



Grŵp Llandrillo Menai

Dairy Development Project – Phase 2

Invitation to Tender

Tender Closing Date: 12 Noon 16th February 2026





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Invitation to Tender

Type of document (version) Public

Project no. UK0040689.7370

Date: September 2025

WSP

WSP House

Yale Business Village



Wrexham Technology Park

Wrexham

LL13 7YL

WSP.com

Quality control

Issue/revision	P01		
Remarks	Issued for tender		
Date	10/12/2025		
Prepared by	Mark Chapman		
Signature			
Checked by	Ben Martin		
Signature	<i>B.Martin</i>		
Authorised by	Mark Chapman		
Signature			
Project number	UK0040689.7370		
Report number	DDP2-WSP-ZZ- XX-RP-PM-0001- P01		
File reference	Tender Issue		

Contents

Guidance Notes

Invitation to Tender		1
1	Introduction to Grŵp Llandrillo Menai	1
2	Background to Tender	2
3	Scope of Works Summary	2
4	Tender Timetable	3
5	Procurement Procedure	3
6	Instructions for Completion	4
7	Freedom of Information and Commercially Sensitive Information	5
8	Confidentiality	6
9	Submission of Completed ITT	6
10	Contractor Selection	6
11	Principal Contractor	7
12	Final Checklist	7
13	Evaluation	8
14	Post Award Process	11

Appendices

Appendix 1 - Commercially Sensitive Information

Appendix 2 - Anti-Collusion Certificate

Appendix 3 - Social Value Criteria Guide

Appendix 4 - Social Value Criteria (TOM's)

Appendix 5 - How to Submit a Tender



Guidance Notes

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 Route to Market for this project is to be an Open Procedure under the Procurement Act 2023 which is a single-stage procedure where any interested supplier can submit a tender without restriction.

The following guidance is available; Competitive Tendering Procedure using the link below

<https://www.gov.uk/government/publications/procurement-act-2023-guidance-documents-define-phase/competitive-tendering-procedures-html>

The Contract Type for the project is to be the 'NEC4 ECC Option A - priced contract with activity schedule' please see section A20 of the preliminaries for further information.

Contractors are invited to submit a combined price and quality 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 Questionnaire, how it will be evaluated and scored, and the nature of the project are contained in these instructions. Supplementary information regards submitting a Tender can be found in the document 'How to Submit a Tender' by Ambition North Wales in appendix 3a (English Version) and 3b (Welsh Version).

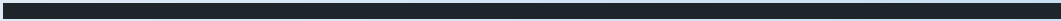
Where an applicant wishes to submit relevant supporting information, it should be provided within a separate appendix and cross referenced to correspond with the relevant question. Contractors will not be given the opportunity to provide referenced documents where they have omitted to include them, and 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.

Contact name Mark Chapman

Contact details 07827 842348 | mark.chapman2@wsp.com

Invitation to Tender



Invitation to Tender

1 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.



2 Background to Tender

The Coleg Meirion-Dwyfor, Glynllifon campus consists of 300 hectares of farm and forestry, offering an environment for studying a variety of land-based courses. These courses include Agriculture, Small Animal Care, Forestry, Agri-engineering, and Countryside Management. The ongoing development of facilities includes the construction of additional infrastructure.

To complement the training provision at Glynllifon, it is proposed to carry out the extension of the existing cow shed and construction of a new dairy milking parlour, silage clamp and dry manure store, along with the demolition of redundant structures.

Ambitions North Wales (ANW) are the funding partner of Grŵp Llandrillo Menai for this and other projects within the current college portfolio of planned projects. The North Wales Economic Ambition Board partnership was established in 2012 to develop a regional approach to economic growth and to address the challenges and barriers facing the North Wales economy. The partnership covered the six local authority areas of North Wales comprising the councils of Gwynedd, Anglesey, Conwy, Denbighshire, Wrexham and Flintshire. The partnership also included Bangor University, Wrexham University, Coleg Cambria and Grŵp Llandrillo Menai.

A Portfolio Management Office was appointed in 2019 to lead on the delivery of the North Wales Growth Deal.

In 2021 the Economic Ambition Board endorsed Ambition North Wales as the new brand for the Economic Ambition Board and the North Wales Growth Deal.

In April 2024, Ambition North Wales became a Corporate Joint Committee, with new responsibilities for regional transport and strategic planning as well as a responsibility to enhance and promote the economic well-being of North Wales. The Corporate Joint Committee comprises of the six local authorities and the Snowdonia National Park Authority. The Corporate Joint Committee agreed to adopt the brand of Ambition North Wales.

On 1st April 2025 the Portfolio Management Office and the North Wales Growth Deal were transferred into the North Wales Corporate Joint Committee now known as Ambition North Wales:

Further information to be found on the website; <https://ambitionnorth.wales/>

3 Scope of Works Summary

The works will include:-

- New milking parlour, with collecting area, parlour, office, plant room, veterinary store and pump room with external bulk milk tank.
- Extension of the existing cow shed, including housing for additional 86 cubicles and collecting passage providing access to the new milking parlour.
- New silage clamp as extension to the existing concrete clamps.
- New dry manure store
- Demolition of existing cow shed, barns and surrounding hard surfacing.

4 Tender Timetable

Task	Date
Invitation to Tender issued	12/12/2025
Q&A Close Deadline Final date for posting tender questions via the Sell2Wales Q&A facility.	06/02/2026 @ 16:00
Tender Close Deadline Final date for return of ITT Tender document submissions	16/02/2026 @ 12:00 noon
Opening of Tenders and start of Evaluation.	16/02/2026
Contract Award Decision Notices issued	18/03/2026
10-day Standstill period	18/03/2026 to 31/03/2026
Works pre-commencement incorporating site visit	April 2026 - to be agreed with successful contractor.
Start of Works	As tender proposal – Quality Questionnaire section 7.3
Contract Period	As tender proposal – Quality Questionnaire section 7.3

5 Procurement Procedure

5.1 Introduction

The Tender will be assessed on an 60% Price, 25% Quality and 15% 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

5.2 Queries about the procurement



The Tender is being provided on the same basis to all contractors and is to be published on Sell2Wales, 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 midday one week before the deadline of the receipt of tenders.**

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 Clarification Deadline. The college will aim to provide responses by 16:00 on 10/02/2026, after which time no further clarifications will be answered.

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.

6 Instructions for Completion

Recipients are to complete the Quality Submission 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 due date and to submit them together with any requested supporting information/documentation using the 'Postbox' function on the Sell2Wales in accordance with the procedure set out in section 9.

Contractors should follow the instructions outlined below when completing the Quality Submission. 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.

7 Freedom of Information and Commercially Sensitive Information

Freedom of Information Act

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

Terms and Conditions

The college's Terms and Conditions for the *Works* can be found in the Preliminaries.

8 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 Contractor 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.

9 Submission of Completed ITT

Recipients are invited to complete the Quality Submission and Tender and to submit them together with any requested supporting information/documentation using the 'Postbox' function on the Sell2Wales portal.

by no later than midday on Monday 16th February 2026

Any tender submitted must be kept open and valid for acceptance for at least four (4) months after the return of Tenders or such longer period as may be agreed with the college.

Any tender submitted by other means or after the date and time specified above may not be considered and the Contractor will be advised of this.

Tender Responses and correspondence relating to the Procurement must be written in English or Welsh. Tender Responses submitted in Welsh will be treated no less favourably than those submitted in English and vice versa.

10 Contractor Selection

The College may disqualify any Contractor who fails to:

- Provide a satisfactory response to any questions in the Quality Questionnaire (see tender Pack) 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.

11 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 the appointment of principal contractor to undertake the duties thereof in accordance with The Construction (Design and Management) Regulations 2015.

12 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. All attachments are clearly referenced, and the Social Value Offer spreadsheet is attached.
- 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.

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13 Evaluation

Quality Questionnaire Evaluation

The evaluation will be undertaken by an Evaluation Panel who will comprise the following:-

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.

The Project Specific Questions in Sections 7 & 8.1 will be scored using the criteria in Table 3 below. Each criterion will be weighted as shown in Table 2. The Quantitative Social Value Offer submitted in response to Q8.2 will be calculated as follows:-

$$\frac{\text{Bidder's total Social Value Offer}}{\text{Value of the highest Social Value offer from all bidders}} \times 7.5\%$$

Table 2 Project Specific Questions

Section / Question	Question	Weighting (%)	Maximum Weighted Score (%)
Quality			
7.1	<p>Please provide a minimum of 3 case studies for similar works contracts, which have been successfully delivered within the last 5 years.</p> <p>These case studies should include details of the scope of works, type of contract (D&B/Traditional, JCT/NEC), project value, contract duration, contract team, relevance to the proposed works along with testimonials/references in respect of quality and performance.</p>	30	7.5

	Also give details of any relevant lessons learnt on these projects and how these have been/could be used to benefit this project.		
7.2	Please provide details of your key personnel who will be responsible for delivering the Works, both on site and from head office, giving their roles and responsibilities, previous relevant experience and time commitment to the project.	20	5
7.3	Provide a detailed construction programme, showing key activities, critical path, float, date of appointment and completion date. This programme will form the contractual programme, adjusted for the changes in appointment date. The programme will be assessed both in respect of its detail and the overall project duration.	20	5
7.4	Provide details of how you will manage the development of the building design, including details of your design team, design management procedures and process.	20	5
7.5	Provide a priced table of proposed value engineering options for the project, including details/specifications etc. for each proposal.	10	2.5
Totals (%)		100	25
Social value			
8.1	The Contractor is to complete the Social Value Criteria spreadsheet (Appendix 4) confirming the quantity of Social Value Measures your organisation, including what sub-contractors will provide in relation to this tender (Column H). Please ensure you provide an accompanying response providing the detail on how you or your sub-contractors intend to deliver the proposed Social Value Measures in Column J. Please refer to the definition and evidence in Columns K to O and any other additional guidance offered. For those measures defined as 'Local' the definition of local is within the five counties of Gwynedd, Ceredigion, Powys, Conwy and Denbighshire. These measures are: NTW14; NTW15; NTW33; NTW76.	50	7.55
	Please confirm your "TOTAL SOCIAL VALUE PROXY" offering value from Cell I34 of the Social Value Criteria spreadsheet (Appendix 4), which will form part of the contract and will be expected to be delivered before the final invoice is submitted to the College for payment.		7.5
Totals (%)		100	15

Note: Tenderers Quality and Social Value submissions will be included within the Scope of the Works (please refer to Z clauses within the contract Preliminaries).

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

Table 3 Quality Scoring

Score	Rating	Description
1	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.
0.8	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.
0.6	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.
0.4	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.
0.2	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 0.4 for any of the quality questions 7.1 to 7.5 and 8.1 may lead to the Contractors application being rejected.

To obtain weighted marks for each criterion the contractor’s quality score is multiplied by the weighting shown.

The maximum possible Quality score is **25%**.

The maximum possible Social Value score is **15%**.

Failure to submit a social value response will lead to the Contractors application being rejected

Pricing Score

Tender prices will be checked for completeness and accuracy. Errors in the pricing document will be considered in accordance with NBS clause 00-30-70/320.

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%**.

Final Score

The weighted quality score (out of **25%**), social value Score (out of **15%**) and pricing score (out of **60%**) will be added together to give a total score (out of **100%**).

The Contractor with the highest total score will be nominated as the preferred contractor for the award of the contract. In the event that identical bids are received from different bidders, the contract will be awarded to the supplier with the higher quality score.

14 Post Award Process

Award

All Contractors shall be notified in writing whether their tender submission has been successful or unsuccessful. The College will allow a mandatory standstill period of at least eight 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 with the successful contractor and the College Project Management Team will be held on-site.



WSP House
Yale Business Village
Wrexham Technology Park
Wrexham
LL13 7YL

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