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Tender

## **Fall Protection Inspections, Equipment Servicing, Maintenance and Training**

UNIVERSITY OF SOUTHAMPTON

F02: Contract notice

Notice identifier: 2021/S 000-005086

Procurement identifier (OCID): ocds-h6vhtk-029b4f

Published 12 March 2021, 3:48pm

The closing date and time has been changed to:

**28 April 2021, 12:00pm**

See the [change notice](#).

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

UNIVERSITY OF SOUTHAMPTON

University Road

Southampton

SO17 1BJ

#### **Contact**

Tom Whitaker

#### **Email**

[procurement@soton.ac.uk](mailto:procurement@soton.ac.uk)

**Country**

United Kingdom

**NUTS code**

UKJ3 - Hampshire and Isle of Wight

**Internet address(es)**

Main address

<https://www.southampton.ac.uk/>

Buyer's address

<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Fall Protection Inspections, Equipment Servicing, Maintenance and Training

Reference number

2020UoS-0085

#### **II.1.2) Main CPV code**

- 71631300 - Technical building-inspection services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The University of Southampton is one of the UK's leading research institutions and is in the top 1 per cent of universities worldwide. There are currently in excess of 22,000 students on campus in the UK. Using conventional business metrics, the University is a large enterprise with an annual turnover of £500m and a staff establishment in excess of 5,000 FTE.

Through world-leading research and enterprise activities, the University of Southampton connects with businesses to create real-world solutions to global issues. Through its educational offering, it works with partners around the globe to offer a world-class education. This connectivity is key to Southampton's offering and market presence.

The University is seeking suitably experienced and qualified tenderers to fulfil its requirements for inspections, equipment servicing, maintenance and training. The University's fall protection systems are located at the University of Southampton's campuses, Halls of Residence and other nearby satellite sites where Estates and Facilities are responsible for the maintenance of buildings.

#### **II.1.5) Estimated total value**

Value excluding VAT: £300,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 35113000 - Safety equipment
- 45340000 - Fencing, railing and safety equipment installation work
- 80531200 - Technical training services
- 80532000 - Management training services
- 80550000 - Safety training services
- 90711100 - Risk or hazard assessment other than for construction

### **II.2.3) Place of performance**

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

Main site or place of performance

The primary location for contractual performance will be at the University of Southampton's Highfield Campus, situated towards the centre of the city. Successful tenderers will also be required to deliver services at various University Halls of Residence buildings located at satellite sites nearby and Southampton General Hospital. The buildings currently covered under the SGH site comprise; the Institute of Developmental Science, Somers and MRC Building's.

Finally, successful tenderers will also be required to deliver services, approximately 11.5 miles away, at the Winchester School of Art, situated in the heart of the city.

### **II.2.4) Description of the procurement**

The University is seeking suitably experienced and qualified tenderers to fulfil its requirements for inspections, equipment servicing, maintenance and training. The University's fall protection systems are located at the University of Southampton's campuses, Halls of Residence and other nearby satellite sites where the Universities Estates and Facilities team are responsible for the maintenance of buildings.

The successful tenderer must be able to demonstrate their competency in delivering the services as outlined within the service specification (File 4) and be suitably certified and affiliated to a recognised industry representative group(s).

## Inspection Services

A recommendation with regards to the frequency of inspections will be required for all equipment and buildings as listed in section 3.1 of the specification. This takes into account legislation, equipment type, frequency of use as well as environmental conditions and should include a statement that periodic inspections should be carried out a least every 12 months. Interim inspections may be required between detailed inspections, where the risk assessment has identified a hazard that could cause significant deterioration in the equipment, for example paint, chemicals or acidic or alkaline environments.

## Surveying and Installation works

The successful tenderer will be required, upon request, to carry out installation works to buildings and roof's, upon completion of the surveying and inspection phase. Proposed installations must be communicated to the University via the appointed contract administrator and agreement must be made between the two parties before any works are to commence and a purchase order is raised. All installation works carried out must adhere to relevant regulatory and legislative requirements as detailed in section 5.2 of the service specification.

## Maintenance

The successful tenderer will be required to maintain workplace equipment, devices and systems as per the applicable regulatory and legislative requirements set out in section 5.2 of the service specification. Any items that are past their usable lifecycle should be reported to the relevant University representative and/or contract administrator. Agreement must be made between the two parties before any replacement items are purchased and charged to the University.

## Training

The successful tenderer will be able to deliver fall protection system and personal protection equipment training for new recruits and refresher training for existing staff. This should be in line with University training policies which require training updates on a 2-yearly basis. Any course provided must cover the following aspects of Working at Height and use of fall protection equipment:

- Falls from Height Overview.
- Working at Height Legislation.
- Harness Awareness Training

- Overview of Fall Protection Systems installed at University buildings.
- Overview of Fall Protection equipment supplied for use with Fall Protection Systems installed at University buildings.
- Fall protection systems and personal protective equipment user instruction requirements.
- Inspection techniques for personal protective equipment.
- Suspension Syncope and Rescue.
- Practical use of University fall protection systems and PPE including correct use of all travelling devices issued for use with University fall protection systems.
- On completion of the course, certification must be provided to each attendee to indicate that they have undertaken the course and been judged competent in all areas.
- Permit Authorisation training for line managers who control working at height activities

#### **II.2.5) Award criteria**

Quality criterion - Name: Competency and Experience / Weighting: 15%

Quality criterion - Name: Method Statements & Risk Assessments / Weighting: 10%

Quality criterion - Name: Provision of Training / Weighting: 10%

Quality criterion - Name: Inspections / Weighting: 15%

Quality criterion - Name: Surveying / Weighting: 5%

Quality criterion - Name: Scenario-Based Response / Weighting: 5%

Price - Weighting: 40%

#### **II.2.6) Estimated value**

Value excluding VAT: £300,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

This contract is subject to renewal upon expiry of the initial term and any possible extensions. Details surrounding the contract term can be found within File 2a of the tender documentation - ITT Scope, Guidance and Instructions (section 2.2.3).

The formal renewal process surrounding this contract will take place prior to the full contract term ending. At this point, a new service provider will be formally procured to resume contractual performance before the next scheduled iteration of this service requirement continues.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

This contract is NOT suitable for splitting into lots. The risk of dividing the requirement into Lots would render the execution of the contract excessively technically difficult, not cost effective and would undermine proper execution of the contract.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Due to the technical nature of this procurement, it is anticipated that the successful tenderer will meet the statutory requirements to operate safely within the industry and will be suitably affiliated to the relevant trade registers and professional body(s).

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

- BS 7883 2019 Personal fall protection equipment, Anchor systems, System design, installation and inspection updated primary code of practice
- Work at Height Regulations 2005
- Competence - Regulation 5
- Inspection of Work Equipment- Regulation 12
- Duties of Persons at Work - Regulation 14
- Requirements for Personal Fall Protection Systems - Schedule 5
- BS EN 7883:2005 Code of practice for the design, selection, installation, use and maintenance of anchor devices conforming to BS EN 795 2012
- BS EN 365: 2004 Personal protective equipment against falls from a height
- General requirements for instructions for use, maintenance, periodic examination, repair, marking and packaging
- Provision and Use of Work Equipment Regulations (PUWER)
- Maintenance - Regulation 5

- Inspection - Regulation 6
- Information and Instructions - Regulation 8
- Training - Regulation 9
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Compatibility of Personal Protective Equipment - Regulation 5
- Maintenance and replacement of personal protective equipment - Regulation 7
- Information, instruction, and training - Regulation 9
- Workplace (Health, Safety and Welfare) Regulations 1992
- Maintenance of workplace, and of equipment, devices, and systems - Regulation 5
- LOLER 1998 Regulations require abseiling equipment to be inspected on a 6-monthly basis.
- BS EN 363:2008 Personal fall protection equipment. Personal fall protection systems
- BS 8437:2005+A1:2012 Code of practice for selection, use and maintenance of personal fall protection systems and equipment for use in the workplace
- BS 8454:2006 Code of practice for the delivery of training and education for work at height and rescue
- BS 7985:2013 Code of Practice for the use of rope access methods for industrial purpose
- BS EN 361:2002 Personal protective equipment against falls from a height. Full body harnesses
- PUWER 1998 regulations
- BS 4211:2005& A1:2008 (specification for permanently fixed ladders)
- BS 5395-3:1985 (Code of Practice for the design of industrial type stairs, permanent ladders and walkways);
- BS EN 14122 (Safety of machinery. Permanent means of access to machinery. Working platforms and walkways);

- HSE INDG Inspecting fall arrest equipment
- EN 365 2004 - Individual competence for the carry out of inspections.

Minimum level(s) of standards possibly required

The University has risk assessed the insurance requirements for this procurement and has deemed that the following levels of insurance are required:

Public Liability - £10 million

Product Liability - £10 million

Employers' Liability - £10 million

Professional Indemnity - £5 million

The stated levels of insurance are a mandatory requirement of this procurement. The University reserves the right to exclude a Tenderer who does not hold or is not willing to hold the minimum levels of insurance.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

Due to the technical nature of this procurement, it is anticipated that the successful tenderer will be able to meet the statutory requirements to operate safely within the industry and will be suitably affiliated to the relevant trade registers and professional body(s).

Details of the mandatory requirements with regards to contractual performance can be found within the tender documentation.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

## **IV.2) Administrative information**

### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

14 April 2021

Local time

12:00pm

Changed to:

Date

28 April 2021

Local time

12:00pm

See the [change notice](#).

### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

### **IV.2.7) Conditions for opening of tenders**

Date

14 April 2021

Local time

12:01pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: This contract is subject to renewal upon expiry of the initial term and/or any possible extensions thereafter. Specific details surrounding the contract term can be found within File 2a - ITT Scope, Guidance and Instructions (section 2.2.3) of the tender documentation.

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

E-Tendering Portal: The University is utilising an electronic tendering tool, In-Tend (<https://in-tendhost.co.uk/universityofsouthampton>) to manage this procurement and to communicate with potential suppliers and/or tenderers (as appropriate).

All documentation in relation to this tender can be downloaded from In-Tend.

Potential suppliers/tenderers are advised that there will be no hard copy documents issued and all communications with the University, including the submission of Selection Stage and/or Invitation to Tender responses will be conducted via In-Tend.

Regular monitoring of the portal is the responsibility of the potential supplier/tenderer.

If you are not already registered as a supplier with the University of Southampton, you will need to register in In-Tend in order to access the procurement documentation.

Once you have logged in as a supplier: click on 'Tenders'; locate the relevant project; and click 'View Details'. Once you are in the project screen, you will be able to register your organisation against the project and access all documentation by clicking 'Express Interest'.

Potential suppliers/tenderers are advised that formal expressions of interest in the project

must be by way of completion and return of the relevant documents via In-Tend. Further instructions for the submission of responses are below:

To submit your return:

1. Log in
2. Click 'Tenders'
3. Locate the relevant project
4. View details
5. Click on the tab relating to the relevant project stage (e.g. 'Invitation to Tender')
6. Click on the 'Attach Documents' button and upload your return.
7. Check ALL your response documents are uploaded and displayed in the 'My Tender Return' panel. The system will only permit your organisation to make one return.
8. Click the red 'Submit Return' button.

Please note, to preserve the integrity of the procurement, all communications with the University must be made via the correspondence function within In-Tend. Publication of Award Details: In accordance with Regulation 50, paragraph (2) of the Public Contracts Regulations 2015, the University intends to publish the value of any resulting contract at the award stage, and reserves the right to do so. By submitting a response, potential suppliers/tenderers are consenting to publication of this information unless otherwise agreed in advance with the University.

Costs and Expenses: Potential suppliers/tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of responses and participation in this and all future stages of this procurement. Under no circumstances will the University be liable for any costs or expenses borne by potential suppliers/tenderers or any of their supply chain, partners or advisers in this procurement process.

The University is not liable for any costs in the event of the cancellation of this procurement process.

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

University of Southampton

University Road

Southampton

SO17 1BJ

Email

[procurement@soton.ac.uk](mailto:procurement@soton.ac.uk)

Country

United Kingdom

Internet address

<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>