Procurement & Commercial

Attachment 4 - Procurement Documents for Contract Notice

Procurement Documents

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| **Procurement Overview** |
| **RFI or OJEU Reference** |
| **[OJEU Ref number only available once contract notice published]** |
| **Scope of Work** |
| SSE and SGN are transitioning their current combustion engine vehicle fleets across to alternative fuels. As a Group, SSE has signed up to the EV100 commitment, setting targets to electrify 3,500 operational vehicles as well as to facilitate charging for staff by 2030. SGN have plans to join the EV100 commitment, and in any case will be progressing the roll out of electric vehicles.  To support this, the installation of Workplace Charging infrastructure hardware across SSE & SGN’s complex and geographically diverse property portfolio is necessary, along with Home Charging for operatives own properties where necessary.  Furthermore, an effective back-office management system is required to collect data and other usage information, as well as settlement of any charging costs and is the subject of a separate procurement exercise.  This Framework will be split into geographical Lots that applicants may submit their PQQ for consideration of Invitation to Tender against. There is no restriction placed on the Lot(s) that an applicant may submit interest against, but they will be required to evidence as part of their PQQ submission that they possess adequate resources and capacity to service the Lot(s) they apply for.  Following award and establishment of the Framework, SSE/SGN may directly appoint a Framework Contractor to undertake work packages or, for more complex work packages, run further competition within each Lot to appoint Framework Contractors.  Combined, SSE and SGN will be looking to roll out a combined total of circa 450 charging points in the next 5 years, together with the necessary back-office solution to allow for efficient management of use and data across a large number of charging points, numbers and locations. |
| **Size / Volume / Length of Project:** |
| SSE’s sites against which work packages may be instructed are split into the following;   * Distribution;   + Southern Electric Power Distribution in central southern England.   + Scottish Hydro Electric Power Distribution in the north of Scotland. * Transmission; Scottish Hydro Electric Transmission in the north of Scotland. * Renewables - assets across the UK & Ireland * Thermal - assets across the UK & Ireland   SGN’s sites against which work packages may be instructed are split into the following;   * Scottish Gas Networks in central Scotland * Southern Gas Networks in south of England   It has been estimated that 450 units will be required across these sites during the course of the agreement. This volume may increase or decrease subject to appropriate funding and other technical challenges that may be removed or introduced which cannot be currently foreseen. |
| **Anticipated Project / Contract Duration:** |
| The Framework is anticipated to be in place for an initial three-year period with the option available to the Authority to extend it by a further two years. This brings a maximum overall Framework duration of five years. |
| **Proposed Strategy:** |
| A Framework will be established to supply and install EV charging points through;   * Direct call-off’s using established framework rates for low value / complexity requirements * Further competition, or Mini-Competitions, for higher value / complexity requirements   The contractors will be required to source and provide charging units to match the specification provided at tender stage by the Authority. Technical specifications and design for installation will generally be undertaken by the Authority and provided to the Framework contractors to deliver, however Framework Contractors may also be required to provide these services as part of Mini-Competitions.  The back-office management software is being separately procured and it will be a requirement to ensure the provisions of the Charging Alliance’s Open Charging Point Protocol are adhered to in order to ensure inter-operability of hardware and software.  The framework will be split into the following Lots;  Lot 1 – Scotland – North - UKM6, UKM5  Lot 2 – Scotland – Central / South - UKM7, UKM8, UKM9  Lot 3 – England – North – UKD1, UKC2, UKC1, UKD4, UKE2, UKD7, UKD3, UKE4, UKE3, UKE1  Lot 4 – England – Central – UKD6, UKF1, UKF3, UKG2, UKG3, UKG1, UKF2, UKH1  Lot 5 – England – South – UKK1, UKJ1, UKH2, UKH3, UKI7, UKI5, UKI6, UKK3, UKK4, UKK2, UKJ3, UKJ2, UKJ4, UKI3, UKI4, UKI5  Please see a visual representation of the above NUTS codes with lines indicating the split below;  Applicants may note interest and be invited to tender for any combination of the above Lots providing they have the resources and capacity to service them. This may be evidenced through your responses to the Pre-Qualification Questionnaire provided.  Applicants responses to the PQQ will be assessed and scored by the Authority with no less than 5 applicants per Lot being shortlisted for Invitation to Tender based on this scoring. The Authority reserves the right to invite as many applicants to Tender stage as it deems appropriate.  Following pre-qualification, the Invitation to Tender (ITT) responses will be assessed on price and quality using the following ratio;  Price – 60 : Quality – 40  The above ratio will be used to assess a Tenderer’s Total Evaluated Cost which will be the basis upon which Tenderers will be appointed to the Framework. Further details will be provided at Invitation to Tender stage. |
| **Proposed Form of Contract** |
| Please detail the terms and conditions that the contract will be issued on the NEC3 Framework Contract, adopting NEC3 Engineering & Construction Short Contract for all work packages instructed under it.  Any resultant Agreement entered into shall be governed under Scots law. |
| **Contract / Framework Agreement** |
| The intention of the Authority is to make an Agreement between the Authority and the successful Supplier(s). The following are Parties to the Agreement: such as but not limited to SSE Services Plc (on behalf of SSE plc) & Scotia Gas Networks Limited. |
| **Supplementary Information** |
| In order to submit a completed PQQ application to the Authority, you will need to gain access to our e-tendering platform; Emptoris. In order to do this, the following steps need to take place;   * Access to Emptoris first requires you to register on Achilles’ Supplier Registration System (SRS). This is free and should only take half an hour to complete some basic company details; <https://one.achilles.com/Registration/Index?CID=ta425IgngsYhAN29SYLB4w%3d%3d> * Once your registration on Achilles has been confirmed, please notify [leon.gomez@sse.com](mailto:leon.gomez@sse.com) and [timothy.higgins@sse.com](mailto:timothy.higgins@sse.com) of your registration number in order for them to arrange a company profile to be established on our e-tendering system; Emptoris. * You will then receive an email inviting you to set up a password for accessing our e-tendering system; Emptoris. * Once set up, we will add your organisation to the tender event for this PQQ application. * You may then access the tender event within Emptoris to raise queries and ultimately upload your completed PQQ document as your application for Invitation to Tender. |