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Grŵp Llandrillo Menai **Dolgellau A Levels Building**

Invitation to Tender Instructions

2025/09/22

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Document

Grŵp Llandrillo Menai

Intivation to Tender Instructions

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1. Invitation to Tender Instructions

1.1 Introduction

You are invited by Grŵp Llandrillo Menai to submit a tender for the construction of a new A Levels building at their Dolgellau campus. Tenders are being invited via the Sell2Wales portal on an open basis.

1.2 Guidance

WSP UK Ltd have been contracted to carry out the tendering exercise on behalf of Grŵp Llandrillo Menai who are the Contracting Authority hereafter identified as 'the College' for the remainder of this document.

The project is to be procured through a Single-Stage Design and Build process.

The Contract Type for the project is to be the 'NEC4 ECC priced contract with activity schedule' please see section A2 of the preliminaries for further information.

Contractors are invited to submit a combined price, quality and social value submission, for the scope of works described in the tender information package listed in the Document Register.

Full instructions on how to complete the quality and social value sections and how they will be evaluated and scored are contained in these instructions.

Where an applicant wishes to submit relevant supporting information, it should be provided within a separate appendix and cross referenced to correspond with the relevant question. Contractors will not be given the opportunity to provide referenced documents where they have omitted to include them, and this will impact on their scores. Contractors shall note that answers to questions and submitted information must be both relevant and concise.

The evaluation panel appraising the responses shall deduct marks where answers are found to be generic in nature or contain little relevance to the subject matter of the question. Contractors shall note that should they be successful, the responses provided in the questionnaire will form part of the contract for works.

1.3 Introduction to Grŵp Llandrillo Menai

Grŵp Llandrillo Menai was established in 2012 as a result of mergers between Coleg Llandrillo, Coleg Menai and Coleg Meirion-Dwyfor. It employs 1,600 staff and delivers courses to around 21,000 students, including over 1,000 higher education students, across Anglesey, Conwy, Denbighshire and Gwynedd.

The Grŵp aims to support the economy of North Wales by equipping local people with the skills and qualifications needed to ensure the competitiveness and success of the region.

High-quality learning experiences, first-class facilities and talented staff all contribute towards the achievement of these goals.

Grŵp Llandrillo Menai have signed up to the Welsh Government's Code of Practice: Ethical employment in supply chains and is encouraged to engage with suppliers that uphold and apply these principles.



1.4 Background to Tender

The Coleg Meirion-Dwyfor, Dolgellau campus consists of
To complement the.

1.5 Scope of Works

The works include:-

- The construction of a new access track to the proposed development.
- Clearance of existing site features (Trees, hard surfaces, retaining walls etc.).
- Diversion of services to the ILS Building, Greenhouse and site services.
- Construction of new building, including piled retaining walls, foundations, concrete LGF podium, SIP structure, external wall and roof finishes, internal finishes, services, sprinkler system, PV systems, FF&E etc.

- Construction of external plant compound, site paths and external services.
- The replacement of the existing site transformer with a new 1000kVA transformer (see SPEN Quotation). The changeover is to be undertaken outside of college term time.
- External landscaping and ecological mitigations works.

The works is to be undertaken in a live campus environment. The Contractor is to make all efforts to minimise the impact of the works on the operations of the college.

Prior to handover, the Contractor is to provide evidence that the project has met the following funding requirements.

- Whole Life Cycle Carbon Assessment confirming that the building fabric (including external works) is to generate <600kgCO₂e/m² of embodied carbon.
- Net Zero Carbon in Operation (NZCiO) in the form of a TM54 Calculation Report.
- BREEAM Excellent Certification.
- A 10% Biodiversity Net gain (BNG).

1.6 Procurement Timetable

The proposed timetable for this procurement is:

Table 1 Procurement Timetable

Activity	Date
Invitation to Tender issued	30/09/2025
Proposed dates for site visits	13/10/2025 to 24/10/2025
Deadline for tender queries/clarifications from Tenderers	14/11/2025 (17:00)
Final date for issue of responses to tender queries	18/11/2025 (17:00)
Tender Submission deadline	21/11/2025 (12:00 midday)
Tender Evaluation Period Evaluation.	24/11/2025 to 19/12/2025
Notification of outcome	05/01/2026
Proposed closure of Standstill period	16/01/2026
Expected date for execution of the Contract	02/03/2026
Start of Works	As tender proposal – Quality Questionnaire section 7.3
Contract Period	As tender proposal – Quality Questionnaire section 7.3

Grŵp Llandrillo Menai reserve the right to amend the dates given above if circumstances dictate. Tenderers will be advised accordingly.

The tender submission deadline is midday on 14/11/2025.

Any tenders received after this deadline may not be considered.

Tenderers are required to provide a tender that is open for acceptance up until the **13th March 2026**, following WG Education Investment Panel meeting on the 28/02/2028.

1.7 The Tender Process

1.7.1 Introduction

The Tender will be assessed on an 60% Price, 35% Quality and 5% Social Value basis.

The college reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedure for, the competitive tendering process or to terminate the process at any time (with or without contract award).

Under no circumstances shall the college incur any liability in respect of this tender process or any supporting documentation.

The Invitation to Tender and Document Register will be published electronically via the Sell2Wales electronic portal. Supporting tender documentation listed in the Document Register will be issued on request to tenderers via Microsoft SharePoint. Tender documents can be requested by emailing a request to d.christmas@gllm.ac.uk cc. mark.chapman2@wsp.com and ben.martin@wsp.com.

1.7.2 Clarifications and Communications

The Tender is being provided on the same basis to all contractors and is to be published on Sell2Wales. Tender submissions can only be received electronically via the Sell2Wales electronic portal.

All queries should be directed to the Q&A facility on Sell2Wales.

If it is considered any question or request for clarification to be of material significance, both the question and the response will be published anonymously on Sell2Wales to all tenderers.

All queries arising from these documents which may have a bearing on the offer should be received as soon as possible but no later than the deadline indicated in the Procurement Timeline (Section 1.6). As far as is reasonably possible, the College will respond to all reasonable requests for clarification of any aspect of this ITT and the Tender Documents, if made before the tender query/clarification deadline. The college will aim to provide responses by close of business on the date indicated in Section 1.6.

The college reserves the right to issue the response to any clarification request made by a Tenderer to all Tenderers, unless the Tenderer making the clarification request expressly requires it to be kept confidential at the time the clarification is made. If the college considers the contents of the clarification not to be confidential, it will inform the relevant Tenderer and offer the opportunity to withdraw the clarification request.

1.7.3 Tender Pack Contents

The Tender Pack contents are as follows, and as listed in the Tender Document Register:-

Table 2 Tender Pack Contents

Ref	Description	Submit with tender return?
Section 01	General Items Instructions to Tenderers Employer's Requirements Preliminaries	Quality Questionnaire, including Social Value Offer spreadsheet; Priced Activity Schedule; Contract Data Part 2; Form of Tender; Anti-collusion Certificate
Section 02	Site information and Reports	No
Section 03	Architecture	No
Section 04	Civils and Drainage	No
Section 05	Structures	No
Section 06	Mechanical, Electrical and Plumbing	No
Section 07	Landscape Architecture	No
Section 08	BREEAM	No
Section 09	BIM and Models	No

1.7.4 Inability to Tender

If the Contractor cannot tender for any parts of the work as defined in the tender documents or needs further clarification, they must inform the Employer as soon as possible during the tender period defining the relevant parts and stating the reason for its inability to tender.

1.7.5 Instructions for Completion

Tenderers are to complete the Quality and Social Value Submissions and to submit it, together with their completed Pricing Documents (Activity Schedule, Contract Data Part 2, Form of Tender and Anti-Collusion Certificate) by the submission deadline. Submissions together with any requested supporting information / documentation are to be uploaded using the 'Postbox' function on the Sell2Wales.

Contractors should follow the instructions outlined below when completing the Quality and Social Value Submissions. Contractors should answer all questions as accurately and concisely as possible in the same order as the questions are presented.

Contractors must be explicit and comprehensive in their response to the tender as this will be the single source of information on which responses will be scored and ranked. Contractors are advised that previous submissions of documentation will not be taken into account and therefore all requested documentation must be provided with this submission. Similarly, no assumptions about or drawn from contractor's past, current or other relationships with the college will automatically be taken into account in the evaluation procedure.

No unauthorised alteration to the tender document can be made.

Any requested supporting documentation must be clearly marked with the name of the responding Contractor and the number of the question to which they refer.

The College expressly reserves the right to require a Contractor to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the quality submission/tender.

1.7.6 Freedom of Information and Commercially Sensitive Information

In accordance with the obligations and duties placed upon public bodies by the Freedom of Information Act 2000 (the 'FoIA'), all information submitted to the college may be disclosed in response to a request made pursuant to the FoIA.

The College adheres to the Government's Code of Practice on Access to Government Information, commonly known as Open Government. Under the Code of Practice, the college is obliged to provide details, upon request, regarding the expenditure of public money. This may include, amongst other things, the disclosure of a winning tender price, the nature of the goods or services provided, standards of service or performance and the tender evaluation criteria.

If you wish your tender details to remain confidential, please signify on your tender return. (Subject to the public interest test)

In respect of any information submitted by a Contractor that it considers to be commercially sensitive the Contractor should:

1. Clearly identify such information as commercially sensitive;
2. Explain the potential implications of disclosure of such information; and
3. Provide an estimate of the period of time during which the Contractor believes that such information will remain commercially sensitive.

Please submit responses to 1, 2 or 3 as an Annex with the completed Quality Submission.

Where a Contractor identifies information as commercially sensitive, then the college will endeavour to maintain confidentiality where it is reasonably practicable for it to do so. Contractors should note, however, that, even where information is identified as commercially sensitive, the college might be required to disclose such information in accordance with the FoIA.

Accordingly, the College cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.

By submitting your tender response to the College, you acknowledge and accept the above provisions concerning potential disclosure of your information.

For further information on the Freedom of Information Act 2000 please refer to the following guidance notes issued by the Information Commissioner, www.informationcommissioner.gov.uk

FOIA Guidance Note 2 – Information provided in confidence.

FOIA Guidance Note 3 – The Public Interest Test

FOIA Guidance Note 5 – Commercial

1.7.7 Confidentiality

By receiving this ITT, applicants agree to keep confidential the information contained in it or made available in connection with it or with any further enquiries or information otherwise provided during the course of the procurement process.

No Tenderer will use such information other than for the purpose of preparing and submitting to the College its response. All such information is and will remain the property of the College and will be returned to the College upon request.

1.7.8 Contractor Selection

The College may disqualify any Contractor who fails to:

- Provide a satisfactory response to any questions in the Quality Questionnaire or inadequately or incorrectly completes any question; or
- Submit its full ITT response before the deadline set out for the same or fails to comply with all instructions relating to submission of the ITT response.

The Contractors who are not disqualified in accordance with the above grounds shall be evaluated on the basis of the qualitative qualification criteria set out below.

Presentations are unlikely to be requested at this stage, but the College reserves the right to request the same as part of the ITT process.

Where a Contractor has a valid reason for being unable to provide the information requested in relation to economic, financial and insurance matters, other information considered appropriate by the College, the ITT may be accepted, at its sole discretion.

1.7.9 Principal Designer & Principal Contractor

Contractors who will be invited to tender must be able to satisfy the College that they have the resources and competence to manage health and safety in compliance with the Construction (Design and Management) Regulations 2015 which enact Directive 29/57/ECC, dated 6/1992 in the domestic legislation.

To be awarded this contract, a Contractor must be prepared to accept their appointment as both Principal Designer and Principal Contractor and to undertake the duties thereof in accordance with The Construction (Design and Management) Regulations 2015.

1.7.10 Final Checklist

Before returning your Tender response, please make sure you include the following:

- Quality Questionnaire - All questions have been answered fully and as accurately and concisely as possible in the same order as the questions are presented within the document.
- Social Value Questions – Completed Social Value Spreadsheet and Social Value Offer.
- Provide a fully priced Activity Schedule.
- Provide a completed Contract Data Part 2.
- The Form of Tender has been completed and signed.
- The Anti-Collusion Certificate has been completed and signed.

Note: All enclosures are marked with the name of the Contractor. All enclosed documentation is cross-referenced to the appropriate Quality question.

2. Evaluation

2.1 Quality Questionnaire Evaluation

The Quality and Social Value submission will be assessed using the Tenderers responses to the Quality and Social Value Questionnaire. The evaluation will be undertaken by an Evaluation Panel who will comprise of the following members:-

Table 3 Evaluation Panel

Title	Role
GLLM Capital Projects Manager	Evaluator
GLLM Senior Clerk of Works	Evaluator
Senior WSP Representative	Evaluator, Chair

The Evaluation Panel will follow a systematic and comprehensive process as detailed below.

The College reserves the right (but is not obliged) to seek clarification of any aspect of a Tender Response during the evaluation process, where it is considered necessary for the purposes of carrying out a fair evaluation. Tenderers are asked to respond to such requests promptly. Vague or ambiguous answers which do not meet the requirements of this ITT are likely to affect a Tenderer's score and may render the Tender Response non-compliant.

2.2 Quality Scoring

The Quality questions scores are weighted as follows:-

Table 4 Quality Weighting

Evaluation		Overall Tender Weighting
Quality Submission		
Q. 7.1	Previous Experience and project team	10%
Q. 7.2	Design Management	10%
Q. 7.3	Funding Requirements	10%
Q. 7.4	Programme	5%

The Project Specific Questions in Section 7 of the Quality Questionnaire will be scored using the criteria in Table 5 below.

Table 5 Quality Scoring Criteria

Score	Rating	Description
5	Excellent	Proposal meets the required standard in all material respects and exceeds some or all of the major requirements, provides strong evidence that all requirements or service specification can be met and the proposal exceeds expectation i.e. exemplary in the industry, provides full confidence and no concerns.
4	Very Good	Proposal meets the required standard in all material respects. Provides strong evidence that all the requirements or the service specification can be met. Full and robust response, the proposal gives confidence.
3	Good	Proposal meets the required standard in most material respects, but is lacking or inconsistent in others, provides some good evidence to meet relevant requirements or service specification. There are no major concerns.
2	Satisfactory	Proposal falls short of achieving expected standard in several identifiable respects, has some minor omissions in respect of the relevant requirements or service specification. Satisfies the basic requirements in some respects but is unsatisfactory in other respects and raises some concerns.
1	Poor	Proposal significantly fails to meet the standards required, contains insufficient evidence to demonstrate that the relevant requirements or the service specification can be met. Significant shortcomings, serious and / or many concerns and / or is inconsistent with other proposals.
0	Unacceptable	The information required is either omitted or fundamentally fails to meet the relevant submission requirements or fails to address the service specification requirements. Insufficient evidence to support the proposal to allow the Authority to evaluate. A zero score will render the bid ineligible to proceed in the tender process

Failure to reach a minimum weighted quality score of 2 for any of the quality questions 7.1 to 7.4 may lead to the Contractors application being rejected.

The maximum possible Quality score is **35%**.

2.3 Social Value Scoring

The Social Value spreadsheet will be checked to confirm that the measures proposed are in line with the Criteria provided in Columns J to N. Where measures are considered to be outside of the definition given for the individual measures, then the value for that measure will be reduced to zero.

The score for the Social Value Element will be calculated on the basis of the “Total Social Value Proxy” (TSVP) after any correction. The highest TSWP will be awarded full marks. All other tenders will receive a pro rata score depending on how far they deviate from the highest submission.

To calculate a contractor's Social Value score, the contractor's TSVP will be divided by the highest TSVP and then multiplied by 100 to provide a percentage score out of 100%. The score will then be multiplied by 0.05 to give a weighted score out of 5%.

The maximum possible Social Value score is **5%**.

2.4 Price Scoring

Tenderers are required to complete in detail each of the specified sections in Appendix A Tender Pricing Documents and not leave any parts of it incomplete.

The Activity Schedule shall contain a detailed breakdown including:-

- Work Activities
- Preliminaries
- Design Fees
- Statutory fees and charges

The score for each Price Element will be calculated on the basis of the tender with the lowest submission gaining full marks. All other tenders will receive a pro rata score depending on how far they deviate from the lowest submission.

To calculate a contractor's pricing score, the lowest submitted contractor's price will be divided by the contractor's price and multiplied by 100 to provide a percentage score out of 100%. The score will then be multiplied by 0.6 to give a weighted score out of 60%.

The maximum possible price score is **60%**.

2.5 Post Award Process

All Contractors will be notified in writing whether their Tender submission has been successful or unsuccessful. The College will allow a mandatory standstill period of at least ten calendar days between notifying Contractors of the same and entering into a Contract with the successful Contractor.

Further details on the standstill period will be set out in the Award Decision Notice letters issued by the college following the conclusion of the Tender evaluation process.

The College Project Management Team will be advised following the award. As soon as possible following the end of the standstill period, a Pre-start meeting of the successful contractor and the College Project Management Team will be held on-site.

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