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Tender

## **Guildhall Mechanical CWP Design [3 lots]**

The Mayor and Commonalty and Citizens of the City of London

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-048545

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## **Scope**

### **Description**

Tender for mechanical design consultants across 3 packages across the Guildhall, split by building: North Wing & 65 Basinghall/GJR; East Wing; West Wing. This will result in design and project management of the cyclical works projects across the Guildhall.

This tendering exercise is being undertaken using the electronic tendering system 'City of London Corporation Sourcing & Contracts Portal' (<https://cityoflondon.ukp.app.jaggaer.com/>). Suppliers will need to register an interest on the system in order to participate and registration is free.

The estimated contract value given at sections 31 and 32 is for the full duration of the contract including the maximum possible extensions. The estimated annual contract value is therefore Lot 1 - £200,000.00, Lot 2 - £200,000.00 and Lot 3 - £400,000.00).

The Consultant for each lot is to provide professional services as defined in the respective applicable part of Section 3 Lot 1, 2 or 3 of this brief.

The lots will be split according the following principles:

a. Lot 1 - North Wing & 65 Basinghall Street:

- i. Generally the North Wing mechanical services are relatively modern, with plant maintained and upgraded since 2007 inter alia main AHUs upgraded in 2020, along with heating and BEMS upgrades between 2020 and 2024.
  - ii. Perimeter heating systems still require some control refinement. FCUs across the North Wing are due for replacement.
  - iii. Some design work has taken place to reduce cold spots.
  - iv. Heating pipework has had some remedial work taking place due to leaks developing on galvanised steel pipework and fittings.
  - v. Kitchen ventilation systems are due to be upgraded, which could realise energy savings and potentially rationalise the hydraulic arrangement with regards to air flows and interlocks.
  - vi. Domestic Hot Water Systems are to be replaced following capacity assessment along with shower valves in the Lower Ground Floor.
  - vii. The steam humidification system serving the main office was decommissioned some years ago. A design to reinstate a humidification system to the vent is to be provided, ideally retaining the existing AHU chassis, as these are not due for replacement.
  - viii. Overall, the plant replacement strategy has been to upgrade BEMS and now due to follow with emitters and make improvements along the way.
  - ix. Chillers and pumps have been replaced as part of a major works project, which is currently on-site.
  - x. 65 Basinghall Street is also known as Guildhall Justice Rooms or GJR.
  - xi. The old main CER room is located here and fed from the same chiller as the office area.
  - xii. The chiller is to be decommissioned, a replacement service is to be designed and provided. The CER
  - xiii. The FCUs serving GJR are noted as being difficult to service and have 3P valves which create a by-pass which adversely affects return temperatures back to Citigen.
- b. Lot 2 - Guildhall Yard East (GYE)
- i. There is currently a BEMS replacement project in pre-start phase with Sykes & Son on D&B contract.

- ii. The Private part of the building is demised to the City Of London Police. There is a major refurbishment planned for this part of the building, which is currently in the design phase.
- iii. Mechanical emitters are due for replacement across the Public side of the building.
- iv. Pumps serving both Public and Private areas have recently been replaced.
- v. AHUs serving the Public areas were upgraded in 2021 along with the BEMS that controls them.
- vi. The general replacement/upgrade strategy for systems excluding the AHUs, is to replace and upgrade the emitters following on from the BEMS works.

c. Lot 3 - West Wing

- i. Mechanical systems are beyond end of working life and controlling the environment is extremely and increasingly challenging for FM to manage.
- ii. Systems need to be replaced and upgraded to achieve another 5 years of useful life, as a minimum.
- iii. The BEMS is entirely on the legacy Continuum system and needs replacing.
- iv. The chillers are life expired and currently due for replacement by connecting via PHX to North Wing under a separate project.
- v. The proposed strategy for mechanical replacement and upgrades, is to undertake rationalisation of systems to allow mechanical plant, emitters and controls to be replaced system-by-system. Works should look to improve, rationalise and upgrade performance and control where possible.
- vi. The West Wing is Grade II listed and classed as a High-Risk Building.

The Consultant M&E Engineer shall fulfil the Lead Function including BRPD and PM. They have the duty and responsibility of co-ordinating and integrating the work of the other Consultants employed on the project to maintain the Programme on all items of works. The other respective appointed Consultants will be responsible for the duties as defined in draft scope of service documents created by the Lead Consultant on an emergent basis. All consultants should be mindful of the interdependencies between disciplines and ensuring a smooth interface between co-dependent third parties. The COL Supervising Officer or Senior Principal Mechanical Engineer will take overall responsibility for design management and decision making across services.

### **Total value (estimated)**

- £800,000 excluding VAT
- £960,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 3 November 2025 to 31 October 2028
- Possible extension to 12 October 2029
- 3 years, 11 months, 10 days

Description of possible extension:

Variations - additional services required.

### **Options**

The right to additional purchases while the contract is valid.

Variations - additional services required.

### **Main procurement category**

Services

### **CPV classifications**

- 71333000 - Mechanical engineering services

## **Contract locations**

- UKI - London

## **Lot constraints**

Maximum number of lots a supplier can be awarded: 2

Description of how multiple lots may be awarded:

Tender for mechanical design consultants across 3 packages across the Guildhall, split by building: Lot 1 - North Wing; Lot 2 - Guildhall - Yard East; Lot 3 - Guildhall - West Wing. This will result in design and project management of the cyclical works projects across the Guildhall.

Bidders are encouraged to bid for all three lots. Bidders should be aware, that due to the volume of work in a relatively short space of time, that the intention is to award no more than two lots to any single bidder. Should a single bidder score highest against two lots, they will need to provide a resourcing plan to show how they plan to adequately provide services against two lots.

If the 'Sourcing Plan' is not accepted, the bidder in question will not be awarded that lot and will be awarded to the 2nd highest ranked bidder.

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## **Lot 1. Lot 1 - Guildhall - Mechanical Design Consultant - North Wing**

### **Description**

## Lot 1

Tender for mechanical design consultants across 3 packages across the Guildhall, split by building: Lot 1 - North Wing; Lot 2 - Guildhall - Yard East; Lot 3 - Guildhall - West Wing. This will result in design and project management of the cyclical works projects across the Guildhall.

Bidders are encouraged to bid for all three lots. Bidders should be aware, that due to the volume of work in a relatively short space of time, that the intention is to award no more than two lots to any single bidder. Should a single bidder score highest against two lots, they will need to provide a resourcing plan to show how they plan to adequately provide services against two lots.

If the 'Sourcing Plan' is not accepted, the bidder in question will not be awarded that lot and will be awarded to the 2nd highest ranked bidder.

The duration of the contract is 3 years, subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract by up to 1 year. The maximum length of the contract is therefore 4 years.

### **Lot value (estimated)**

- £200,000 excluding VAT
- £240,000 including VAT

### **Same for all lots**

CPV classifications, contract locations, contract dates and options are shown in the Scope section, because they are the same for all lots.

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## **Lot 2. Lot 2 - Guildhall - Yard East**

### **Description**

#### Lot 2

Tender for mechanical design consultants across 3 packages across the Guildhall, split by building: Lot 1 - North Wing; Lot 2 - Guildhall - Yard East; Lot 3 - Guildhall - West Wing. This will result in design and project management of the cyclical works projects across the Guildhall.

Bidders are encouraged to bid for all three lots. Bidders should be aware, that due to the volume of work in a relatively short space of time, that the intention is to award no more than two lots to any single bidder. Should a single bidder score highest against two lots, they will need to provide a resourcing plan to show how they plan to adequately provide services against two lots.

If the 'Sourcing Plan' is not accepted, the bidder in question will not be awarded that lot and will be awarded to the 2nd highest ranked bidder.

The duration of the contract is 3 years, subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract by up to 1 year. The maximum length of the contract is therefore 4 years.

### **Lot value (estimated)**

- £200,000 excluding VAT
- £240,000 including VAT

### **Same for all lots**

CPV classifications, contract locations, contract dates and options are shown in the Scope section, because they are the same for all lots.

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## **Lot 3. Lot 3 - Guildhall - West Wing**

### **Description**

Lot 3

Tender for mechanical design consultants across 3 packages across the Guildhall, split by

building: Lot 1 - North Wing; Lot 2 - Guildhall - Yard East; Lot 3 - Guildhall - West Wing. This will result in design and project management of the cyclical works projects across the Guildhall.

Bidders are encouraged to bid for all three lots. Bidders should be aware, that due to the volume of work in a relatively short space of time, that the intention is to award no more than two lots to any single bidder. Should a single bidder score highest against two lots, they will need to provide a resourcing plan to show how they plan to adequately provide services against two lots.

If the 'Sourcing Plan' is not accepted, the bidder in question will not be awarded that lot and will be awarded to the 2nd highest ranked bidder.

The duration of the contract is 3 years, subject to the right of the City (at its sole discretion) to exercise its right to extend the Contract by up to 1 year. The maximum length of the contract is therefore 4 years.

### **Lot value (estimated)**

- £400,000 excluding VAT
- £480,000 including VAT

### **Same for all lots**

CPV classifications, contract locations, contract dates and options are shown in the Scope section, because they are the same for all lots.

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## **Participation**

### **Technical ability conditions of participation**

**Lot 1. Lot 1 - Guildhall - Mechanical Design Consultant - North Wing**

**Lot 2. Lot 2 - Guildhall - Yard East**

### **Lot 3. Lot 3 - Guildhall - West Wing**

The tender comprises of three lots, which consists of bidders completing the following :

1. Qualification Envelope - (if you are bidding for more than one lot you are only required to complete this once).
2. Technical Quality Questions - complete specific questions for each lot.
3. Responsible Procurement Questions - complete these two questions.
4. Pricing Schedule - complete the pricing schedule relevant to each lot you are bidding for.

### **Particular suitability**

**Lot 1. Lot 1 - Guildhall - Mechanical Design Consultant - North Wing**

**Lot 2. Lot 2 - Guildhall - Yard East**

**Lot 3. Lot 3 - Guildhall - West Wing**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Tender submission deadline**

18 September 2025, 2:00pm

### **Submission address and any special instructions**

Tenders must be submitted via the CoL Procurement Portyal (Jaggaer) link below:

[https://cityoflondon.ukp.app.jaggaer.com/esop/ogc-host/public/cityoflondon/web/login.jst?\\_\\_ncp=1734337552440.476367-1](https://cityoflondon.ukp.app.jaggaer.com/esop/ogc-host/public/cityoflondon/web/login.jst?__ncp=1734337552440.476367-1)

## Tenders may be submitted electronically

Yes

## Languages that may be used for submission

English

## Award decision date (estimated)

27 October 2025

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## Award criteria

Name	Description	Type	Weighting
Technical Questions	Q1 Relevant Experience & Lessons Learned (25%) Q2 Implementation Strategy (25%) Q3 Technical Scope Detail (25%) Q4 Conclusion and lot specific strategy (25%)	Quality	45%
Commercial	Pricing Schedule	Cost	40%
Responsible Procurement Questions	Q1 Soft Landings (M&E) (50%) Q2 BAT Lot Specific (50%)	Quality	15%

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## **Other information**

### **Payment terms**

As stated in the Terms & Conditions

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

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## **Contracting authority**

### **The Mayor and Commonalty and Citizens of the City of London**

- Public Procurement Organisation Number: PYQD-1693-MYXR

PO Box 270

City of London

EC2P 2EJ

United Kingdom

Contact name: Hirdial Rai

Telephone: 020 7606 3030

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Website: <https://www.cityoflondon.gov.uk>

Region: UKI43 - Haringey and Islington

Organisation type: Public authority - sub-central government