

Service Specification – Construction Works at the MTSC in Filton

Weston College Group are inviting tenders for the following services:

Contract Name: **MTSC Construction Works**

Service Description		
<p>The successful provider will be appointed to deliver comprehensive construction management and refurbishment services, including the appointment and coordination of all required specialist sub-contractors, to ensure the timely delivery of the new MTSC at Filton.</p> <p>The estimated overall contract value will be between £1.75m and £2.97m and will not exceed £2.97m. The final project value is dependent on the level of funding secured through an Office for Students (OfS) bid, the outcome of which is expected end of September 2025. Two options are therefore envisaged: Option A, subject to the successful award of bid funding, and Option B, to be delivered without bid funding, with the scope and value adjusted accordingly.</p> <p>Table A provides the overall budget for Option A and Option B:</p>		
	Option A – with OfS Grant	Option B – College Funding Only
Overall Project Cost	£4.5m	£2.6m
Estimated construction value [excluding Fees, VAT.]	£2,97m	£1,75m
Start Date on site	19/01/26	06/03/26
Completion of the construction works	31/08/26	31/08/26
Site Weeks	32 weeks – The contractor will be on site to support the college during the moving in period.	25 weeks - The contractor will be on site to support the college during the moving in period

Timeframe for tender process:

Process stage:	Proposed dates:
Specification Published	24 TH September 2025
Expression of Interest and Clarification period	24 th September – 21 st October 2025
Site Visits (Mandatory Visit)	Wednesday 8 th and Friday 10 th October
Tender submission deadline	29 th October 2025 (12.00 PM midday)
Evaluation period	31 st October – 14 th November 2025
Provisional scores & Invitations to Presentations issued.	17 th November 2025
Interviews	24 th November 2025
Formal feedback issued and successful supplier notified (subject to Board approval)	4 th December 2025
10-Day stand still period	8 th December - 19 th December 2025
Contract Award Notification	19 th December
Contract commencement date	18 th January 2026

***Note:** These dates are subject to change.

Organisation Overview

Weston College Group is a college of further and higher education providing education and vocational training to nearly 30,000 learners across the country. The college puts the learner first and is entrepreneurial in its approach and innovative in its thinking. The college is ambitious and aspirational and is responsive to the needs of students, staff, businesses, and the community.

The successful contractors will be required to provide project support that meet the requirements of the specification from the contract commencement.

Tender submissions are invited and must provide pricing for both ~~option A~~ and Option B. A fully completed Contract Sum Analysis [CSA] using the template supplied with the tender specification [for each option] must be returned with the submission.

Full details in relation to Weston College Group may be obtained by visiting:
<https://www.weston.ac.uk/>

The Project

The refurbishment project will establish a Manufacturing Technology Skills Centre based in the redundant manufacturing building [01AB] on the main Airbus site at Aerospace Avenue, Filton [see Image A below].

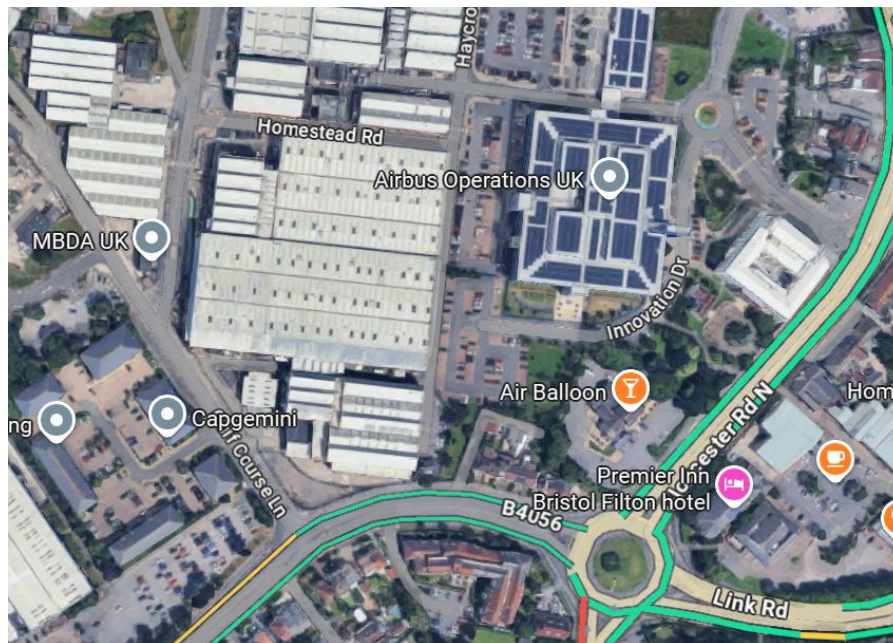


Image A – Building 01AB

A package of enabling works was undertaken in late 2024. Due to project funding constraints, the work is currently suspended. During the enabling works, asbestos was removed which will allow the internal refurbishment works to proceed without further delay. The Asbestos Refurbishment and Demolition Survey is currently being updated and will be issued by 30 Sept 2025 as a tender addendum.

The College have also commissioned initial reports from a Fire Engineer and Approved Inspector. The report will be issued by 30 Sept 2025 as a tender addendum.

Planning consent [PF24/01823/F] for change of use to establish an Apprenticeship College was granted by South Gloucestershire Council on 28 October 2024. To allow the fast-track internal refurbishment scheme to proceed without delay an updated access agreement with the landlord [Airbus] will be concluded in early October 2025.

Client Main Trading Address

Weston College Group, Knightstone Campus, Knightstone Rd, Weston-super-Mare BS23 2AL

Client

Janet Stephens
Chief Operating Officer

Client Representative/ Employers Agent

Mark Eustace
Senior Capital Works Project Manager (SCWPM)

Timetable and Key Dates

The target completion date for design works associated with the MTSC (up to RIBA Stage 4+) is **28th November 2025**.

The draft master project program[s] (see [V2 College Funded MTSC Phase 1 Capital Works Program.pdf](#) & [V2 OfS Grant MTSC Phase 1 Capital Works Program.pdf](#)) is as follows:

Key Milestones	Start Date	End Date	Comment
Prepare contract notice	24/09/2025	24/09/2025	
Issue Find a Tender notice	24/09/2025	24/09/2025	
Site Visit 1	08/10/2025	08/10/2025	09:00 – 11:00 11:30 – 12:30 13:00 – 15:00 15:30 – 17:30
Site Visit 2	10/10/2025	10/10/2025	09:00 – 11:00 11:30 – 12:30 13:00 – 15:00 15:30 – 17:30
Submit tenders via email to WCGTender@weston.ac.uk by 12:00 PM (midday).	29/10/2025	29/10/2025	Any tender received after the deadline will not be considered or progressed to the next evaluation stage.
Evaluate tenders	31/10/2025	14/11/2025	
Consultant interviews	24/11/2025	24/11/2025	
Notification of scoring following evaluation	04/12/2025	04/12/2025	
Tender standstill period	08/12/2025	19/12/2025	
Advise all competing companies of the outcome of the tender (subject to Board approval)	19/12/2025	19/12/2025	
Award contract	19/12/2025	19/12/2025	
MTSC Works will be funded with OfS grant, Option A works commences	18/01/2026	18/01/2026	
MTSC Works will be funded without OfS grant support, Option B commences	18/01/2026	18/01/2026	

Specifications

Introduction

The appointed main contractor will be expected to:

- Price the **schedule of preliminaries** (blank CSA files for completion are included in the tender pack).
- Provide a **plan for the execution** (PEP) of the works (refer to the work outline for Options A and B in the tables below).
- Submit an **open-book quotation** for all subcontractor packages (with a pre-agreed overhead and profit markup).
- Provide a detailed **Project Execution Plan** (PEP).
- Demonstrate a **plan to complete works** on site no later than the start of the College academic year in September 2026.
- Support the College in moving into the new site by providing an effective handover programme, including training and as-built O&M information.

In line with current National Government policy [[Net Zero Strategy: Build Back Greener – GOV.UK](#)], if Option A proceeds, the project will aim towards achieving net zero carbon emissions in use. This includes the incorporation of sustainable design principles to minimise carbon footprint in the design phase; adherence to sustainability principles, including waste reduction and local sourcing during the construction phase and providing guidance on maintaining net zero status post construction.

Evidence of previous net zero projects and experience must be included in the tender submission.

For information, draft cost plan[s] (~~V1 Contract Sum Analysis Option A with OfS funding.xls & V1 Contract Sum Analysis Option B with College funding.xls~~) are appended to the tender.

Works Outline Table: Set out below are the work outlines for ~~Option A~~ or B.

<p>Works Outline Option A</p> <p>Note 1 – The gas boilers will not be used for heating or hot water. The main plant room will be isolated and secured.</p> <p>Note 2 – The sprinkler system will be drained down and not re commissioned during the tenancy by the college.</p>	<ol style="list-style-type: none"> 1. Isolate and make safe all the live services to allow construction work to proceed safely. 2. Verify, check and confirm all pre-start surveys and measurements supplied by Weston College. 3. Install a new automatic security gate on the service road in the North East corner of building 01AB. Collaborate with the Airbus premises team to install a pedestrian turnstile [supplied and installed by Airbus] to allow authorised access to the wider production site. 4. Modify the parking fence line adjacent Innovation Drive. 5. Install a secure fence line around the external areas of the college demise. 6. Form a new feature opening facade around the main entrance. 7. Remove GKN signage at high level on the South Elevation and supply & install a new MTSC/Weston College sign. 8. Open up a new access from the main staircase into the ground floor production area.
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	<p>9. Form an enclosed fire lobby and main reception area adjacent to the new access to the ground floor production area.</p> <p>10. Form a new 1hr rated fire escape corridor [ground floor] adjacent to the main electrical panel [eastern side of the building].</p> <p>11. Carefully remove all internal GKN vinyl signage and graphics</p> <p>12. Set up a secure site, temporary parking and a welfare area.</p> <p>13. Remove all redundant electrical, mechanical and plumbing services and equipment.</p> <p>14. Remove redundant gantry cranes and associated support steelwork.</p> <p>15. Design, supply and install ASHP, associated pipework, thermal stores and radiant panels. Note – the radiant panels will only be providing heating to the ground floor production areas excluding the modern laboratory cells install by the previous tenant [GKN].</p> <p>16. Supply and install smart controls [GENIUS [OSA] linked to ASHP heater emitters and the new existing cooling/heating/ventilation plant.</p> <p>17. Service and re-gas all the retained external/internal cooling/heating equipment.</p> <p>18. Remove all wet fired heat emitters and pipework [on the upper floors] and make good.</p> <p>19. Supply and install new comfort cooling and heating to the upper floor areas.</p> <p>20. Service the main VES plant, commission/check all the existing gas dampers and ductwork.</p> <p>21. Remove all the current fire alarm system including the wiring and fixed equipment.</p> <p>22. Design, supply and install a L1 DDA [or its current equivalent] fire alarm system in all areas of the building. Allow for connecting the system to the wider Airbus fire alarm infrastructure. The design proposal shall be agreed in writing with Weston College and reviewed by the Fire Risk Assessor.</p> <p>23. Supply and install wireless refuge alarms linked to the main entrance lobby.</p> <p>24. Supply and install 3 number evacuation chairs locate in agreed positions on the upper floor.</p> <p>25. Isolate the main gas plant room and install a lock to the door.</p> <p>26. Modify and connect /reconnect all the cold/hot water services to the existing toilets and kitchen areas.</p> <p>27. Service and recommission all the toilet ventilation supplies.</p> <p>28. Supply and install new electrical multi point hot water boilers.</p>
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	<p>29. Supply and install four new handwash troughs. Allow for connection to the water and drainage services.</p> <p>30. Rewire & upgrade the electrical all the small power in accordance with the MES design.</p> <p>31. Supply and install new LED lighting in the main ground floor workshop areas.</p> <p>32. Supply and install/recommission LED emergency lighting in all areas.</p> <p>33. Recommission all the lighting, data and ventilation systems in the former GKN laboratory cells.</p> <p>34. Supply and install a new compressor [in an agreed external area]; install supply pipework to the agreed locations. Allow for isolation switching for out of hours.</p> <p>35. Supply and install new CCTV system. Allow for working with Weston College/Airbus to agree the design & location of the equipment.</p> <p>36. Supply and install access control to access doors.</p> <p>37. Supply and install a new intruder alarm system.</p> <p>38. To install thermal upgrades to the main workshop walls. Allow for fixing cold rolled steel support structure to the inner face of the sold brick wall, insulation fill, vapour barrier and 15mm tapped and jointed Duraline [OSA] board. Allow for decoration and 150 mm square edge MDF skirting boards.</p> <p>39. Install new ground Unisex toilets on the ground floor.</p> <p>40. Repair all roof leaks.</p> <p>41. Check/upgrade lighting protection</p> <p>42. Remodel all the new non load bearing walls on the upper floor in accordance with the Lead Designers layouts.</p> <p>43. Repair and replace any broken ceiling tiles [on the upper floor].</p> <p>44. Remodel and install new student break out area [including suppling the loose equipment].</p> <p>45. Allow for decoration [or redecoration] to all occupied areas.</p> <p>46. Allow for applying new anti-slip floor paint to the main ground floor areas [including the former GKN specialist laboratory pods.]</p> <p>47. Remove and replace all the staircase finishes on the two front staircases.</p> <p>48. Fully enclose the secondary escape staircase to form a 1 hr fire compartment [adjacent to the East entrance]</p> <p>49. Provide managerial and labour assistance to Weston College during the client during moving in phase of the works in July/August 2026.</p> <p>50. Subject to obtaining source[s] of new funding, install a new concrete PMF floor over one of the voids above the laboratory pods. Note-</p>
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	<p><i>This new floor space will be used as a flexible lecture theatre/performance space.</i></p> <p>51. Subject to the project budget, install new car park surface, drainage and remodel the external area [southern area].</p>
<p>Works Outline Option B</p> <p><u>Note 1</u> – the gas boilers will not be used for heating or hot water. The main plant room will be isolated and secure.</p> <p><u>Note 2</u> – The sprinkler system will be drained down and not re commissioned during the tenancy by the college.</p> <p><u>Note 3</u> – Due project budget issues [and projected on going running costs] it might require the contractor utilise the gas supply to heat the large open plan ground floor area.</p>	<ol style="list-style-type: none"> 1. Isolate and make safe all the live services to allow construction work to proceed safely. 2. Verify, check and confirm all pre-start surveys and measurements supplied by Weston College. 3. Install a new manual security gate on the service road in the North East corner of building 01AB. Collaborate with the Airbus premises team to install a pedestrian turnstile [supplied and installed by Airbus] to allow authorised access to the wider production site. 4. Modify the parking fence line adjacent Innovation Drive. 5. Install a secure fence line around the external areas of the college demise. 6. Form a new feature opening facade around the main entrance. 7. Remove GKN signage at high level on the South Elevation and supply & install a new MTSC/Weston College sign. 8. Open up a new access from the main staircase into the ground floor production area. 9. Form an enclosed fire lobby and main reception area adjacent to the new access to the ground floor production area. 10. Form a new 1hr rated fire escape corridor [ground floor] adjacent to the main electrical panel [eastern side of the building]. 11. Carefully remove all internal GKN vinyl signage and graphics 12. Set up a secure site, temporary parking and a welfare area. 13. Remove all redundant electrical, mechanical and plumbing services and equipment. 14. Remove redundant gantry cranes and associated support steelwork. 15. Design/supply and install electric/gas radiant panels in the open plan areas on the ground floor. 16. Service and re-gas all the retained external/internal cooling/heating equipment. 17. Remove wet fired radiators and replace with electric space heating [upper floors only]. 18. Service the main VES plant, commission/check all the existing gas dampers and ductwork. 19. Remove all the current fire alarm system including the wiring and fixed equipment.

	<p>20. Design, supply and install a L1 DDA [or its current equivalent] fire alarm system in all areas of the building. Allow for connecting the system to the wider Airbus fire alarm infrastructure. The design proposal shall be agreed in writing with Weston College and reviewed by the Fire Risk Assessor.</p> <p>21. Supply and install wireless refuge alarms linked to the main entrance lobby.</p> <p>22. Supply and install 3 number evacuation chairs locate in agreed positions on the upper floor.</p> <p>23. Isolate the main gas plant room and install a lock to the door.</p> <p>24. Modify and connect /reconnect all the cold/hot water services to the existing toilets and kitchen areas.</p> <p>25. Service and recommission all the toilet ventilation supplies.</p> <p>26. Supply and install new electrical multi point hot water boilers.</p> <p>27. Supply and install four new handwash troughs. Allow for connection to the water and drainage services.</p> <p>28. Rewire & upgrade the electrical all the small power in accordance with the MES design.</p> <p>29. Supply and install new LED lighting in the main ground floor workshop areas.</p> <p>30. Supply and install/recommission LED emergency lighting in all areas.</p> <p>31. Recommission all the lighting, data and ventilation systems in the former GKN laboratory cells.</p> <p>32. Supply and install a new compressor [in an agreed external area]; install supply pipework to the agreed locations. Allow for isolation switching for out of hours.</p> <p>33. Supply and install new CCTV system. Allow for working with Weston College/Airbus to agree the design & location of the equipment.</p> <p>34. Supply and install access control to access doors.</p> <p>35. Supply and install a new intruder alarm system.</p> <p>36. Install new ground Unisex toilets on the ground floor.</p> <p>37. Repair all roof leaks.</p> <p>38. Chack/upgrade lighting protection</p> <p>39. Remodel all the new non load bearing walls on the upper floor in accordance with the Lead Designers layouts.</p> <p>40. Repair and replace any broken ceiling tiles [on the upper floor].</p> <p>41. Remodel and install new student break out area [including suppling the loose equipment].</p> <p>42. Allow for decoration [or redecoration] to all occupied areas.</p> <p>43. Remove and replace all the staircase finishes on the two front staircases.</p>
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	<p>44. Fully enclose the secondary escape staircase to form a 1 hr fire compartment [adjacent to the East entrance]</p> <p>45. Provide managerial and labour assistance to Weston College during the client during moving in phase of the works in July/August 2026.</p> <p>46. Subject to obtaining source[s] of new funding, install a new concrete PMF floor over one of the voids above the laboratory pods. Note - This new floor space will be used as a flexible lecture theatre/performance space.</p> <p>47. Subject to the project budget, install new car park surface, drainage and remodel the external area [southern area].</p>
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The Main Contractor shall keep the college regularly advised of the progress of the project at weekly meetings, to be chaired by the contractor.

The tender submission (utilising the section headings set out below) must include the following information:

1. Fee quote and Pricing schedule for ~~Option A~~ and Option B. To complete and include completed CSA tables, please note the tender figure should not be a percentage.
2. A detailed response in line with the quality criteria see out in Scoring Table 2, page 17. **Please do not exceed the word count.**
3. A list of past similar projects and experience (three pages only).
4. A proposed project management structure including brief CV/skills information. Please indicate the amount of time to be dedicated by each team member to the project.
5. Two references (specific to the proposed project).
6. Insurance details (policy provider; scope; renewal dates, past claims information). Minimum required levels of insurance, Professional Indemnity (£5m anyone one claim); Employers Liability (£10m) & Public Liability (£10m) required. **Please state any exclusions that will apply to any insurance cover and provide the contract wording in all cases.**
7. Form of Tender.
8. Confirmation of attendance at site visit, **please note this is mandatory**, (see Appendix 4, page 27).
9. Completion of Client Health & Safety Information (see Appendix 1, page 20).
10. Completion of conflict-of-interest form (see Appendix 2, page 25).
11. Declaration of BONE FIDE Tender (see Appendix 3, page 26).

Fee Quote and Pricing Table

A written fee (on headed paper) is required to cover the works set out in **Works Outline Table**, page 7.

The quotation should include the following:

1. Provide a detailed Pricing Table (see below) on headed paper covering the preliminaries, profit, and overheads.
2. All quotes to exclude VAT.

Tender Action

Quotation and Offer

Please forward your quotation on headed paper via email titled as follows:

TENDER TO CARRY OUT MAIN CONTRACTOR DUTIES ON BEHALF OF WESTON COLLEGE GROUP

The quote is to be addressed to:

Procurement Team

Your quote must be submitted via email to WCGTender@weston.ac.uk by no later than 12:00 PM (midday) on 29 October 2025.

Please note that tenders should not be copied or submitted to any other email address. The College reserves the right to exclude any tenders that are not submitted in line with ITT.

Information in support of the tender

In submitting a quotation, the offer shall be deemed to be in full compliance with schedule of tender information in table set out below.

Project/Tender – Schedule of supporting information
V1 MTSC Schedule of Tender Information.xls
Adjusted for tender V6 Plan A OfS Scheme Cost Plan for building 01AB at Filton.xlsx
Adjusted for Tender V5 Plan B Cost Plan for building 01AB at Filton.xlsx
V1 Contact Sum Analysis Option B with college only funding.xlsx
V1 Contact Sum Analysis Option A with OfS funding.xlsx
Initial Advice from the Approved inspector.pdf
BRISTOL, Unit 01AB Airbus UK - Colliers PBC - Schedule of Condition REV A.pdf
13315-8 RevA Sections.dwg
13315-8a RevA Sections.pdf
13315-8b RevA Sections.pdf
13315-1 RevA Topo.dwg
13315-1 RevA Topo.pdf
13315-2 RevA Lower Ground.dwg
13315-2 RevA Lower Ground.pdf
13315-3 RevA Ground.dwg
13315-3 RevA Ground.pdf
13315-4 RevA Mezzanine
13315-4 RevA Mezzanine.pdf
13315-5 RevA First.dwg
13315-5 RevA First.pdf
13315-6 RevA External Elevations.dwg
13315-6a RevA External Elevations.pdf
13315-6b RevA External Elevations.pdf
13315-7 RevA Internal Elevations.dwg

13315-7 RevA Internal Elevations.pdf
130017-102-P0.pdf
130017 Weston College Building 1AB issue sheet 20241216.pdf
Structural Survey\130017-001-P0.pdf
130017-002-P0.pdf
130017-003-P0.pdf
130017-004-P0.pdf
130017-100-P1.pdf
130017-101-P0.pdf
As Existing Photographs of building 01AB
Update R&D Asbestos Survey
1. ITT MTSC Construction Works.docx

Health & Safety

The works will be carried out on a busy manufacturing campus, where the construction team will inevitably be working in proximity to staff from Airbus and GKN. Airbus has a published set of rules for contractors working on site, and the contractor shall comply fully with these at all times.

During the tender process, site visits to the Airbus campus will only be permitted on the designated dates set out in the tender process timeline and are mandatory. Visits must be conducted under supervision and by prior arrangement with a member of the Weston College Group project team.

All visitors and contractors are required to undertake an on-site induction provided by Airbus. Access to the site will only be granted if the Airbus precheck email is completed and valid photographic ID (a passport or driving licence) is presented at reception at the start of the visit. It is essential that all visitors arrive at the agreed time and date to avoid delays.

All project staff shall always wear visitor/contractor ID badges and lanyards while on any the Airbus/MTSC site.

Once the contractor [and sub-contractors] are appointed Airbus will approve the issue of contractor site passes that will improve the speed of accessing the site [and wider factory area]. Access to building not containing the site works will not be permitted at any time unless under direct supervision of the Airbus Facilities team.

The preliminaries cost estimate appended to the contractor's offer shall be deemed to fully comply with the information set out in Appendix A [Client Health & Safety Information].

Smoking is only permitted in pre-agreed areas outside the working zones. The workforce must not interact at any time with Airbus staff or visitors.

Contract

A JCT Standard Form of Contract with Contractor Design Portion Supplement [20024] will be used to appoint the contractor. The contract will be executed under seal by Weston College Group.

Insurance option C will apply subject to an agreed C1 Replacement Schedule.

Liquidated and ascertained damages will be set at a level of £3000/week or part thereof.

The quotation will be deemed to be in accordance with standard form of contract unless otherwise agreed in writing by the Client prior to the start of the works.

For the avoidance of doubt, Chief Operating Officer (COO) and the Senior Capital Works Project Manager (SCWPM) have the right to audit the quotes via the tender process. Any changes to the project scope will be agreed with the COO on a full "open book basis" in line with Procurement Act 2023 legislation.

Tender Instructions and Validity

Tenders must be returned via email to WCGTender@weston.ac.uk

- This tender will remain open for consideration for a period of **25 days from published date**.
- Please ensure you allow sufficient time to upload your Submission Documents prior to the deadline of 12:00 PM (midday) on **29 October 2025**.
- All queries or clarifications during the tender process shall be submitted via email to WCGTender@weston.ac.uk prior to the clarification end date as published in the Tender process Timeline.
- The proposal shall be submitted on the basis that the proposal shall remain in force for a minimum of 60 days from the date fixed for the submissions.
- In submitting the proposal, the supplier shall undertake that, in the event of the submission being accepted by the College, within 10 days of being called upon to do so by the Principal or Authorised Officer on behalf of the College, the supplier will execute a formal contract (based upon the draft terms and conditions of contract included within the tender) consisting of the contract documentation and until such date as the contract is executed this submission, together with the formal written acceptance of it by the Principal or Authorised Officer on behalf of the College, will form a binding agreement between the College and the supplier.
- Failure by the successful supplier to execute a formal contract within the timeframe specified above will render the contract voidable at the option of the College at any time.
- Proposals shall only be submitted on the basis that they are bona fide competitive submissions. It is therefore agreed that the College shall have the power to cancel the contract and to recover from the supplier the amount of any loss arising from the cancellation if either the supplier:
 - shall have offered or given or agreed to give any officer or member of the College staff any gift or consideration of any kind as an inducement or bribe to influence its decision in the mini competition procedure. The word "supplier" for these purposes shall be deemed to include all persons employed by the supplier, or who are purporting to act on the supplier's behalf whether the supplier is aware of their acts or not, or
 - shall have communicated to any other person than the College the amount or approximate amount of the proposed submission other than in confidence to obtain quotations necessary for the preparation of the submission, or for insurance purposes, or
 - shall have entered into any agreement or arrangement with any person as to the amount of any proposed submission or that person shall refrain from submitting.

- The College will exclude bidders at any time throughout the tender process should the grounds of exclusion pursuant to Procurement Act 2023 as amended be found to apply.

Acceptance of Submission

1. The College shall not be under any obligation to accept any proposal.
2. The College shall not be under any obligation to accept the lowest proposal.
3. The College reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the suppliers.
4. At no time should the supplier, prior to submitting or following the bid submission, communicate with any person within the College in the first instance with the procurement Team via WCGTender@weston.ac.uk. **Failure to abide by this ruling could disqualify the supplier's proposal from being considered.**
5. The College has no liability to settle any cost incurred by the supplier because of the tender procedure.
6. The submission must be based upon the terms, conditions and specification(s) set out in these documents, otherwise it may be rejected due to being unsuitable and non-compliant. The Form of Tender may not be modified in anyway.
7. Suppliers will be notified of the outcome of their submission at the earliest possible time.
8. No submission will be deemed to have been accepted unless such acceptance has been notified to the supplier in writing.
9. In case a submission appears to be abnormally low or high in relation to the services to be provided, the College will request a clarification in writing and/or explanation concerning its elements. The College reserves the right to exclude a submission, if after a verification process based on the explanations and evidence received it concludes that the submission is abnormally low or high.

Payment Terms

The College's terms are that each month's invoices will normally be paid within 30 days. All invoices should be submitted electronically to the finance department using the email address wcgfinance@weston.ac.uk quoting a valid purchase order number. Should any offer vary from the standard College payment terms then this must be agreed in writing by the Client prior to any works being undertaken.

Insurance

The appointed consultant will be required to submit evidence of the following insurance:

<u>Public liability</u>	<u>Professional Indemnity</u>	<u>Employers Liability</u>
£10m	£5m	£10m
Please state any exclusions	Please state any exclusions	Please state any exclusions

Tender Scoring

Weston College Group will use the Most Advantageous Tender (MAT) criteria to guide the evaluation and determination of the tender.

Individual criteria linked to the scope of the project will be used to score the quality response in line with **Scoring Table 1 below**. Marking will be undertaken by a panel and the final score will be compiled by the Weston College Group Procurement team.

The selection of the most economically advantageous offer will take place according to the following steps:

- A. **Quality evaluation** – marks will be awarded on the technical merit based on individual criteria (other than those related to price). The definition and weighting of these criteria are set out below.
- B. A **“face to face” or MS Teams Technical–interview** at Weston College Group. **Please note that not all applicants will necessarily be invited for an interview if their quality evaluation score is considered too low or their proposed cost is deemed unrealistic by the panel.**
- C. **Financial evaluation** – A thorough analysis shall be undertaken to determine the most comprehensive and cost-effective offer. The consultant team will review the priced schedule to determine the basis of each tender. In some cases, this may result in the request for clarification or further information to satisfy the client team that the cost is offered on a full “like for like” basis.
- D. The Tenderer hereby acknowledges and agrees that, as part of the evaluation process, the College reserves the right to conduct appropriate **due diligence**, including but not limited to credit checks, financial assessments, and background verifications. The Tenderer consents to the collection and use of relevant information for this purpose and agrees to cooperate fully by providing any necessary documentation or authorisations upon request.
- E. **Ranking the tenders** – this will be established based on the aggregated marks (subject to a weighted score).

STAGE 1

Technical Evaluation (Quality Criteria)		Score (see below)	Weighting Criteria WC (%)	Weighted Score
Q1	CAPABILITY, ORGANISATIONAL & OPERATIONAL METHODS	S1	0.20	Q1 = S1 x 0.20
Q2	TECHNICAL REFERENCE	S2	0.15	Q2= S2 x 0.15
Q3	SOCIAL VALUE	S3	0.05	Q3= S3 x 0.05
INT	INTERVIEW	INT	0.20	INT = INT x 0.20
Total technical evaluation score (A) = ((Q1+Q2+Q3+INT) weighting factor				TEC weighted Score (A)

Scoring Table 1 – Scoring the tenders.

The scoring methodology for each quality section is as follows:

Score	Criteria
5	Excellent - Comments made demonstrate a sound and complete approach which have the potential to meet the mandatory requirements of the question. Very good level of information provided that demonstrates a very good understanding of the specification and requirements. The response is supported with clear and detailed evidence with a few minor issues, weaknesses or omissions
4	Good - Information is provided that demonstrates a good understanding of the specification and requirements. Though supported by evidence, there are issues, weaknesses or omissions which occasionally detract from the quality or detail of the response.
3	Acceptable - Comments or information submitted meet the mandatory requirements of the question without offering any notable advantages.
2	Poor - Identifiable shortcomings – the comments made show areas of weakness and though mandatory requirements are broadly met, there are areas where the evidence of delivering the mandatory requirements is not detailed or clear. Information has been provided but there are areas where the understanding of the specification is not supported by detailed evidence; or there are issues, weaknesses or omissions which detract from the quality of the response more than occasionally.
1	Very poor - Limited evidence that the mandatory requirements are met. The response demonstrates a poor understanding of the specification and there are issues, weaknesses or omissions which seriously detract from the quality of the response
0	Unacceptable - No comments or information provided; complete rejection of fundamental principles of the project; meets none of the mandatory requirements and demonstrates a complete misunderstanding of the specification.

Scoring Table 2 – Quality Scoring

You should provide your written response to each quality question listed below, clearly referencing the question number to which it relates. Your response must specifically relate to the actual question; copies of company policies or marketing literature will not be accepted as a response.

The word count limit should be observed; any words more than the limit will be discounted, **i.e., only the words up to the word count stated will be evaluated by the tender evaluation panel.**

Quality question	Criterion and weighting	Description of information in support of responses, which will be considered in assessment
Q1	CAPABILITY, ORGANISATIONAL & OPERATIONAL METHODS 20% Describe how you will manage the effective	To achieve a maximum score of 5: Demonstrates the allocation of your resources and overall approach to the works. Demonstrates that the scope of the works is fully appreciated.

	<p>delivery of this project from contract award to completion, including how progress will be measured and communicated.</p> <p>Describe how you will provide the team to carry out the works.</p> <p><i>There is a maximum word count of 600 words for this question.</i></p>	<p>Include the names, qualifications, experience, and the skills of the individuals who will be leading and supervising the works, and how they plan to fulfil.</p> <p>Outline how the project team will be assembled and controlled.</p> <p>Identifies how you will work with the Capital Works SCWPM and wider team to identify creative and effective value engineering opportunities.</p> <p>Demonstrates your ability to be flexible where necessary, e.g., but not limited to in terms of working hours.</p>
Q2	<p>TECHNICAL REFERENCE</p> <p>15%</p>	<p>To achieve a maximum score of 5:</p> <p>Include a track record on similar projects (not included in word count)</p> <p>Examples should be within the past three years and preferably within the FE sector.</p> <p>Provide two project examples with references</p>
Q3	<p>SOCIAL VALUE</p> <p>5%</p> <p>Describe how your organisation promotes and expands training and employment opportunities and raises the living standards of employees.</p> <p><i>There is a maximum word count of 300 words for this question.</i></p>	<p>To achieve a maximum score of 5:</p> <p>Demonstrates a commitment to the employment and development of apprentices, specifying the actual activities being undertaken to achieve this (i.e., in practice, not just policy).</p> <p>Demonstrates a commitment to supporting and widening access to employment. working practices; and/or contributing to the community or voluntary organisations through an Employer-Supported Volunteering scheme.</p> <p>Improvement of skills and the health and well-being support for the workforce.</p> <p>Demonstrates a commitment to supporting the supply chain local to the site.</p>
INT	<p>INTERVIEW</p> <p>20%</p> <p>The team will be invited to attend college to set out the key aspects of the ITT</p>	<p>To achieve a maximum score of 5:</p> <p>The panel during a 45-minute interview will be able to examine the content of the tender and satisfy themselves that the offer is in line with the ITT.</p>

	and to answer questions from the panel. The score from the interview will be added to the overall technical score.	In particular, the proposed team must be present at the interview and demonstrate the skill and capability to deliver the technical project,
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Scoring Table 3 - Criterion and weighting of the cost section of the tender

Set out below are the sub criteria that will be used to evaluate the cost section.

Item	Comment	Scoring
Cost analysis	This will be checked to ensure that the fees are compared on a "like for like" basis	Value for money will not solely be based on the lowest cost. Checks will be made to ensure that the costs are comprehensive and fully cover the ITT.

STAGE 2

The financial score for each contractor will be calculated using the following (weighted formula).

$$\text{Cost Weighted Score (B)} = ((\text{Lowest Tender} / \text{Individual Tender Price}) \times 5) \times (0.40) \text{ weighting factor}$$

STAGE 3

Final Ranking (Weighted Score)	(Quality Weighted Score (A) + (Cost Weighted Score (B))
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APPENDIX 1 - Client Health & Safety Information

Version	5.0
Date	12 Sept 2025
Author	Mark Eustace
Checked By:	Dave Ariss

Description of the project	To provide main contractor refurbishment management and project co-ordination services from RIBA Stage 4 to Stage 6. [see Works Outline Table, page 7-11)
MTSC address, [The works location]	MTSC at Building 01AB on the Airbus industrial campus; Golf Course Lane; Filton, Bristol.
Works Outline for Option A and Option B	see work Works Outline Table, page 7-11
Key Hazards	Prestart hazards/risks are set out below and shall be deemed to be included in the tender quotation: Mitigations:
Inadequate Planning of work	Ensure that sufficient time has been made available for work to go ahead safely, a Construction Phase Plan has been put in place and relevant notification to HSE (F10) has been undertaken for notifiable projects
Inadequate welfare arrangements	Ensure prior to work starting that sufficient welfare facilities are in place for all companies, individuals and visitors to site.
Vehicle movements inside the Airbus campus	Site inductions for all staff, subcontractors and visitors. Maintain a strict 5 mph speed limit on Airbus service roads. Monitoring and reporting of any failures to comply with the rules. Fines and exclusions for non-compliance
Site segregation	Set up and maintain a temporary fencing line around the site. Install vehicle and pedestrian gates. Install clear and effective H&S signage at all points of entry to the site.

<p>The site is part of a larger live industrial/production facility</p> <p>Limited as built building services information will be available at the commencement of the contract.</p> <p><i>Note – The contractor will have direct access to the extensive O&M information for the GKN pods.</i></p> <p>Unforeseen Asbestos</p> <p>Life safety systems are offline during the works</p>	<p>Ensure that all companies/individuals who will be working on site are issued with a comprehensive on boarding instructions.</p> <p>Prepare and agree a detailed site induction and site rules.</p> <p>Ensure all site operative & visitors attend the site induction.</p> <p>Early appointment of the MES specialist sub-contractor to allow sufficient time to conduct detailed investigation.</p> <p>Ensure all site staff have up to date [documented and checked] asbestos awareness training.</p> <p>Appoint a specialist asbestos removal contractor on a retainer to provide prompt site asbestos clearance services. Ensure arrangements are in place to evacuate and lock off rooms/areas following an asbestos disturbance until air testing/dust wipes and asbestos clearance takes place.</p> <p>Set up remote wireless fire alarm system [type and extent to be agreed with the Principal Designer]. Identify a designated assembly point and ensure arrangements are in place for employees who need assistance.</p> <p>Agree a notification protocol with Airbus Premises staff.</p> <p>Seek to remove the requirement for hot works during the refurbishment Where this is not possible or practical ensure all permits are in place prior to the works. Ensure appropriate control measures are in place to protect the work area e.g. non-combustible covers etc. where hot works take place.</p>
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Working at height in the main workshop area	Allow for a risk assessment and safe system of working for using MEWP, temporary towers or fixed scaffolding.
Excavations – hazards from electrocution, fire and explosion and flooding from cable and service strikes	Ensure a suitable permit to dig system is in place prior to any excavations taking place with service utility drawings available and the area of any excavations are scanned preferably using a CAT Scanner and Genny prior to start of excavation and at ongoing regular intervals during the excavation to prevent inadvertent cable and service strikes.
Construction and Weston College staff will be co located on site during July & August 2026	Ensure that there is a robust signing in system and induction for all staff on site. Ensure sufficient segregation is in place, whilst remaining construction works takes place.
Key dates	The contractor if successful will provide services which are planned to be carried out between 01/12/2025 and 31/08/26, or sooner dependent on contract award dates, in relation to the works.
Contact details (and roles) for the key college team	To be provided to the successful contractor.
Obligations;	The contractor shall fulfil the role of Principal Contractor (PC) in accordance with CDM Regulation 2015 The Architect and Lead Designer [directly appointed by Weston College] will be fulfilling the role of Principal Designer in accordance with the CDM Regulations 2015 and the Building Safety Act.
The extent and location of existing information.	<i>The following information will be supplied in advance of the works:</i> <ol style="list-style-type: none"> 1. Asbestos R&D Survey 2. Fire Engineer Initial Report, advice and findings 3. Approved Inspector pre works checklist 4. Full measured building survey 5. No Smoking Policy 6. Safeguarding Policy
Project arrangements:	Prior to commencing the works, the contractor shall submit (for comment & approval) a list of the staff who will be deployed to deliver the project.

	<p>Smoking shall only be permitted on site in a pre-agreed location. A shelter with firefighting equipment will be maintained by the contractor.</p> <p>A site parking will be in an area agreed with the College representative.</p> <p>Five days prior to the works commencing on site, the contractor shall submit [for approval] to the College & Principal Designer a detailed Construction Phase Health and Safety Plan. The CPHP plan shall incorporate all the requirements for contractors working on a site controlled by Airbus.</p>
Communication and liaison	<p>All communication during the works will be via Capital Works SCWPM. During the construction works contractor shall allow for weekly meetings with the SCWPM to review progress.</p>
Site transport	<p>A strict 5 mph rules are in place on all Airbus site access roads and car parks. The contractor shall exercise extreme care when exiting any campus.</p> <p>Any failure comply will result in the permanent explosion from site of the driver and vehicle.</p>
Safety hazards and adjacent land uses	<p>Adjacent Airbus buildings will be in use and be occupied during the construction works; consideration of other site operations must be made where applicable.</p> <p>The consultant shall take due care to ensure that there is no contact at any time between any of the project team and learners.</p>
Safety access to the upper roof	<p>Fixed access ladders are in place to provide access to the high-level roof areas. This equipment has not been tested or inspected by Weston College and therefore prior to any works being undertaken, a competent person should inspect the equipment and agree a safe system of working.</p>
Survey Team Health & Safety	<p>All project personnel are expected to conduct themselves in a professional manner whilst on the very busy site. This includes the use of appropriate language and dress.</p> <p>The use of mobile phones will be monitored and where it is to the detriment of good health and safety will be banned from use in the work areas.</p>

Asbestos	<p>The updated R&D Survey was issued during the tender period.</p> <p>It is noted that most of the asbestos located prior to the strip out works undertaken in Jan 2025 has been removed. However, when opening up any further works the contractor shall ensure that all areas are thoroughly inspected by a competent person before undertaking the works.</p> <p>All staff on site [working or in positions of supervision] shall have undertaken a recognised asbestos awareness course in the last 12 months. The site manager shall have a record [on site of] all asbestos taring that is available for in inspection by the SCWPM, Weston College representative and or the Principal Designer.</p>
Client's activities	Weston College Group operates on all sites to provide education and training.

APPENDIX 2 – Conflicts of Interest Declaration

I/We warrant that:

1. There **would be no** conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract.

Signed:	
Position/Status:	
Company Name:	
Address:	
Date Signed:	

I / We warrant that:

2. There **could be** a possible conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract.

Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract.

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Signed:	
Position/Status:	
Company Name:	
Address:	
Date Signed:	

APPENDIX 3 – DECLARATION OF BONA FIDE TENDER

1. We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.

b) Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.

c) Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to any other tender or proposed tender for the said work any act or thing of the sort described above.

2. We further certify that the principles described in paragraph 1 above have been, or will be, brought to the attention of all sub-contractors, suppliers and associate companies providing services or materials connected with the tender, and any contract entered into with the sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word “person” includes any persons and anybody or association, corporate or otherwise; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

4. I confirm that I accept any breach of the conditions of this Declaration of Bona Fide Tender will inevitably lead to the termination of the agreement by the CPC or the Participating Institution.

Date:

Signature:

Print Full Name:

Position:

Company Name:

Address:

Appendix 4 - Site Visit Attendance Declaration

Tenderer Name:

Tender Reference/Project:

Declaration

I, the undersigned, hereby confirm that a representative of our organisation attended the mandatory site visit for the above-mentioned project on the following date:

Date of Site Visit:

I further confirm that the information provided during the site visit has been fully considered in the preparation of this tender submission.

Signed:

Name:

Position:

Date:

Checklist for the ITT Submission

The following information is required to be a fully compliant tender response. Detail should be submitted on organisation letter headed paper.

	Completed CSA Tables Preliminaries Quote, Pricing Table & a Fully Completed Contract Sum Analysis for Options-A & B. Please ensure that the CSA's are retuned in Excel format, highlight any additional rows added in RED.
	A detailed response in line with the quality criteria see out in Scoring Table 2 , page 17. Please do not exceed the word count.
	A list of a minimum of 2 past similar projects and experience (three pages only).
	A proposed project management structure including brief CV/skills information. Please indicate the amount of time to be dedicated by each team member to the project.
	Two references (specific to the proposed project).
	Insurance details (policy provider; scope; renewal dates, past claims information). Minimum required levels of insurance, Professional Indemnity (£5m anyone one claim); Employers Liability (£10m) & Public Liability (£10m) required. Please state any exclusions that will apply to any insurance cover and provide the contract wording in all cases.
	Form of Tender.
	Confirmation that your organisation has visited the proposed site during the tender and that all costs of the prelims are in line with the Option A & B timelines. (Appendix 4, page 27).
	Completion of Client Health & Safety Information (see Appendix 1, page 20). Please also confirm that all the known Hazards/Risks identified by the client are incorporated into the cost proposal. please note this is mandatory.
	Completion of conflict-of-interest form (see Appendix 2, page 25).
	Declaration of BONE FIDE Tender (see Appendix 3, page 26).