

TENDER FOR
PAN GOVERNMENT FRAMEWORK
AGREEMENT FOR GROUND
INVESTIGATION WORKS 2023
ALL LOTS
TENDER PACKAGE – QUALITY SUBMISSION
(TP2- QS1)
REV A

REFERENCE: GGIFC23

Name of company completing this document If part of a Group of Tenderers insert the name of the Group of Tenderers	[Enter Name Here] [Enter Name Here] [If known]
---	---

**Department of Finance Construction &
Procurement Delivery Clare House 303
Airport Road West Belfast BT3 9ED
Northern Ireland**

Version Number	Date	Changes
----------------	------	---------

A	22 Jun 23	File naming convention clarified
---	-----------	----------------------------------

Important Information – Read this first before commencing the submission

This document is one of thirty-one parts, as listed below, which together form the invitation to tender documentation. Please ensure that no part or page is missing or duplicated.

Document No		TITLE
Document	1 of 9	Introduction and Framework Agreement Overview
	2 of 9	Instructions to Tenderers
	3 of 9	Framework Agreement
	4/5/6 of 9 (Scope)	Part 1 (General Scope)
		Part 2 (Specific Scope, Specification and Preamble)
		Part 3 (Safety, Health and Welfare)
	7 of 9	Site Information
	8/9 of 9 (Forms)	Form 1 – Form of Tender
		Form 2 – Parent Company Guarantee
Tender Package 1	TP1 – MSS1	Minimum Standards Submission
	TP1 – MSS1A	Financial Addendum Document
	TP1 – MSS1B	Fair Work Practices Document
Tender Package 2	TP2 – QS1	Quality Submission
	TP2 – PS1	Price Submission – Lot 1
	TP2 – PS2	Price Submission – Lot 2
	TP2 – PS3	Price Submission – Lot 3
	TP2 – PS4	Price Submission – Lot 4
	TP2 – CD1	Engineering and Construction Short Contract-Lot 1
	TP2 – CD2	Engineering and Construction Short Contract-Lot 2

	TP2 – CD3	Engineering and Construction Short Contract-Lot 3
	TP2 – CD4	Engineering and Construction Short Contract-Lot 4
	TP2-SVS1	Social Value Submission-Lot 1
	TP2-SVS2	Social Value Submission-Lot 2
	TP2-SVS3	Social Value Submission-Lot 3
	TP2-SVS4	Social Value Submission-Lot 4
	TP2-SVDP1	Social Value Delivery Plan-Lot 1
	TP2- SVDP2	Social Value Delivery Plan-Lot 2
	TP2- SVDP3	Social Value Delivery Plan-Lot 3
	TP2- SVDP4	Social Value Delivery Plan-Lot 4

CONTENTS

PART A - GUIDANCE FOR COMPLETION OF THE QUALITY

SUBMISSION5

PART B – CONFIRMATION OF TENDERER’S STRUCTURE6

[B01] TENDERER ADMINISTRATIVE INFORMATION 6

[B02] TENDERER'S NAMED CONTACT DETAILS 7

[B03] STRUCTURE OF TENDERER’S TEAM 8

PART C - QUALITY SUBMISSION.....8

[C-01] FRAMEWORK MANAGEMENT ARRANGEMENTS 8

[C-02] WORKS ORDER MANAGEMENT ARRANGEMENTS 14

PART D - DOCUMENT RETURN REGISTER.....19

PART A - GUIDANCE FOR COMPLETION OF THE QUALITY SUBMISSION

1. This document should be read in conjunction with all other parts of the tender documents. All defined terms within this document are explained within the glossary of the Instructions to Tenderers.
2. The submission made by the Tenderer shall represent the entire Tenderer’s Team. The responses provided to each question must be considered and detailed and prepared after the Tenderer has consulted with its sub*Contractors*.
3. This document, TP2-QS1, is arranged in 4 Parts as described below and all information sought in all parts must be provided and all questions answered. The parts are:

Part	Content	Assessment
------	---------	------------

A	Guidance for Completion of the Quality Submission	For Information Only
B	Confirmation of Tenderer's Team	Compliance Check of Team (These parts do not contribute to the scored evaluation)
C	Quality Submission	Assessed on a scored basis
D	Document Return Register	Compliance Check

Part C is assessed and scored where applicable, and if the Tenderer meets the minimum standard set for each of the questions then the total quality score, where applicable, is determined out of 100.

4. **Failure by a Tenderer to complete all questions fully and in accordance with all requirements therein may result in the Tenderer's submission being rejected.**
5. Each question should be answered separately without cross reference to any other question.
6. Answer to any of questions that require reference to legislation shall specifically refer to UK legislation or codes of practice.
7. The *Client* reserves the right to require evidence or additional evidence in relation to any answers given to questions in this submission.
8. The Tenderer must, without undue delay, inform the *Client* of any changes to the information provided in response to any questions in this questionnaire that may arise at any time during the Tenderer's participation in this tender process.

9. All questions must be answered in English and have a font size no smaller than equivalent to **12pt Arial** and **submitted in Microsoft word 2013 Format**. If necessary files may be compressed.
10. All questions must be answered in clear English. Abbreviations will only be accepted where the abbreviation is commonly used in English and/or within the construction industry. Abbreviations must in the first instance be fully spelt out followed, in brackets, with the standard abbreviation [e.g. Integrated Supply Team (IST)]. Words must be clearly separated by a space and have a font size no smaller than equivalent to 12 pt. Arial.
11. This document has been electronically locked. All responses must be contained in the text boxes provided and must adhere to the limit set on the number of characters (Note the number of characters includes spaces and paragraphs and is as calculated by the word processor and may vary slightly from the nominally declared value).
12. Unless specifically requested in the submission, additional supporting information beyond that typed into the text boxes, will not be assessed. No general marketing or promotional material from the Tenderer or any team member either in answer to any of the questions or for any other reason, should be included.
13. Where supporting information is specifically requested it should be clearly marked with the number of the question in the submission to which it relates.
14. Tenderers must ensure that their response to each question is relevant and focused on addressing the question asked. Each question will be evaluated only on the information provided in the response text box(s) provided for that particular question and any specifically requested and referenced appendices. **No marks will be awarded for a particular question for information given elsewhere in the submission.**
15. The responses submitted by the Tenderers shall (if they are successful in being awarded a Contract) be contractually binding. Tenderers must therefore ensure that the amounts submitted in the TP2-PS1-4 reflect the commitments given in this quality submission.

PART B – CONFIRMATION OF TENDERER’S STRUCTURE

For the avoidance of doubt, questions [B01], [B02] and [B03a] are compliance questions only and do not form part of the scored evaluation. Notwithstanding this, Tenderers must provide the information requested in these questions to ensure compliance.

[B01] TENDERER ADMINISTRATIVE INFORMATION

Complete the table below.

[In the case of a Groups of tenderers the details shall be that of the “Lead Tenderer”.]

Trading name of the Lead Tenderer	[Enter name here]	
Registered name of the Lead Tenderer	[Enter name here]	
Main address	[Enter address here]	
Registered Address (if different from above)	[Enter address here]	
Status (e.g. Partnership, Ltd Company, Groups of tenderers)	[Enter text here]	
If Limited Company	Date of Incorporation	[Enter date here]
	Registration Number	[Enter number here]
VAT registration	[Enter number here]	
Telephone	[Enter number here]	

[B02] TENDERER'S NAMED CONTACT DETAILS

As part of your registration for eTendersNI you have provided a point of contact for your organisation in respect of your response to the Tender. The Contracting

Authority/Managing Agent shall not be responsible for contacting your organisation through any route, other than the nominated contact within eTendersNI in relation to this procurement. You must therefore ensure that any changes relating to the contact are made promptly through the eTendersNI system.

In exceptional circumstances where there is a need for the Contracting Authority/Managing Agent to contact the Tenderer outside of eTendersNI (i.e. eTendersNI is not available) then the following named person shall be the contact point. In the case of a Groups of tenderers this shall be a representative of the identified "Lead Tenderer".

[B03] STRUCTURE OF TENDERER'S TEAM

[NOT USED]

PART C - QUALITY SUBMISSION

[C-01] FRAMEWORK MANAGEMENT ARRANGEMENTS

With reference to the framework agreement and scope, describe in detail the management structures, resources, reporting arrangements, quality controls and programme management methodologies that you propose to put in place to ensure the successful delivery of the programme of ground investigations envisaged under this framework.

Your response should include:

- A chart illustrating the reporting arrangements, roles and responsibilities of the personnel to be used in the delivery of the framework. The chart should also illustrate lines of communication between the *Contractor* and the framework manager in construction and procurement delivery. The chart should be A3 in size and be attached as "Tenderer Name– TP2-QS1-C-01A" in pdf format.
- Procedures to be implemented for the timely provision of works order estimates, including the procurement of specialist works not covered by the tendered rates and prices;
- Details of how internal resources will be managed and monitored to deliver simultaneous ground investigations;

- Details of how external supply chain members will be managed and monitored; and,
- Procedures for controlling quality and remediating instances of poor performance.

Assessment	Score	Indicators
Excellent	5	The response details excellent management arrangements for the delivery of the programme of ground investigations envisaged under this framework. The response comprehensively addresses the following points: • A chart illustrating the reporting arrangements, roles and responsibilities of the personnel to be used in the delivery of the framework. The chart should also illustrate lines of communication between
		the <i>Contractor</i> and the Framework Manager in Construction and Procurement Delivery. The chart should be A3 in size and be attached as a separate document in PDF format (see Annex 1); • Procedures to be implemented for the timely provision of Works Order estimates, including the procurement of Specialist Works not covered by the tendered rates and prices; • Details of how internal resources will be managed and monitored to deliver simultaneous ground investigations; • Details of how external supply chain members will be managed and monitored; and, • Procedures for controlling quality and remediating instances of poor performance.

Very Good	4	The response details very good management arrangements for the delivery of the programme of ground investigations envisaged under this framework. The response addresses the following points very well: • A chart illustrating the reporting arrangements, roles and responsibilities of the personnel to be used in the delivery of the framework. The chart should also illustrate lines of communication between the <i>Contractor</i> and the Framework Manager in Construction and Procurement Delivery. The chart should be A3 in size and be attached as a separate document in PDF format (see Annex 1); • Procedures to be implemented for the timely provision of Works Order estimates, including the procurement of Specialist Works not covered by the tendered rates and prices;
		• Details of how internal resources will be managed and monitored to deliver simultaneous ground investigations; • Details of how external supply chain members will be managed and monitored; and, • Procedures for controlling quality and remediating instances of poor performance.

Good	3	The response details good management arrangements for the delivery of the programme of ground investigations envisaged under this framework. The response addresses the following points well: • A chart illustrating the reporting arrangements, roles and responsibilities of the personnel to be used in the delivery of the framework. The chart should also illustrate lines of communication between the <i>Contractor</i> and the Framework Manager in Construction and Procurement Delivery. The chart should be A3 in size and be attached as a separate document in PDF format (see Annex 1); • Procedures to be implemented for the timely provision of Works Order estimates, including the procurement of Specialist Works not covered by the tendered rates and prices; • Details of how internal resources will be managed and monitored to deliver simultaneous ground investigations; • Details of how external supply chain members will be managed and monitored; and, • Procedures for controlling quality and remediating instances of poor performance.
------	---	---

Satisfactory (Minimum Standard)	2	The response details satisfactory management arrangements for the delivery of the programme of ground investigations envisaged under this framework. The response adequately addresses the following points: • A chart illustrating the reporting arrangements, roles and responsibilities of the personnel to be used in the delivery of the framework. The chart should also illustrate lines of communication between the <i>Contractor</i> and the Framework Manager in Construction and Procurement Delivery. The chart should be A3 in size and be attached as a separate document in PDF format (see Annex 1); • Procedures to be implemented for the timely provision of Works Order estimates, including the procurement of Specialist Works not covered by the tendered rates and prices. • Details of how internal resources will be managed and monitored to deliver simultaneous ground investigations; • Details of how external supply chain members will be managed and monitored; and, • Procedures for controlling quality and remediating instances of poor performance.
--	----------	---

Poor	1	The response details poor management arrangements for the delivery of the programme of ground investigations envisaged under this framework. The response inadequately addresses the following points: • A chart illustrating the reporting arrangements, roles and responsibilities of the personnel to be used in the delivery of the framework. The chart should also illustrate lines of communication between the <i>Contractor</i> and the Framework Manager
		in Construction and Procurement Delivery. The chart should be A3 in size and be attached as a separate document in PDF format (see Annex 1); • Procedures to be implemented for the timely provision of Works Order estimates, including the procurement of Specialist Works not covered by the tendered rates and prices; • Details of how internal resources will be managed and monitored to deliver simultaneous ground investigations; • Details of how external supply chain members will be managed and monitored; and, • Procedures for controlling quality and remediating instances of poor performance.
Nil Response/Very Poor	0	No response or failed to address the question asked.

Please enter response in the text box provided below which is limited to 10,000 characters.

[Please enter text here - 10,000 characters max]

[C-02] WORKS ORDER MANAGEMENT ARRANGEMENTS

With reference to the Scope, describe in detail the management arrangements you, as the lead site investigation *Contractor*, propose to implement to deliver each Works Order on time, to budget and to the required quality.

Your response should include:

- Contract administration procedures from inception to completion and compliance with the NEC4 Engineering and Construction Short Contract conditions;
- Procedures to ensure co-ordination between field and laboratory testing to deliver investigations in line with the agreed programme;
- Skills and experience of all staff to be used in the delivery of each Works Order;
- Procedures for monitoring costs during the works, managing change and closing-out the final account; and,
- Procedures for managing risk.

Assessment	Score	Indicators
------------	-------	------------

Excellent	5	The response details excellent management arrangements for the delivery of quality ground investigations on time and to budget in accordance with the contract conditions. The response comprehensively addresses the following points: • Contract administration procedures from inception to completion and compliance with the NEC4 Engineering and Construction Short Contract conditions; • Procedures to ensure co-ordination between field and laboratory testing to deliver investigations in line with the agreed programme; • Skills and experience of all staff to be used in the delivery of each Works Order; • Procedures for monitoring costs during the works, managing change and closing-out the final account; and, • Procedures for managing risk.
-----------	---	--

Very Good	4	The response details very good management arrangements for the delivery of quality ground investigations on time and to budget in accordance with the contract conditions. The response addresses the following points very well: • Contract administration procedures from inception to completion and compliance with the NEC4 Engineering and Construction Short Contract conditions; • Procedures to ensure co-ordination between field and laboratory testing to deliver investigations in line with the agreed programme; • Skills and experience of all staff to be used in the delivery of each Works Order; • Procedures for monitoring costs during the works, managing change and closing-out the final account; and, • Procedures for managing risk.
Good	3	The response details good management arrangements for the delivery of quality ground investigations on time and to budget in accordance with the contract conditions. The response addresses the following points well: • Contract administration procedures from inception to completion and compliance with the NEC4 Engineering and Construction Short Contract conditions; • Procedures to ensure co-ordination between field and laboratory testing to deliver investigations in line with the agreed programme; • Skills and experience of all staff to be used in the delivery of each Works Order;

		• Procedures for monitoring costs during the works, managing change and closing-out the final account; and, • Procedures for managing risk.

Satisfactory (Minimum Standard)	2	The response details satisfactory management arrangements for the delivery of quality ground investigations on time and to budget in accordance with the contract conditions. The response adequately addresses the following points: • Contract administration procedures from inception to completion and compliance with the NEC4 Engineering and Construction Short Contract conditions; • Procedures to ensure co-ordination between field and laboratory testing to deliver investigations in line with the agreed programme; • Skills and experience of all staff to be used in the delivery of each Works Order; • Procedures for monitoring costs during the works, managing change and closing-out the final account; and, • Procedures for managing risk.
Poor	1	The response details poor management arrangements for the delivery of quality ground investigations on time and to budget in accordance with the contract conditions. The response inadequately addresses the following points: • Contract administration procedures from inception to completion and compliance with the NEC4 Engineering and Construction Short Contract conditions; • Procedures to ensure co-ordination between field and laboratory testing to

		deliver investigations in line with the agreed programme; • Skills and experience of all staff to be used in the delivery of each Works Order; • Procedures for monitoring costs during the works, managing change and closing-out the final account; and, • Procedures for managing risk.
Nil Response/Very Poor	0	No response or failed to address the question asked.

Please enter response in the text box provided below which is limited to 10,000 characters.

[Please enter text here - 10,000 characters max]

PART D - DOCUMENT RETURN REGISTER

Please ensure that all documents are returned with this questionnaire as summarised below:-

Document Return Register			
Appendix No	Question Reference	Document File Naming Convention	Tick ☐ the documents that have been submitted
1	C-01	Tenderer Name – TP2-QS1-C-01A	☐

It is the Tenderer's responsibility to ensure that the additional documents listed above, are fully completed and submitted using the **NAMING CONVENTION** outlined in the above table. If your company name was "AN Other Ltd" and submitting an appendix relating to C-01A, it should be saved as; **AN Other Ltd – TP2-QS1 C-01A**. This file naming convention should also be labelled within the header of each document respectively.