

**Invitation to Tender**

**Asset Software System**

**CHS (Ref: T25/003/CHS)**

1. Project Particulars

|  |  |
| --- | --- |
| Tender Ref | T25/003/CHS |
| Client | The Cambridge Housing Society LimitedEndurance HouseChivers WayHistonCambridgeCB24 9ZR |
| Issue Date | 24/02/2025 |
| Electronic Portal | Find a Tender Service |
| Approximate Value | £70,000 |
| Commencement Date | April 2025 |
| Site Visit(s) | No |
| Method Statement Scoring | Minimum quality score for each method statement.  |
| Interview(s) | None |

1. Introduction

You have been invited to take part in a tender exercise to provide Cambridge Housing Society (‘CHS’) with the use of an asset management system. This document sets out the details of the requirements of Cambridge Housing Society and their corresponding expectations of Suppliers. Bidders should ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their Bid is accepted. The ITT sets out the tendering conditions and by participating in the process each bidder confirms acceptance of the conditions.

1. Purchasing Organisation Information

Founded in 1927, Cambridge Housing Society (CHS) is an independent housing association with over 3,000 homes in Cambridge and Cambridgeshire. We are one of only two independent housing associations working just in Cambridgeshire and we are the only one to offer a blend of affordable rented homes, specialist supported housing and a range of community support services.

1. Project Timetable

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| --- | --- |
| Milestone | Date/Time |
| Tender Documentation Issued | 24/02/2025 |
| Deadline for clarifications from Suppliers | 12/03/2025 |
| Tender return deadline | 14/03/2025 |
| Evaluation of Tenders | w/c 17/03/2025 |
| Notification of results of evaluation | 21/03/2025 |
| Standstill period ends | 10 days |
| Award of Contract | 01/04/2025 |

1. Evaluation Criteria

The Further Competition will be scored as follows:

|  |  |  |
| --- | --- | --- |
| Award Criteria | Sub-criteria | Weighting Available |
| Quality | Method Statement | 20% |
| Price | Price Response Document’ | 80% |
|  |  | **100%** |

1. Specification

The Member’s requirements for this project are contained within ‘Appendix C Specification’. Please use this information when considering your responses to ‘Appendix A Method Statements’.

1. Method Statements

The questions contained within ‘Appendix A Method Statements’ seek to understand how Supplier(s) would deliver this contract. The questions consider the delivery, risks and critical success factors.

1. Pricing

Please submit your responses ‘Appendix B - Price Response Document’. You may only complete **Green** cells. Quantities shown are for the purposes of evaluation only and may not represent the actual amount of work the successful Suppliers will receive.

1. Checklist

To submit a compliant Bid for this tender you are required to complete, sign and submit the following documents. You should not provide any documentation that is not requested. You do not need to provide a copy of this checklist with your bid.

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| Document | Format |
| Appendix A - Method Statements | MS Word |
| Appendix B - Price Response Document | Scanned PDF |