covering.
- Air conditioning duty requirements to be discussed with an air conditioning specialist.

Office area

- Power sockets to be provided mounted in dado trunking 1000mm above floor level along the outer wall of the partition lab and along the west wall of the office area, 4 doubles per running meter.
- Data points, 8 off to be incorporated in the above trunking with equidistant spacing along outer wall of partition lab and west wall.
- Telephone point required.

Inner partition lab

- Size (internal) 6200mm x 2950mm x 2270 mm high increasing to new ceiling height.
- Construction, standard plasterboard stud partition wall with rock wool slab insulation, glazing suitable for protection against UV lighting, 2G fire door (800 mm) with hinged side panel (430 mm) 2 off non-opening windows. All glazing offering UV-C protection, suspended ceiling 600 x 600 panels solid and vented, full height. Note, the bulk head forms a section of reduced height ceiling; this is not to be reduced.
- Lighting, sufficient 1200 x 600 lighting units mounted within the ceiling. With T5 tubes mounted within the ceiling to give 330 lux evenly spread throughout the working area. Also provide UV-C lighting units to be sourced from a specialist like UV Light Technology Ltd. Hagely Road West Birmingham, WWW.uv-light.co.uk contact Stephen Byrne, note delivery is four weeks from order. 4 off part number UV72WGDTU to be sited 500mm from the side walls. " units in the centre of the ceiling region and 2 units in the high ceiling region. UV lighting to be switched on when the normal lighting is off from a switch located on the outside of the partition lab. This switch needs to be interlinked electronically

with the door lock (UV lights on only when door is locked from outside). Emergency exit override for any trapped workers.

- Power – 20 off double power sockets on the west side and 14 off double sockets on the east side all mounted in dado trunking, with in bench area high density sockets. 1000mm above ground. All sockets protected by RCD's located with in the partition lab. Air con unit requires suitable supply.
- IT Data points, 2 outlets on left side, 2 outlets on right side.
- Benching to be 15mm tresspa top not sensitive to UV-C, mounted on painted steel box section frame. 1000mm of benching on the west side butted in to the south west corner, followed by 1200mm x 800mm x 20mm granite top bench on the west side.
- Smoke / fire detector. (may be able to relocate existing)
- Air conditioning unit wall mounted above window (with easy change filters?) 11 kw of cooling .
- Heavy duty vinyl floor covering.
- Decoration, walls and ceiling to be painted with antimicrobial white paint.

Inner utility room

- Size (internal) 3800mm x 2660mm x 2270mm high
- Construction, standard plasterboard stud partition wall with rock wool slab insulation, 2G fire door (800mm) with hinged side panel (430mm), 1 off non-opening windows. Main entrance door from D corridor is a double door arrangement (which will remain) access will be through the left door with the right door bolted closed and only used for occasional movement of large items of equipment. Note, due to the existing bulkhead this area has a reduced height ceiling of 2270mm. Also the external wall to the rear of the gas cylinder storage requires a sheet of $\frac{3}{4}$ "plywood or MDF to facilitate securing the gas cylinder equipment see below in services.
- Lighting, sufficient lighting units of 1200 x 600 containing T5 tubes inset in to existing bulkhead ceiling.
- 22mm O.D (polyethylene) de-min water supply to run from lab D220 (need to maintain 1 bar , pump may be required).
- Ice machine (supplied by CPI size w 535mm x d 660mm x h 933mm) requires de-min water and drain.
- Autoclave (supplied by CPI size w 760mm x d 1025mm x h 1630mm) requires 32amp 3 phase supply 21kw, de-min water and 42mm O.D copper drain with trap which is vented in 42mm copper tube in to ductwork located in D220 (next door)
- Washer / dryer (supplied by CPI W 900mm x D 700mm x H 850mm) requires 400volt 16amp/ phase 50hz 9.2kW max 3 phase supply de-min water and drain. Note benching with sink on North side of room requires a space 900 mm wide and at a height of 850 mm to fit washer dryer underneath.
- Standard S.S sink and drainer with hot and cold taps, connected to drain, sited at the West end of Benching on the North side of the room to be 15mm tresspa top 2100mm in length covering the top of the Washer Dryer leaving 1000mm from the wall on the East side for the Autoclave. Clear bench space at the East end of this bench to

allow water purifier plus storage vessel, total width 1000 mm, to stand on free bench. 1000mm Cupboard unit to be built under sink unit.

- Water purifier (supplied by CPI) requires demin water supply from lab 220 and 13amp switched fused outlet point.
- Heavy duty vinyl floor covering.
- Air conditioning unit wall mounted, at West end of room (with easy change filters) There will be 28kW of equipment in this room however we require the room temperature to be maintained at 25C rather than cooled to normal working levels.
- Power, double sockets required for each of ice machine and water purification system plus 2 off double sockets over work bench. Air con unit requires suitable supply.
- Smoke / fire detector. (may be able to relocate existing). Must not be activated by steam and take into account presence of autoclave and washer unit.
- Built storage unit running on South side from East corner for 2100mm with shelving spaced at 300mm floor to ceiling. Shelves to come out from wall 450mm and have 3 sliding doors.
- Decoration, walls and ceiling to be painted with antimicrobial paint, white.

Main Laboratory Area

- Install new emergency exit / pass door North West corner from D228 to D236. Same standard and spec as existing door in to D220. .
- Air conditioning, cassette type mounted in new ceiling. There will be 20 Kw of equipment in this room.
- Smoke / fire detector. (may be able to relocate existing)
- Suspended ceiling, 600mm x 600mm solid and vented panels.
- Lighting, 1200 x 600 lighting units with T5 tubes mounted within the ceiling to give 330 lux evenly spread throughout the working areas within the laboratory.
- Hand wash sink, wall mounted, hot and cold lever top style taps and drain. Hand towel unit, soap dispenser and eye wash station to wall.
- 1 X Telephone point by door
- Access to the existing radiators for maintenance should not be compromised and this should be given careful consideration when installing the benches listed below.
- For the purposes of this tender any area described as 'working area' refers to bench space parallel to the walkway in the North South plane.

Bench 1

- Benching to be 15mm trespa top, mounted on painted steel box section frame, bench dimensions as per drawing. Leg spacing to allow 1350 mm of underbench units (1x 900 mm and 1 x 450 mm) in each of 4 spaces measuring from North end of the sink unit.
- Bench top shelving to rear with back panel / partition which extends up above the top shelf to 1900mm, shelves to incorporate a line of raised dado / trunking mounted power sockets the length of the bench, 4 doubles per running metre. Under bench sockets, trunking mounted 2

per running meter. 3 levels of shelving required, the first 300mm from the bench surface and 2 shelves above this with 300mm vertical spacing between. Shelves to extend 250mm from back board.

- Standard stainless steel sink with hot and cold water drain, splash guards to back and sides. 900 mm under bench cupboard unit to be built under sink.
- 3 off drip cups with cold water swan neck lab style tap to each, all drip cups tied to drain. Equidistant spacing along working area.
- Section of bench in front of window between benches 1+2 requires 2 off double pod mounted sockets on the bench top and 1 off double trunking mounted socket under bench. Sockets to place as close to back of bench as possible.
- Data points x 4 positioned equidistant within trunking along working area.
- Service riser required to run all power, data, water, hydrogen, helium and nitrogen from over overhead bulkhead / ceiling to benches 1 to 5.

Bench 2 / 3

- Benching to be 15mm tresspa top, mounted on painted steel box section frame, bench dimensions as per drawing. 1 Space between the first and second leg should be sufficient to fit a 900 mm unit at the North end of benches 2 and 3. Subsequent between leg spacing to allow 1350 mm of underbench units (1x 900 mm and 1 x 450 mm) in each of 4 spaces measuring from North end of the first 900 mm space. It is acceptable for the North leg to go slightly under the cross bench at the North end.
- Double bench with shared shelving each shelf to have 60mm high centre divide. 3 levels of shelving required, the first 300mm from the bench surface and 2 shelves above this with 300mm vertical spacing between. Shelves to extend 250mm from back board. Apart from centre divide space between benches to remain open to allow communication.
- Each of bench 2 and 3 require 3 off drip cups, equidistant spacing along the working area, with cold water swan neck lab style tap to each, all drip cups tied to drain.
- 4 x ~600mm user controlled fluorescent lighting units T5 tubes to be spaced equidistant under the lower shelf of the working area on each of benches 2 and 3.
- Shelves to incorporate a line of raised dado / trunking mounted power sockets the length of the bench, 4 doubles per running metre. Under bench sockets, trunking mounted 2 per running meter.
- Section of bench in front of window between benches 3+4 requires 2 off double pod mounted sockets on the bench top and 1 off double trunking mounted socket under bench, all sockets to have local RCD protection.
- Data points x 4 positioned equidistant, within trunking along the working area.

Bench 4 / 5

- Benching to be 15mm tresspa top, mounted on painted steel box section frame, dimensions as per drawing.
- Bench 4 Leg spacing to be 1st position from South end sufficient to allow 1350 mm of underbench units (1x 900 mm and 1 x 450 mm), 2nd position 650 mm , 3rd and 4th position sufficient to allow 1350 mm of underbench units (1x 900 mm and 1 x 450 mm)
- Bench 5 Leg spacing to allow 1350 mm of underbench units (1x 900 mm and 1 x 450 mm) in each of 3 spaces measuring from North end of the sink unit.
- Double bench with shared shelving each shelf to have 60mm high centre divide. 3 levels of shelving required, the first 300mm from the bench surface and 2 shelves above this with 300mm vertical spacing between. Shelves to extend 250mm from back board. Apart from centre divide space between benches to remain open to allow communication..
- Shelves to incorporate a line of raised dado / trunking mounted power sockets the length of the bench, 4 doubles per running metre. Under bench sockets, trunking mounted 2 doubles per running meter.
- 3 x ~600mm user controlled fluorescent lighting units T5 tubes to be spaced equidistant under the lower shelf of the working area on bench 4.
- Bench 4 requires 2 off drip cups, equidistant spacing within the working area, with cold water swan neck lab style tap to each, all drip cups tied to drain.
- Bench 5, Standard stainless steel sink with hot and cold water drain, splash guards to back and sides. 900 mm cupboard built under sink unit.
- Bench 5, requires 2 off drip cups, equidistant spacing within the working area, with cold water swan neck lab style tap to each, all drip cups tied to drain.
- Bench 5 requires 4 of helium, hydrogen and nitrogen bench mounted taps. Taps must have removable threaded ends to facilitate connection to swagelok fittings.
- Data points x 4 positioned equidistant, within trunking and within the working area.

Bench 6

- Benching to be 15mm tresspa top, mounted on painted steel box section frame, dimensions as per drawing. Please note bench 6 is 1000mm wide from wall. Leg spacing, 1 x space to fit 450 mm single unit, subsequent spacing sufficient to allow 1350 mm of underbench units (1x 900 mm and 1 x 450 mm)
- Trunking mounted 300mm on wall above bench surface to contain power sockets the length of the bench, 4 doubles per running metre. Under bench sockets, trunking mounted 2 doubles per running meter.
- Service riser required to run all power, data, water, hydrogen, helium and nitrogen from over overhead bulkhead / ceiling.
- 5 of helium, hydrogen and nitrogen bench mounted taps. Taps must have removable threaded ends to facilitate connection to swagelok fittings.

- Data points x 6 positioned equidistant, within trunking.

Services Required

- Power and lighting (all sockets to have local RCD protection)
- Helium – fed from a standard K size cylinder (to be supplied by CPI) to be located in the gas cylinder storage area indicated on the drawing. Requires multi-stage pressure regulator range 0-10 bar. Wall mounted anchoring bracket with chain, this can be a double unit shared with the hydrogen cylinder. Cylinder relief stream to satisfy the Wilton Centre standard, comprising restrictor relief valve (7 bar) and vent line which will need to be piped to the extraction ductwork in D220 (next door lab) max vent line length 20m and 6 bends . Helium to be piped to taps on benches 5 and 6 in ¼” O.D stainless steel tube with Swagelok fittings.
- Hydrogen - fed from a standard K size cylinder (to be supplied by CPI) to be located in the gas cylinder storage area indicated on the drawing. Requires multi-stage pressure regulator range 0-10 bar. Wall mounted anchoring bracket with chain, this can be a double unit shared with the helium cylinder. Cylinder relief stream to satisfy the Wilton Centre standard, comprising restrictor relief valve (7 bar) and vent line which will need to be piped to the extraction ductwork in D220 (next door lab) max vent line length 20m and 6 bends . Hydrogen to be piped to taps on benches 5 and 6 in ¼” O.D stainless steel tube with Swagelok fittings.
- Hydrogen and helium pipe work and fittings to be fully degreased internally prior to installation.
- Nitrogen – fed from 6 bar supply in the bulkhead area to taps on benches 5 and 6, pressure regulator and gauge range 0-6 bar with additional filter to remove oil, moisture and particulates.
- Hot and cold water - piped in 15mm O.D copper from existing bulkhead / main riser area.
- Drains and trip cups piped in Vulcathene. Note – drains run through the concrete floor and in to the bulkhead area of the lab below, some drain holes may still be present under the existing carpet with a typical location been at the ends of benches 1, 2 and 3 this cant be confirmed until the existing floor covering is removed so contractors should include the cost of core drilling and the tie in of drains to the bulk head below. Also as benches 4 and 5 are shorter they are outside the bulk head drainage area below therefore these drip cups and sink will need to drain via benches 1,2 or 3.
- De-min water – run in to the inner utility room, fed from D220 (next door lab) in 22mm O.D polyethylene.

General

- All joints in Trespa bench top to be bonded / sealed to manufacturer's standard for suitability for biological work.
- Modify / renew bulkhead doors to fit new ceiling height as required.
- CPI are advised that pipe work to and from associated condensers will need to run down the building risers to an out side location.
- Paint walls with suitable antibacterial paint rated for biological labs.

- Skips and waste removal – contractors are responsible for the disposal of all waste material, an area can be provided to site a skip if required.

NOTE: the main side walls contain asbestos. All such walls are clearly marked. Adequate precautions need to be taken when removing fixtures and fittings attached to these walls any screw holes need to be filled and made good. Procedures to cover this aspect need to be fully detailed in risk assessments and method statements.

Furniture to supply

The contractor is required to supply the following items of laboratory furniture.

- 9 off high back swivel lab chair.
- 2 off double under bench cupboards 1000mm wide on castors. Colour to be confirmed.
- 2 off double under bench drawer units 1000mm wide on castors. Colour to be confirmed.
- 8 off single under bench cupboards 500mm wide on casters. Colour to be confirmed.
- 7 off single under bench drawer units 500mm wide on casters. Colour to be confirmed.

Building Regulations / Planning Permission

- CPI will liaise with Wilton Centre and Redcar & Cleveland Borough Council regarding building control.
- The contractor or sub contractor responsible for air conditioning is required to liaise directly with Wilton Centre to confirm suitability of externally sited equipment and to organise planning permission if required.

Health and Safety Requirements

Contractors must, as a minimum standard, satisfy all of the requirements the CPI Guidance Note: Health and Safety Guidance Note for the Management of Contractors set out below. This procedure forms part of the tender is applicable throughout the contract.

2. Lab Drawings / Plans

[INSERT PDF P2]

3. Health and Safety Requirements

[INSERT PDF]

4. Evaluation Criteria

- 2.1 In order to help you understand the relative importance that CPIIS currently places on the areas that it anticipates it will need to assess in relation to your BINDING OFFER, CPIIS may take into account the following factors in assessing, negotiating or accepting any BINDING OFFER, with indicative weightings, but is not bound to do so, and **CPIIS may also consider other factors not listed below and/or also disregard certain listed factors and their indicative weightings, at its sole discretion.**

Bids evaluation may take into account:-

Relevant experience / capabilities / skills / expertise	17%
Value for money (including price and payment structure)	17%
Delivery timescales – fixed milestones and completion date	17%
Customer Service	17%
SHE Performance	16%
Suitability of, and control over, subcontractors	16%

- 2.2 CPIIS reserves the right to hold clarification interviews with any of the bidders as part of the evaluation process.

5. Contacts

- 3.1 If you have any questions concerning the tender please email:
e-tendering@uk-cpi.com

5. CONTRACTUAL TERMS

1. Contractual Terms

The contract shall be formalised in a bespoke written agreement which shall largely incorporate the core provisions of the Conditions of the JCT MWD 2011 “Minor Works Building Contract - with contractor’s design”, subject to the following:

Schedule 2 – Fluctuations Option shall be completely excluded from the contract,

Schedule 3 – all Supplemental Provisions shall be included in the contract

and to amendment as necessary to include the following commercial provisions:

- The contract shall be for a total fixed sum with Incentive Payments as set out below. The provisions of Section 4.2, 4.3, 4.4, 4.5, 4.6, 4.7 shall be excluded from the contract.
- No additional charges for variations shall be made without prior written authorisation of each of them by CPIIS, which must be obtained by the Tenderer before such purported additional charges are incurred (and CPIIS shall not pay any retrospective additional charges that it has not so approved in advance).
- The Tenderer shall perform and deliver against a series of fixed date milestones for delivery of each stage of the services / works and the Tenderer’s earliest possible completion date (which the Tenderer will have specified in a GANT chart submitted in the Response to Tender), achievement of each of which will entitle the Tenderer to an Incentive Payment (the value of which the Tender will have specified in the Gant chart against that milestone and taken into account in its overall pricing strategy).
- If any fixed date milestones are missed by more than 7 days, this will entitle CPIIS to terminate the agreement without penalty, with an obligation to only pay for the work actually completed by the Tenderer to that date, and to recharge to the Tenderer any additional costs incurred by CPIIS in getting another Tenderer to complete the works on time.
- Payment of the price of the work and of all Incentive Payments achieved shall only be made following practical completion and the issue of any applicable certificate of making good.
- Payment of certain of the Tenderer’s Tenderer costs may, by negotiation and agreement with CPIIS, be paid in stages throughout the contract to aid cashflow, but such costs shall remain fixed throughout the contract and to the extent that there is any increase it shall be borne by the Tenderer.
- Full compliance with CPIIS’ SHE Policy and with the Tender Specification

- Passing on of the full benefit of all manufacturer's warranties that are applicable in relation to all items of installed equipment.
- Any other amendments or revisions that CPIIS agrees may be required to incorporate any mutually agreed approach.

6. BINDING OFFER

Tender For: Wilton Centre Rm D228 Office to Laboratory Conversion.

Tender number:- _____

Company Name (Lead company if joint bid)	
Registered office address	
Postcode	
Company number and VAT number	
Name of main contact	
Address (if different from above)	
Postcode	
Telephone number	
Email	
Total Bid Price (including expenses but excluding VAT)	£
and/or Hourly Rate (if applicable)	
Where did you read about this Tender?	Website: <input type="checkbox"/> Mytenders.org: <input type="checkbox"/> Other:

1. Declarations Regarding Insolvency and Convictions

Do any of the following circumstances apply to the Company named in this BINDING OFFER (and/or its directors, and/or any other person who has powers of representation, decision or control of such Company)?

Please circle as applicable:

- (a) being an individual is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state; **Yes / No / NA**
- (b) being a partnership constituted under Scots law has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; **Yes / No / NA**
- (c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of the above procedures or is the subject of similar procedures under the law of any other state; **Yes / No / NA**
- (d) has been convicted of a criminal offence relating to the conduct of his business or profession; **Yes / No**
- (e) has committed an act of grave misconduct in the course of his business or profession; **Yes / No**
- (f) has been convicted in any jurisdiction of any criminal offences in relation to: conspiracy; corruption; bribery; fraud; theft; dishonesty; destruction of evidence; money laundering; tax; corporate law; health and safety; corporate manslaughter; environment and environmental protection; consumer protection; or any industry-specific offences; **Yes / No**

If any answer to 2 (a) to (f) is YES please give full details in the Tender Response including of any court actions and/or industrial tribunal hearings.

PLEASE NOTE: CPIIS reserves the right in its sole discretion to disqualify any tender where any YES answer has been given.

3. Declaration of Binding Offer

We have read the documents a), b), c), d), e), f) and g) listed below which we have examined, understand and accept and we offer to supply the goods and/or services specified on the basis set out Paragraph 4 below, at the rates or prices quoted, and we hereby agree that our tender is a legally binding offer, which upon acceptance in writing by CPIIS shall form a legally binding contract between us and CPIIS on the basis set out in Paragraph 4 “Agreed Contract” below.

4. Agreed Contract

We agree that this tender and the contract which will result from it, if we are successful, shall be made up of the provisions in the documents listed below:

- a) Invitation to Tender
- b) Instructions to Tenderers
- c) Tender Specification
- d) Binding Offer
- e) Response to Tender (excluding any contractual terms of supply that we submit in or with it, but including any other clarifications to the Response to Tender provided by us at CPIIS’s specific request which are marked by CPIIS as being incorporated into the contract)
- f) The CONTRACTUAL TERMS above
- g) CPIIS Purchase Order

all of which shall apply to the successful tender to the exclusion of any other contractual terms and conditions, including but not limited to any terms and conditions which we purport to apply to our supply of goods and/or services whether in the Response to Tender, or more generally, or otherwise in any way. We agree that any other terms or conditions of contract or any general reservations which we submit or which emanate from us in connection with this tender or with any contract resulting from this tender shall not be applicable to the contract.

Where a model contract is set out in the CONTRACTUAL TERMS we agree that if we are successful with this tender, we shall promptly after the final award of the contract execute such model contract without requesting amendment, the terms of which shall not be expanded upon or further negotiated save in respect of minor matters of commercial or legal inconsequence, or in respect of requirements in the tender documentation which the parties mutually agree require further clarification, and agree that until such model contract is prepared and executed, this tender if accepted by CPIIS shall constitute a binding contract as set out above.

5. Law

We agree that any contract that may result from this tender shall be subject to the law of England.

6. Confidentiality / No Collusion

We declare that we have abided by the Confidentiality of Tenders / No Collusion requirements set out in the Instructions to Tenderers.

7. Offer Validity

All of this BINDING OFFER (including but not limited to the prices quoted) is valid for acceptance and cannot be withdrawn by us for 90 days from the tender return date.

Signed:Date:

Print Name:

Position:

Duly authorised to sign tenders for and on behalf of:
(full legal name of the Tenderer in BLOCK CAPITALS)

.....

Postal Address.

.....

.....

Telephone No