**Regulated Below-Threshold Works Tender**

Invitation to Tender – Statement of Requirements

Park House Re-modelling

2025/S 000-038217

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Version History

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| Version | Issue date | Author/editor | Responsible Officer Approval Date | Summary of changes |
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Related Documents

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| Document Number | Document Name | File Location |
|  | ITT Instructions for Bidders – Below Threshold |  |
|  | ITT Tender Response – Below Threshold |  |
|  | ITT Response Pricing Matrix – Below Threshold |  |
|  | Guidance - Below-Threshold |  |

Guidance Note: Amend based on your internal policies / processes.

Contents

[1. Introduction 4](#_Toc189065137)

[2. Background 4](#_Toc189065138)

[3. Social Value 4](#_Toc189065139)

[4. Scope and Specification 5](#_Toc189065140)

[5. Additional Information 7](#_Toc189065141)

[6. Pricing 7](#_Toc189065142)

[7. Delivery Model 7](#_Toc189065143)

[8. Contract Management 8](#_Toc189065144)

[9. Service Credits 9](#_Toc189065145)

[Annex 1 – Contract Management Information Requirements 10](#_Toc189065146)

# Introduction

## This Invitation to Tender (“ITT”) has been issued by the contracting authority who are seeking to award a **below-threshold contract** for the provision of construction works to Park House, Hugh Town, St. Mary’s.

## The requirement will be tendered as a sub-threshold open works tender for a single supplier and a single lot.

## The anticipated commencement date of the contract is 7th November 2025. Any changes to this commencement date will be communicated to all Bidders by e-mail

# Background

## The Council of the Isles of Scilly are seeking tenders from suitably qualified and experienced contractors to undertake the internal re-modelling of Park House. Park House has been used as the Island’s care home for the last 40 years. The opportunity to re-model the interior layout has come about as a result of the Integrated Care program which has established a hospital extension and care home on St. Mary’s. The intention of the re-modelling works is to supply additional residential space for care and health workers on the Islands.

## The project seeks to establish 4 flats and a 4-bed shared accommodation unit.

## Tenderers will need to be aware that the construction site is in close proximity to the current Cultural Centre and Museum project and that suitable communication and coordination with the Cultural Centre main contractor will be essential.

# Social Value

## The contracting authority will consider how economic, social, and environmental well-being may be improved through the goods, works and services we procure, and how procurement may secure those improvements, under the provisions of: the National Procurement Policy Statement and Wales Procurement Policy Statement (Procurement Act s.13-14), the Public Services (Social Value) Act 2012 and the Well-being of Future Generations (Wales) Act 2015.

## We want to use the opportunity the Act presents to:

## Drive economic growth and strengthen supply chains by giving SMEs and VCSEs a fair chance at public contracts, creating high quality jobs and championing innovation

* Deliver social and economic value that supports the Government’s missions including by working in partnership across organisational boundaries
* Ensure the right commercial capability and standards are in place to procure and manage contracts effectively and to collaborate with other contracting authorities to deliver best value.
* Promotion of work force equality
* Increase in skills development and community outreach
* Awareness and safeguards of modern slavery

# Scope and Specification

## Please see Design and Specification documents

# Additional Information

## In the event the Highest Scoring Bidder(s)’ staff must attend Council sites or access Council systems they may need to undertake a full vetting or DBS process. Any cost for undertaking staff vetting will be met by the Highest Scoring Bidder(s).The vetting must remain valid for each contracting authority throughout duration of Contract. Please note the contracting authority and/or contracting authority reserve the right at any time within the contract to revise the vetting levels and costs.

## All persons (including sub-contracted employees) connected with the Bidder(s) and deemed to require vetting will be required to submit and pass the vetting process.

## Staff that are not DBS checked must not be used on the contract until such time as the DBS has been completed and you have been notified that all is in order.

# Pricing

## Bidders must complete the pricing schedule document within the tender pack.

## As part of the submission, the successful Bidder must provide a point of contact who will be responsible for contract performance and delivery. This representative will liaise with the contracting authority Contract Manager twice per month, and must ensure that any questions or issues are reported to the correct person for timely resolution, as detailed in the KPIs below.

## The Bidder(s) will provide a process map with contact information to illustrate timeframes and how queries will be logged, prioritised and resolved as part of their submission.