****REQUEST FOR PROPOSAL (RFP)****

**SACRED HEART COLLEGE: BLOCK A EUPHRAISE SEISMIC STRENGTHENING PROJECT**

**Release Date: 9/08/2016**

**Closing Date: 9/09/2016**

Layout of this RFP

This RFP is set out with the following sections:

**Section 1 – RFP**  - contains all the details you need to know about the RFP

**Section 2 – Supplier response template** - this is the section that must be completed by the Supplier.

Supplier Profile

Response to the RFP

Due Diligence

Conflict of Interest

Pricing

Supplier’s Declaration

Supplier’s Checklist

**Section 3 - Terms and Conditions of Contract** – Contains the contract details for the engagement of the successful contactor

Contents

[Section 1 – Request for Proposal 4](#_Toc394477436)

[1. General Information 4](#_Toc394477437)

[2. Our requirements 8](#_Toc394477439)

[3. How your proposal will be evaluated 8](#_Toc394477440)

[Section 2 – Supplier response template 10](#_Toc394477441)

1. Supplier Profile………………………………………………………………………….. 12

2, Response to the RFP …………………………………………………………………………………. 13

3. Due Diligence ………………………………………………………………………………………….. 16

4. Conflict of Interest ……………………………………………………………………………………... 17

5. Pricing…………………………………………………………………………………………………… 18

6. Supplier's Declaration………………………………………………………………………………… 20

5. Supplier's Checklist …………………………………………………………………………………… 22

[Section 3 – Terms and Conditions of Contract 1](#_Toc394477456)

**Section 1 – Request for Proposal**

# **General Information**

Description

* 1. Sacred Heart College is a state integrated secondary school located in Laings Rod Lower Hutt. The Mission Colleges Lower Hutt Trust Board are the proprietors and they are seeking the services of a main building contractor to under the seismic upgrade of Euphrasie Block (Blk A) on the college site. The building is a two story concrete and timber structure that is connected to the performing arts building. The building requires structural strengthening to meet the building code structural requirements for school buildings. Plans and specification have been prepared by Certa Engineers and Valley design describing the scope of works.
  2. The building represents a significant proportion of the teaching spaces on the college site so work has to be programmed to have as little impact on the school’s activities as possible. To this end we have prepared the following indicative program for the construction works
* Tender & Consent Period August 2016
* Let Contract – early September 2016
* Site measure and manufacture off site structural components Sept / Oct 2016
* Establish Site early November. Limited to specific areas as the building needs to be partially occupied by the school
* School fully vacate building early December 2016
* Heavy construction Dec / Jan 2017
* Handover main teaching areas to the school end of Jan 2017
* Some works can be programmed for Feb 2017 if necessary.
  1. The works will need to be undertaken under a CPU and a site management plan will need to be developed by the Main Contractor to take into account the colleges activities around the construction zone.
  2. The Board of Proprietors will evaluate the proposals based on program and methodology. These factors will carry as much weight as the price.
  3. The contract will expire once all agreed deliverables have been completed.

Contract terms and conditions

* 1. The terms and conditions that will apply to this Contract are NZS 3910:2013.

Understand our Requirements

* 1. Make sure you fully read this document before starting to write your response. In particular develop a strong understanding of our requirements and how your proposal will be evaluated.

Our process

* 1. This RFP is a closed invitation to tender. We have set out a process for Suppliers to follow as well as some [rules](#The_rules). Make sure you follow our process and abide by the rules. Remember, it is important when preparing your proposal to use the Supplier’s Response Template and complete the Supplier Declaration. Having done the work, do not be late – you must get your Proposal to us before the [closing date](#Closing_date).

Changes to our process

* 1. If we need to change anything about this process or want to provide Suppliers with additional information we will let all Suppliers know by issuing a Notice to Suppliers directly to suppliers invited to participate.

Our Contact Person

* 1. The Contact Person for this RFP is Ian Rattray. You must not attempt to gain information from any other member of our staff.

Suppliers’ enquiries

* 1. Enquiries must clearly and concisely set out what requires clarification or what further information is sought and direct to Ian Rattray at ian@irgroup.co.nz
  2. Questions and the answers may be provided to all suppliers who have been invited to the RFP. The source of the question will not be shown.

Submission of Proposals

* 1. Submission of proposals is Via E-mail to :

Ian Rattray

I R Group Ltd

ian@irgroup.co.nz

* 1. Suppliers must complete parts A and B of Section 2 in this RFP. When you submit your Proposal ensure parts A and B are in separate documents with clear headings.

Our timeline

* 1. The following information sets out our process and indicative timeline.

|  |  |  |
| --- | --- | --- |
| Description | Date | Time |
| Release date to Invited main contractors | **9/08/2016** | **9:00 am** |
| Deadline for Suppliers’ questions (Clarification Period) | **31/08/2016** | **5:00pm** |
| **Deadline for Proposals (Closing Date)** | **9/09/2016** | **5:00pm** |
| Suppliers notified of outcome | **15/09/2016** |  |
| Anticipated contract start date | **19/09/2016** |  |

* 1. **Please note:** All times are New Zealand time. The BOP reserves the right to alter the timeline if required.

Interpreting this RFP

* 1. Words starting with capital letters can have special meaning. The RFP and Standard Conditions contain definitions for words and expressions that have special meanings.
  2. When used in this RFP the following terms in bold have the meaning described:

|  |  |
| --- | --- |
| **Business Day** | A day when most businesses are open for business in New Zealand. It excludes Saturday, Sunday and public holidays. A Business Day starts at 8.30am and ends at 5pm. |
| **Clarification Period** | The period within which any Supplier can ask for a clarification or additional information in relation to the RFP. |
| **Closing Date** | The date when responses must be delivered to the client. |
| **Competitor** | A person or organisation that is in competition with a Supplier now, or in the future. |
| **Conflict of Interest** | A commercial Conflict of Interest is a circumstance where a Supplier (or any associated party e.g. employee, sub-contractor) has an interest, obligation or relationship that may influence the Supplier’s performance of its obligations under a contract with the client.  A personal Conflict of Interest is a circumstance where an individual has a personal interest, obligation or relationship that may influence the individual’s performance of the responsibilities of their job/position.  A Conflict of Interest may result in an individual’s or Supplier’s independence, objectivity or impartiality being called into question.  A Conflict of Interest may be:   1. actual: where the conflict currently exists, 2. potential: where the conflict is about to happen, or could happen, or 3. perceived: where another party may reasonably believe that a conflict exists.   A Conflict of Interest may result in either positive or negative un-due bias. |
| **Confidential Information** | Information that:   1. is by its nature confidential 2. is marked by either the client or a Supplier as 'Confidential' or 'Commercially Sensitive' 3. is provided by the client, a Supplier, or a third party 'In Confidence' 4. the client or a Supplier knows, or ought to know, is confidential 5. is of a sensitive nature, or commercially sensitive to the client, a Supplier or a third party. |
| **Contact Person** | The client’s appointed official who is the single point of contact for all Supplier enquiries and other matters relating to this RFP. |
| **Contract** | The legally enforceable written contract for the supply of the goods or services arising as a result of this RFP. |
| **Evaluation Criteria** | The criteria set by the Client against which Proposals will be evaluated. |
| **Expense** | Any actual and reasonable out-of-pocket costs that will be incurred by the Supplier in the delivery of the requirements. |
|  |  |
| **GST** | The value added tax under the Goods and Services Tax Act 1985, as amended. |
| **Intellectual Property** | An intangible asset that consists of human knowledge or ideas. Some examples are patents, copyrights, trademarks, design, software and similar industrial, commercial or artistic property. It can include modifications, upgrades and versions. |
| **Notice** | Where the client provides clarifications or changes to this RFP, it will advise Suppliers by way of a written Notice. All Notices issued will become part of this RFP |
| **Preferred Supplier** | Following evaluation, the Supplier selected as preferred by the evaluation panel. |
| **Proposal** | A written offer submitted in response to this RFP. |
| **RFP** | Request for Proposal which is this document, including all its parts and Notices. It is an invitation to all Suppliers to submit a proposal. |
| **Requirements** | The goods and/or services more fully described in the ‘Our requirements’ section. |
| **Supplier** | A person, business, partnership, company or organisation that submits a proposal in relation to this RFP. |
| **Schedule** | Any schedule to this RFP that is to be read in conjunction with this RFP. |

# Our requirements

How your registration will be evaluated

* 1. A weighted attribute evaluation model will be used to evaluate the criteria and determine scores for each registration. Following this, a value narrative method will be used to compare scores and decide which Proposals will be assessed for Price .

Attributes of Contractor capability

1. Please provide details of your firms experience and track record
2. Please provide details of the Key People you will provide to the project

c. Please provide details of the Key Subcontractors you will provide to the project

Attributes of Supplier capacity

1. Please confirm the resources you can commit to the project
2. Please confirm your availability for the proposed time frame
3. Please advise any risks you foresee in developing a program for the project.

d. Note any foreseeable issues working in an operational school location.

e. Please provide an indicative time frame for the construction period.

Other Attributes

1. Please provide details on you relationship management and reporting methodology
2. Please provide proof of PL insurance and Plant & Equipment

# How your proposal will be evaluated

* 1. The Client’s Procurement Policy is to obtain best overall value for money. While overall cost is a factor to the Client, it is essential that other criteria are met. Compliant Proposals will be assessed against the Evaluation Criteria, in its absolute and sole discretion.
  2. A weighted attribute evaluation model will be used to evaluate non-price criteria and determine non-price scores for each proposal. Following this, a value narrative method will be used to compare Proposal prices and non-price scores and decide which combination of price and non-price score represents the best value for money.
  3. Clarifications, presentations, site visits or interviews may be undertaken as part of the evaluation process prior to selection of the Preferred Supplier.

Evaluation Criteria and weightings

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Section | Criteria | Weighting (%) |
| 1 | Proposed Solution | How well the RFP meets our Requirements in particular assessment of any tags | 15 |
| 2 | Capability | Relevant experience / track record of the Supplier and/or named personnel | 15 |
|  | Capability | Relevant experience of Subcontractors | 15 |
| 3 | Capacity | Sufficient Resources | 15 |
|  |  |  |  |
| 4 | Pricing | Price | 40 |

|  |  |
| --- | --- |
|  | 100% |

Evaluation rating scale

* 1. For your information the following rating scale will be used to score each criterion. Note that if your score is below three for any of the above criteria then the Client may exclude your proposal from further evaluation.

|  |  |  |
| --- | --- | --- |
| Rating | Definition | Score |
| EXCELLENT – significantly exceeds our requirements | Exceeds the requirement. Exceptional demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence. | 9-10 |
| GOOD – exceeds our requirements in some aspects | Satisfies the requirement with minor additional benefits. Above average demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence. | 7-8 |
| ACCEPTABLE – meets the requirements at a minimal level | Satisfies the requirement. Demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence. | 5-6 |
| MINOR RESERVATIONS – marginally deficient | Satisfies the requirement with minor reservations. Some minor reservations about the Supplier’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence. | 3-4 |
| SERIOUS RESERVATIONS – significant issues that need to be addressed | Satisfies the requirement with major reservations. Considerable reservations about the Supplier’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence. | 1-2 |
| UNACCEPTABLE – significant issues not capable of being resolved | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence. | 0 |

Section 2 – Supplier response template

# Supplier Profile

|  |  |
| --- | --- |
| Supplier’s contact person for this RFP | |
| Contact person: |  |
| Position: |  |
| Phone number: |  |
| Mobile number: |  |
| Email address: |  |
| Fax number: |  |
| **Supplier’s organisational profile** | |
| Full legal name: |  |
| Trading name: (if different) | if applicable |
| Name of parent company: | if applicable |
| Physical address: | for company insert registered office |
| Postal address: |  |
| Company website: |  |
| Location of head office: | city in New Zealand / if overseas please specify city and country |
| Type of entity (legal status): | sole trader / partnership / limited liability company / other specify |
| Company registration no: | if applicable, registered number for a company |
|  |  |
| GST registration number: | NZ GST number / if overseas please state |
|  | |
|  |  |
|  |  |
|  |  |

# Response to the RFP

### Capability

* 1. The Client is seeking a contractor with sufficient capability (skills and competence) to deliver the project. Capability is evidenced by the qualifications, relevant experience and track record of the contractor (and their nominated personnel).
  2. Provide a brief overview of the Suppliers organisation including:

1. Ownership / management structure
2. Number of employees
3. Site location and geographical spread
4. Main and secondary areas of business
5. Years of operation in New Zealand and history of the organisation

|  |
| --- |
|  |

* 1. Provide an overview of the Supplier’s experience over the last five years with supplying works comparable to the requirement in this RFP:

1. Customer names
2. Dates and locations
3. A description of the engagement

|  |
| --- |
|  |

* 1. List the Named Personnel by Specific Role and append a curriculum vitae for each that includes:

1. Full name
2. Qualifications
3. An overview of employment history for the last five years including:

* employers
* dates employed
* roles and responsibilities

1. An overview of experience in the last five years supplying similar goods, services or works

|  |
| --- |
|  |

### Capacity

* 1. The Client is seeking a supplier with sufficient capacity to deliver a fit for purpose solution. Capacity is evidenced by the sufficiency and availability of capable resources when and where required including contingency resources.
  2. Confirm that you are able to meet a construction program that will allow delivery of the main teaching areas of the block by the start of February 2017 and provide a date to complete the remaining works

If unable to confirm, state ‘Not confirmed’ and provide an explanation.

|  |
| --- |
|  |

* 1. Detail the total number of staff that you intend to utilise to deliver the required goods and/or services including for each role:

1. A description of the roles
2. Whether the role is to be filled by an employee or sub-contractor
3. The minimum standard of qualification, registration and experience required

|  |
| --- |
|  |

* 1. Confirm (state ‘Confirmed’) that named personnel will be available to commence the supply of services from the intended start date:

If unable to confirm, state ‘Not confirmed’ and provide an explanation.

|  |
| --- |
|  |

* 1. Confirm that the named personnel will be available on a full time basis throughout the intended term of the engagement.

|  |
| --- |
|  |

* 1. Outline a plan for ensuring that the you are able to ensure sufficient capacity throughout the intended term of the engagement including:

1. Resources available
2. Any recruitment you will need to undertake, the risks this may present and how these will be managed
3. Resource scalability
4. Resource contingency planning

|  |
| --- |
|  |

* 1. Detail any resource constraints and any actual/potential circumstances which may affect the Supplier’s capacity to deliver to the requirement (e.g. other engagements/contracts).

|  |
| --- |
|  |

* 1. Detail all sub-contracting arrangements to be used in order to supply the services and deliverables.

|  |
| --- |
|  |

# Due Diligence

* 1. Confirm (state ‘Confirmed’) that there are no events, matters or circumstances, actual, contemplated or threatened, that have or may affect the operation of the Supplier, its parent or other associated parties (as set out in Section 0 Supplier’s Declaration) or its ability to successfully perform the Contract including:
     + actions of insolvency proceedings, bankruptcy, administration (voluntary or otherwise), statutory management, compulsory winding up, receivership or similar
     + legal proceedings, investigation or the threat of investigation by any regulatory or investigative authority such as the Commerce Commission, Serious Fraud Office or the Financial Markets Authority
     + structural/ownership changes (e.g. merger, sale, restructure)
     + disputes (e.g. union dispute, legal dispute, court action)
     + legal proceedings, investigation or the threat of investigation by any regulatory or investigative authority such as the Commerce Commission, Serious Fraud Office or the Financial Markets Authority
     + being declared a threat to national security or the confidentiality of sensitive government information
     + being designated as a terrorist by New Zealand Police.
  2. If unable to confirm, state ‘Not confirmed’ and provide an explanation.

|  |
| --- |
|  |

* 1. Confirm (state ‘Confirmed’) that no director, principal or nominated personnel of the Supplier:
     + Is the subject of any legal proceedings, investigation or the threat of investigation by any regulatory or investigative authority such as the Commerce Commission, Serious Fraud Office or the Financial Markets Authority
     + has been convicted of a criminal offence related to business or professional conduct
     + has been declared to be bankrupt, in receivership or liquidation
     + has made a false declaration
     + has had a serious performance issue in relation to a previous contract
     + has been convicted of professional misconduct or any serious crime or offence (or has any pending)
     + has performed an act or omission which has adversely reflected on the commercial integrity of the Supplier
     + has failed to pay taxes, duties or other levies
     + has been declared a threat to national security or the confidentiality of sensitive government information
     + is not a person or organisation designated as a terrorist by New Zealand Police.

If unable to confirm, state ‘Not confirmed’ and provide an explanation.

|  |
| --- |
|  |

# Conflict of Interest

* 1. Confirm (state ‘confirmed’) that the Supplier, having made reasonable enquiries, is not aware of any actual, potential or perceived Conflicts of Interest that may arise between the Client and the Supplier. If unable to confirm, state ‘not confirmed’ and provide an explanation or description of any Conflicts of Interest and how you propose to manage them.

|  |
| --- |
|  |

* 1. Confirm (state ‘confirmed’) that the Supplier, having made reasonable enquiries, is not aware of any Client personnel having any interest in, or association with, the Supplier that may give rise to any perceived, potential or actual Conflicts of Interest unable to confirm, state ‘not confirmed’ and provide an explanation or description of any Conflicts of Interest.

|  |
| --- |
|  |

# 5. Pricing

General pricing guidance

5.1 In submitting the pricing:

1. This is a fixed lump sum contract with no cost fluctuations
2. Suppliers must use thepricing template provided below
3. Suppliers must clearly detail all costs, fees, expenses and charges associated with the full delivery of the Client’s requirements. There must be no hidden costs.
4. Where assumptions may influence the price, the impact of the assumption on the price must be clearly stated.
5. Prices must be stated in $NZD exclusive of GST.
6. The pricing structure must be transparent, with all assumptions clearly stated. There must be no hidden costs.
7. Where a Supplier has an alternative method of pricing (i.e. a pricing approach that is different to the pricing schedule shown below) this may be submitted as an alternative pricing model. However, the Supplier must also submit a pricing model that conforms to the template below.

Pricing response

5.2 Suppliers must complete the tender summary on the following sheet.

Pricing assumptions

5.3 To ensure that the Client can properly understand and evaluate your proposal it needs to understand and validate any assumptions that you may have made. List all of the assumptions that you have made and address the impact that these assumptions may have:

|  |  |
| --- | --- |
|  |  |

# 6. Supplier’s Declaration

* 1. The Supplier is required to complete the following declaration.

|  |  |  |
| --- | --- | --- |
| Supplier’s Declaration | | |
| **Topic** | **Requirement** | **Supplier’s Declaration** |
| RFP response: | The Supplier has prepared this quotation:  independently to supply the goods, services or works.  **OR** jointly with [insert name of respondent #2]  **OR** in consortium with [insert names of consortium] | [choose an item] |
| RFP terms and conditions: | The Supplier has read and fully understands this RFP, including all the provisions contained in the collective documents that make up this RFP or Notices and the RFP terms and conditions, and agrees to be bound by them. | [choose an item] |
| Collection of further information: | The Supplier authorises the Client to:   * + - collect any information about the Supplier, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client     - to use such information in the evaluation of the proposal.   The Supplier agrees that all such information will be confidential to the Client. | [choose an item] |
| Our requirements: | The Supplier has read and fully understands the nature and extent of Our requirements as described in this RFP, including the technical considerations. The Supplier has the necessary capacity and capability to fully meet or exceed Our requirements and will be available to deliver throughout the relevant contract period. | [choose an item] |
| Contract terms and conditions: | The Supplier has read and fully understands and accepts the contract terms and conditions as stated in Section 4. If successful, the Supplier agrees to sign a contract based on these terms and conditions. | [choose an item] |
| Ethics: | The Supplier warrants that in submitting this Proposal it has not:   * + - entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor     - directly or indirectly, approached any representative of the Client to lobby or solicit information in relation to the RFP (other than the Client’s nominated Contact Person)     - attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Client. | [choose an item] |
| Offer validity period: | The Supplier confirms that this Proposal, including the price, remains open for acceptance for a period of three months from the closing date. |  |
| Declaration: | The Supplier declares that in preparing this Proposal it:   * + - has provided complete and accurate information in all parts of the Proposal, in all material respects     - has secured all appropriate authorisations to submit this Proposal and is not aware of any impediments to its ability to enter into a formal contract to deliver the requirements.   The Supplier understands that should it be successful in being awarded a contract with the Client, the falsification of information, supplying misleading information or the suppression of material information in relation to this RFP will be grounds for termination of the contract. | [choose an item] |
| DECLARATION  This proposal has been approved, and is signed by, a representative of the Supplier who has the authority to do so. This representative is named below.  This representative declares that the particulars provided above and in the attached Proposal documents are accurate, true and correct. | | |
| Signature: |  | |
| Full name: |  | |
| Title / position: |  | |
| Date: |  | |

# **7. Supplier’s Checklist**

* 1. Make sure you include everything that is asked for in this RFP. Use this check list when finalising your Proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| Section | List | Electronic copy | Included? |
| Section 2 | 1. Supplier Profile | ✓ |  |
| 1. Pre-Conditions | ✓ |  |
| 1. Response to ROI | ✓ |  |
| 1. Due Diligence | ✓ |  |
| 1. Conflict of Interest | ✓ |  |
| 1. Supplier’s Declaration | ✓ |  |

**Section 3 – Terms and Conditions of Contract**

# **Terms and Conditions of Contract**

NZS 3910:2013 shall apply