



**PERFORMANCE SPECIFICATION FOR THE
INSTALLATION**

OF

THREE NEW LIFTS

LOCATED AT

VARIOUS SITES

ON BEHALF OF

**CARDIFF COMMUNITY HOUSING ASSOCIATION
LIMITED**

INSTRUCTIONS TO TENDERER

1.1 Introduction

Cardiff community Housing Association Limited (CCHA) invites tenders for the design, manufacture, supply, installation and commissioning of vertical transportation (VT) systems at the following locations:

- Avondale Court
- Galleon Way Flats
- Selwyn Morris Court

The works are divided into three separate lots:

Lot 1	Lot 2	Lot 3
Avondale Court	Galleon Way Flats	Selwyn Morris Court

Tenderers may submit a tender for:

- One lot only, or
- Two lots or all three

Each lot will be evaluated independently, and the Client reserves the right to:

- Award one, two or all three lots to a single Tenderer, or
- Award each lot to different Tenderers

The Client's intention is to procure installations that:

- Fully comply with all relevant statutory regulations and standards identified within this document
- Meet the performance criteria set out in CIBSE Guide D (Transportation Systems in Buildings)
- Provide safe, reliable and maintainable solutions appropriate to each building

This Specification has been prepared by TÜV SÜD LCC, acting as Technical Advisor only.

1.2 Lotting and Pricing Requirements

Tenderers shall structure their submissions in accordance with the defined lotting arrangement.

For each lot tendered, Tenderers shall provide:

- A separate total price for the lot
- A breakdown of cost per site within the lot
- A clear identification of any:
 - Shared costs
 - Efficiencies or discounts applied across multiple sites or lots

Where a Tenderer submits for both lots, they may additionally provide:

- A combined offer reflecting efficiencies for delivery of all four sites

All pricing shall be:

- Fully inclusive
- Aligned with the scope defined in this Specification

1.3 Tender Evaluation Criteria

Tenders will be evaluated based on the **Most Economically Advantageous Tender (MEAT)**.

The evaluation will comprise:

- **Quality: 50%**
- **Price: 50%**

Quality (50%)

Quality will be assessed based on the Tenderer's responses to the **Quality Questions contained within Schedule 5**, which may include (but are not limited to):

- Technical compliance with the Specification
- Methodology and delivery approach
- Programme and resource planning
- Relevant experience and competence
- Health & Safety and risk management

Full details of the quality evaluation methodology and scoring criteria are provided within **Schedule 5**.

Price (50%)

Price will be evaluated based on:

- The **total tendered sum**,
- Including any required cost breakdowns (per lot and per site),
- In accordance with the pricing requirements set out in the tender documents

General

The Client reserves the right to:

- Seek clarification on any element of a Tender submission
- Take into account any qualifications when scoring
- Evaluate lots separately or in combination to determine best overall value

1.4 Tender Process and Submission

The tender process will be administered by CCHA via the Sell2Wales procurement portal.

Tenderers shall:

- Download all documentation from Sell2Wales
- Submit their completed tender electronically via the portal only
- Ensure submission is made in accordance with the portal requirements

Submission Deadline:

- **Date:** *TBC*
- **Time:** *12 noon*

Tender Period:

- Anticipated duration: *Approximately 4 weeks from issue*

Tenders submitted after the stated deadline **will not be accepted**.

1.5 Acknowledgement of Tender

Tenderers shall confirm via Sell2Wales that they:

- Have received the full suite of tender documents
- Intend to submit a tender (or decline)
- Consider the documents complete

Any discrepancies or omissions shall be raised through the formal clarification process on Sell2Wales.

1.6 Scope of Tender

Tenderers shall provide a fully inclusive offer for each lift installation, including but not limited to:

- Design and engineering
- Manufacture and factory testing
- Delivery and site logistics
- Removal (where applicable)
- Installation and commissioning
- Testing, certification, and handover
- Maintenance provision (as specified)

Tenderers shall clearly identify submissions on a per lot basis, with supporting technical and commercial information provided for each site contained within the relevant lot.

1.7 Completion of Tender Documents

All schedules and return documents contained within this Specification (including schedule 4 tender particularst) shall be:

- Fully completed
- Signed where required
- Submitted as part of the tender return

Failure to provide the requested information may result in disqualification.

1.8 Qualifications and Deviations

This Specification defines the minimum technical and performance requirements.

Where a Tenderer proposes any:

- Design deviation
- Alternative materials
- Alternative methods of installation or performance

These shall be:

- Clearly stated in a separate qualifications schedule or covering letter
- Fully detailed with justification

If no such schedule is provided, it will be deemed that the tender fully complies with this Specification without deviation

No post-tender qualifications will be accepted.

1.9 Alterations to Tender Documents

Tenderers shall not:

- Amend or alter the wording of the Specification
- Attach conflicting terms and conditions

Any such alterations:

- May be disregarded
- May result in the rejection of the tender

1.10 Method Statement

Tenderers shall include a Project Method Statement, detailing their proposed approach, including:

- Design process
- Manufacturing arrangements
- Delivery and site logistics
- Installation methodology
- Testing and commissioning
- Programme and sequencing
- Resource allocation

An organisation chart shall be included, identifying:

- Key personnel
- Roles and responsibilities
- Reporting structure from senior management to site level

1.11 Health & Safety / CDM Requirements

The works fall within the scope of the:

- Construction (Design and Management) Regulations 2015 (CDM 2015)

Tenderers shall provide:

- Risk assessments (including installation activities)
- COSHH assessments
- Company Health & Safety Policy
- Organisational responsibilities for H&S
- RIDDOR accident statistics for the previous 3 years

1.12 Statutory Compliance

The lift installations shall fully comply with:

- Lifts Regulations 2016 (as amended)
- BS EN 81-20 and BS EN 81-50
- All associated and applicable Designated Standards

Where deviations from Designated Standards are proposed:

- Approval from an Approved Body shall be obtained
- All associated costs shall be included within the Tender

1.13 Drawings and Technical Information

This Specification shall be read in conjunction with:

- Architectural drawings
- Structural information
- Any associated design documentation

In the event of discrepancies, the Tenderer shall raise a clarification via Sell2Wales

No assumptions shall be made without formal response.

1.14 Commercial Conditions

CCHA

- Does not guarantee that the project will proceed
- Reserves the right not to accept the lowest or any tender
- Shall not be liable for any costs incurred in tender preparation

1.15 Bona Fide Tendering

By submitting a tender, the Tenderer confirms that:

- The submission is made in good faith
- No collusion or anti-competitive behaviour has occurred
- Tender pricing has not been disclosed to any third party

1.16 Evaluation of Tenders

Tenders may be evaluated on the basis of:

- Most Economically Advantageous Tender (MEAT)
- Technical compliance
- Quality and methodology
- Programme and delivery
- Whole-life cost considerations
- Experience and competence

1.17 Form of Contract

The form of contract applicable to these works will be determined and issued separately by CCHA as part of the procurement process and will likely be in the form of MF1 Rev 6 or Rev 7.

This Specification is intended to define:

- The technical requirements
- The performance criteria
- The scope of works

for the vertical transportation systems and does not prescribe a specific form of contract.

1.18 Commercial and Contractual Requirements

Tenderers shall:

- Review all commercial and contractual documentation issued via Sell2Wales
- Ensure that their tender submission fully reflects and complies with those requirements

Any:

- Commercial qualifications
- Proposed amendments to contract terms
- Clarifications relating to contractual matters

shall be submitted in accordance with the procurement process defined by CCHA.

1.19 Pricing and Programme

Tenderers shall provide:

- A programme of works for each lot, clearly identifying:
 - Key milestones per site
 - Sequencing of works across the sites within the lot

Where tendering for both lots:

- The Tenderer shall indicate whether works will be undertaken:
 - Concurrently, or
 - Sequentially

Pricing and programme submissions shall:

- Align with the form of contract issued separately
- Reflect the constraints associated with working across multiple sites and occupied buildings (where applicable)

The Client reserves the right to assess any combined lot submissions against individual lot submissions to determine overall best value

1.20 Site Surveys

Site surveys are deemed mandatory for all bidders to ensure that an accurate submission is received.

All site surveys are to be booked in via the following contact details:

Name: Stephen Gadd

Email: Stephen.Gadd@tuvsud.com

A minimum of 48 hours' notice is required for site bookings. All surveys will be allocated on a "first come first serve" basis.