**Measured Term Contract for Building, Mechanical and Electrical works.**

**East Suffolk and North Essex NHS Foundation Trust (ESNEFT)**

Is the largest NHS organisation in its region, formed on July 1, 2018, through the merger of Colchester Hospital University NHS Foundation Trust and The Ipswich Hospital NHS Trust.

ESNEFT provides comprehensive hospital and community healthcare services across multiple locations, including Colchester, Ipswich, Clacton, Halstead, Harwich, Felixstowe, and Aldeburgh. The trust offers a wide range of medical services such as acute medicine, cardiology, dermatology, emergency assessment, gastroenterology, neurology, and many more.

ESNEFT is committed to delivering high-quality care and continuously improving its facilities and services to meet the needs of the local communities.

**Invitation to express an interest**

East Suffolk and North Essex NHS Foundation Trust (ESNEFT) is inviting qualified contractors to participate in a tender exercise for a Measured Term Contract (MTC) for Building, Mechanical, and Electrical services. This contract will encompass a range of works and maintenance services across our facilities, ensuring the upkeep and enhancement of our healthcare environments.

Contractors with proven expertise in these areas are encouraged to submit their responses to the questions outlined within this document, demonstrating their capability to deliver effective services in line with ESNEFT's standards.The selected contractor will play a crucial role in maintaining the operational efficiency and safety of ESNEFT's infrastructure, contributing to the Trust's commitment to providing exceptional healthcare services to the community.

**Scope of Contract**:

All ESNEFT sites including Ipswich and Colchester Hospitals and all community sites. Clacton, Harwich, Aldeburgh, Felixstowe and other smaller locations. This portfolio of buildings / establishments may be amended during the life of this contract.

**Scope of service provision:**

* Building maintenance (to supplement existing internal teams as required)
* Building services including electrical and mechanical installations and upgrades.
* Estates maintenance & capital minor works
* New build and refurbishment / alterations
* Deliver a significant programme of planned and backlog maintenance

It is possible that new clinical imperatives will arise during the contract that could significantly add to the above categories of work. In this instance ESNEFT will discuss / consult with the successful tenderer.

This contractual arrangement will enable the Trust to react to fast moving client requirements in a timely fashion.

**Period of contract:**

3 years + 1 the desired start date will be autumn 2025.

Indicative Annual Contract Value: £2m – £5 million

Contract Form: JCT Measured Term Contract 2016 Edition (MTC 2016)

Rates Publication / Edition: Current edition of NSR rates as of 1 May 2025

Maximum Job/Scheme Order value: £0.5 million

Typically, the order value to be in the order of £5k – 100k.This will occasionally rise to any figure up to £0.5 million as above.

**Tender Notice – Expression of Interest & Capability Assessment**

This document sets out the requirements to Express an Interest and for the Contractor to submit evidence of their capability to complete the works, together with the Trust’s short-listing criteria’ In addition, this document provides an overview and background to this project, the scope and programme requirements, and tender stage information.

The assessment will comprise of a combination of Pass/Fail criteria and a qualitative assessment which will be scored against pre-determined criteria as detailed below. ***No pricing is to be submitted at this stage***. A shortlist of contractors (maximum of 5) will proceed to step 2, the formal tender pricing stage.

The document includes the following elements:

1. Supplier Selection Criteria
2. Capability Scoring Guide
3. Submission requirements and guidance notes
4. Return details
5. **Selection Evaluation Criteria**

Submitted responses will be evaluated by a panel of evaluators.

|  |  |  |  |
| --- | --- | --- | --- |
| **Quality Criteria** | **Individual Quality** | **Minimum threshold** **(out of 5)** | **Criteria Weight** |
| **3.1** - Relevant Experience | 5 | 3 | 60 |
| **3.2 -** Capability Questionnaire | 5 | 3 | 40 |
| **3.3 -** Contract adjudications/disputes | PASS/FAIL | PASS |  |
| **3.4 -** Provide current H&S Policy | PASS/FAIL | PASS |  |
| **3.5 -** Provide current Equality Policy  | PASS/FAIL | PASS |  |
| **3.6** - Provide current Data Protection Policy | PASS/FAIL | PASS |  |
| **3.7 -** Provide current Environmental Management Policy | PASS/FAIL | PASS |  |
| **3.8** - Provide current Modern Slavery Policy | PASS/FAIL | PASS |  |
| **3.9** - Provide CO2 reduction plan & net zero commitment | PASS/FAIL | PASS |  |
| **3.10 -** Provision of appropriate insurance documents | PASS/FAIL | PASS |  |
| **3.11** - Provision of adequate financial suitability | PASS/FAIL | PASS |  |
|  **Capability Criteria Totals (MUST EQUAL 100)** |  |  | **100** |

# NOTES

1. Bidders are required to provide statements for each criteria as detailed in section 3. These responses will be scored against the criteria shown above.
2. Failure to provide responses to all sections may result in the capability submission being rejected.
3. Responses should be provided as a clearly indexed attachment.
4. Each criterion may be evaluated on that element only, and as a result it may not be possible to evaluate an answer in full that refers to other parts of the submission. This may result in that answer receiving a lower score.
5. Please also note for those elements that are Pass or Fail, any bid that returns a Fail will not be considered or evaluated beyond the Fail point.
6. Responses which fail to score “3” on the Quality Criteria identified as requiring to meet the “Minimum Threshold” may be deemed non-compliant. These will be rejected by the Trust.
7. **Specification scoring guide**

The evaluation team will individually assess how well in their opinion the response meets the criteria and will allocate a respective score between 0 and 5 as detailed below.

|  |  |
| --- | --- |
| **Scoring Rationale**  | **Score** |
| Fails to provide information or information totally inadequate or fails to meet minimum requirements | 0 |
| Basic Compliance only, i.e., significant indications that information provided lacks certain essential requirements in this area to achieve the required standard of service delivery | 1 |
| Some concerns that information provided may lack certain essential requirements in this area to achieve the required standard of service delivery. | 2 |
| Suitable Information provided indicates potential to deliver outcomes however not comprehensive. | 3 |
| Comprehensive and strong information provided indicating information is capable of delivering outcomes to required standard but falls just short of 5 | 4 |
| An outstanding response, demonstrating innovative approaches and capability, with no reservations at all about acceptability of response, bidder has gone above and beyond the expected response to that particular question. | 5 |

The scores will be multiplied by the criteria weighting to give an overall score for the Section.

1. **Submission requirements and guidance notes**

Each bidder is expected to provide a response to every request in section 3. Each criterion will be scored out of 5, which will then be weighed against the Criteria Weight, or graded pass/fail (please see above for the scoring mechanism).

* 1. **Relevant Experience**

The bidder is to provide up to two case study examples of similar NHS healthcare projects completed within the last 5 years, with specific attention being made to:

* Experience of Measured Term Contract(s) working as a Principal contractor, managing sub-contractors and own workforce to accommodate a fast-moving NHS healthcare environment.
* Experience of works to improve Fire compliance within public spaces.
* Able to demonstrate ability to work on fast-track projects when required.
* Registration with considerate constructors’ scheme or other similar schemes or accreditations.
* Experience of working in operational clinical spaces and the appropriate planning and risk mitigation for those activities.

Include lessons learnt from these projects, and how they could be factored into this contract going forward. These case studies must include references to provide contact details for the Trust to be able to make their own enquiries.

**Score out of 5**

* 1. **Capability Questionnaire**

The bidder will provide a written response to the following questions. Questions will be equally weighted at 20% with each scored out of a total of 5. Answers are to be no more than **500 words** and are to be included in the space provided below -

* + 1. Please outline your process for managing resources on a hospital site including your own labour and sub-contractors.

|  |
| --- |
| Q1 - |

**Score out of 5**

* + 1. Please demonstrate your company and your supply chains resilience, referencing (but not limited to) workforce structure, organisational and management chart and your approach to local sub-contractor engagement.

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| Q2 - |

* + 1. Please outline your approach to being a responsive contractor working on a large NHS site with several competing client priorities.

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| Q3 - |

* + 1. Demonstrate how you would manage handover and delivery of completed works (both minor and major) working with ESNEFT Estates and clinical staff?

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| Q4 - |

* + 1. Please describe the quality control procedures (Fire, H&S, cleanliness and Finish) you have in place, including how you ensure compliance with project specifications. Including ISO90001 and Environmental systems (14001) and accreditations.

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| Q5 - |

**Score out of 5**

* 1. **Contract adjudications and disputes**

The bidder will provide a statement responding to the question: Have you been subject to any, enforcement actions, prosecutions or serious safety incidents in the past 5 years? Please provide details.

**Pass/Fail**

 Note re items 3.4 to 3.9: Policies - No specific word-count as these should be your standard documents. These will not be considered as supporting evidence for the quality criteria questions above unless identified within the clarifications / statements given.

* 1. **Provide Current H&S Policy**

The Bidder is to submit with their tender their current Health and Safety Policy. Failure to do so will result in a fail and the Bidder being removed from the process.

**PASS/FAIL**

* 1. **Provide Current Equality Policy**

The Bidder is to submit with their tender their current Equality Policy. Failure to do so will result in a fail and the Bidder being removed from the process.

**PASS/FAIL**

* 1. **Provide Current Data Protection Policy**

The Bidder is to submit with their tender their current Data Protection Policy. Failure to do so will result in a fail and the Bidder being removed from the process.

**PASS/FAIL**

* 1. **Provide Current Environmental Management Policy**

The Bidder is to submit with their tender their current Environmental Policy. Failure to do so will result in a fail and the Bidder being removed from the process.

**PASS/FAIL**

* 1. **Provide Current Modern Slavery Policy**

The Bidder is to submit with their tender their current Modern Slavery Policy. Failure to do so will result in a fail and the Bidder being removed from the process.

**PASS/FAIL**

* 1. **Provide Carbon Reduction Plan**

The Bidder will provide a copy of their Carbon Reduction Plan and a statement of corporate commitment to net zero targets. Failure to do so will result in a fail and the Bidder being removed from the process. Please see guidance in the following link and 2 further CRP guidance and a template document which can be found in Atamis under the ‘Documents’ tab. Bidders do not need to use the template document, this is just for guidance. [NHS England » Carbon reduction plan and net zero commitment requirements for the procurement of NHS goods, services and works](https://www.england.nhs.uk/long-read/carbon-reduction-plan-requirements-for-the-procurement-of-nhs-goods-services-and-works/)

**PASS/FAIL**

* 1. **Provision of Appropriate Insurance documentation**

The Bidder is to submit evidence documenting that they have appropriate insurances in place (public liability and employer’s liability, professional indemnity). Failure to do so will result in a fail and the Bidder being removed from the process. If you do not currently hold the below levels of insurance you must confirm you are willing to obtain them if awarded the contract, and prior to the contract start. Values of insurances are as below:

* Public liability: £10 million any one claim
* Employer’s liability: £10 million any one claim
* Professional indemnity insurances: £5 million any one claim.

**Pass/Fail**

* 1. **Adequate Financial Suitability**

The Bidder is to submit their last 3 years of financial accounts. The accounts will be reviewed to assess the supplier’s financial stability. In addition, a Dun & Bradstreet credit check will be undertaken and the trust is seeking a score of between 1-3. Failure to achieve a score within these parameters will result in a fail and the Bidder maybe removed from the process. In the event the bidder has passed all other selection criteria, the trust may contact the bidder to discuss the context of their financial suitability. However, this is at the Trusts’ discretion based on the number of qualifying bidders progressing to the ITT final stage.

**Financial Pass/Fail criteria as below:**

|  |  |
| --- | --- |
| a) | Have the Auditors given an Unqualified Opinion to the Auditor’s Report to the Accounts. If the Auditors opinion is not available, then this will be marked as a PASS.If the Auditors report is qualified, or if no accounts are included, the contractor will be marked as a FAIL.If you are unable to provide a copy of your audited accounts for the last three years, please provide an explanation behind this. |
| b) | A Dun and Bradstreet Credit Report will be obtained regarding the Bidder. The Dun and Bradstreet Credit Rating must be 1-3 to achieve a PASSFailure to achieve a score within these parameters will result in a fail and the Bidder maybe removed from the process. In the event the bidder has passed all other selection criteria, the trust may contact the bidder to discuss the context of their financial suitability. However this is at the Trusts discretion based on the number of qualifying bidders progressing to the ITT final stage. |
|  | Provide a statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. |
|  | Provide a statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.Please note for the above questions, based the responses and the review of the market relevant to the contract opportunity the Trust reserves the right to not award.  |
| h) | Please provide your companies registration number (as registered at Companies House) |
| j) | If your company is registered with SID4GOV please provide your id Number. |

**PASS/FAIL**

1. **Return requirements**

**Please complete this form, attaching relevant policy documents as appendices, and return by 12:00pm on Monday 15 th September 2025**

All responses must be submitted and uploaded to the Atamis portal as per the instructions within the notice.

Please note that if you do not respond by the required deadline of 12:00pm on Thursday 11th September 2025**~~,~~** you will not be issued with the tender pricing documents and will be withdrawn from the bidding process for this project.