



North West Anglia
NHS Foundation Trust

North West Anglia NHS Foundation Trust

Invitation to Tender

Staff Accommodation Demolition Project

Hinchingbrooke Hospital:
The Next Chapter

Redeveloping our hospital
www.nwangliaft.nhs.uk



EDGE

The Project:

Name:	North West Anglia NHS Foundation Trust
Project:	Staff Accommodation Demolition
Location:	Blocks: Albert House, Victoria House, St Nicholas House, Alexandra House
Address:	Estates and Facilities Department North West Anglia NHS Foundation Trust Hinchingsbrooke Park Road Huntingdon Cambridgeshire PE29 6NT
Telephone:	01480 416416

Competition Process

Introduction

The Trust is seeking to employ a single contractor to undertake the work at Hinchingsbrooke Hospital.

Description of Works:

Demolition of 4nr Staff Accommodation blocks in two phases.

Phase 1 – Completed by 18/06/2026

Albert House and St Nicholas House are two storey terraced residential accommodation blocks.

Phase 2 – Completed by 13/05/2027

Alexandra House is a two and three storey residential accommodation block comprising flats on each floor.

Victoria House is a two storey residential accommodation block comprising flats on each floor.

The blocks are served by various foul and service water drainage and other services including gas and electricity. All services should be safely disconnected, stripped out and suitably capped to avoid debris entering the system.

The building consists of load-bearing masonry walls and a timber-trussed roof, The first and second floors are concrete, as is the ground floor. The foundations are assumed to be strip foundations. Demolition is planned to proceed from the top down.

It is the contractors responsibility to comply with all statutory notices and validation / certifications required to complete the project.

The contractor is to allow for the site clearance following the demolition of the structures, to include the removal of all hard landscaping, including retaining walls, steps and grassed embankments and leveling to the existing road level.

It is the contractors responsibility to ensure ALL utilities and services are protected and to ensure the continuous operations of the Treatment Centre and Theatre Block.

It is the intention of the Trust to provide temporary surface car parking in the foot print of the demolished accommodation blocks and further information will be provided in the form of a Tender Addendum.

It is the intention to provide a potential 22nr temporary spaces at the former location of St Nicholas House with the possibility of a further 65nr temporary spaces at the former location of Albert House.

Following demolition of Alexandra House and Victoria House a further 192nr spaces can potentially delivered. *The design and specification will follow in the Tender Addendum.*

Proposed Works: (not exhaustive)

- Isolating and disconnection/removal of services
- Protection of existing services
- Capping and stripping out of foul and surface water drainage
- Soft Strip demolition
- Structural demolition
- Waste Management and recycling of material's (e.g. brick crushing onsite and stockpiled for reuse on site)
- Site clearance and leveling
- Construction of a temporary surface level car park (TBC)

Completion of the Works is required by:

Phase 1 - 18th June 2026

Phase 2 – 13th May 2027

The full tender documentation is detailed in Supporting Documents.

The Trust reserves the right to award the whole, part or none of the requirements.

Clarification questions

All Clarification questions (unless relating to arranging a site visit) are to be sent to Atamis Portal, and the Trust will endeavor to provide any additional information upon request.

Clarification questions and responses shall be distributed to all bidders

Site Visit

The Trust shall hold a supplier site visit on **1 December 2025 @ 10am**; Please submit your interest via the e-tendering portal so that a suitable time can be arranged.

Total of the Prices

Bidders will be required to submit their fully priced Activity Schedule contained within Vol 4 of the tender documentation.

Selection of Works provider

The following weightings will be applied to the overall Bid:

Scored Technical Questions (50%)

Social Value (10%)

Priced Activity Schedule (40%).

The Bid Response Requirements (including the technical questions and Bid evaluation methodology) are set out in the sections below. The Bid Response Document that Bidders are required to complete is document 'Tender Response Document v1'

The Trust intends to award the contract to the bidder who submits the highest scoring compliant Bid in response to this ITT. However, the Trust reserves the right not to award all or any of the Contract and/or to cancel this procurement at any stage. The Trust shall not be

liable for any costs incurred by any Bidder in responding to this RFQ, whether or not the Contract is awarded.

The Trust shall evaluate the above aspects as per the evaluation methodology, award criteria, and scoring matrix detailed below.

Response requirement and evaluation methodology

Approach to Evaluation

The bidder will be evaluated with a combination of technical/social value/commercial evaluation criteria; the split is 50/10/40 respectively.

Evaluation of bid responses to the technical questions will be undertaken by a panel consisting of members of the Trust

Bid Responses submitted will be assessed against the evaluation criteria below and scored accordingly.

The Trust reserves the right to issue clarifications in respect of a Bid response, where deemed appropriate. However, the Trust shall not be under any obligation to clarify incomplete or ambiguous responses and therefore it is incumbent on Bidders to ensure that their responses are clear and complete.

Commercial Evaluation (40% weighting)

Activity Schedules submitted will be scored using the scoring method detailed below.

Bid: the maximum value of 100 points (maximum 40% of the overall Bid evaluation) will be awarded to the Bidder that submits the lowest Total of the Prices that is compliant and not abnormally low.

Other Bidders' Activity Schedule submissions will be awarded a relative score depending on their percentage variance from the lowest overall sum. Each submission will have an apportioned number of points based on the difference, however where scores are of equal value, they will receive equal points.

Points will be awarded on the basis of the following method:

Lowest Total of the Prices receives 100 points multiplied and receives a commercial score of 40%

Other Total of the Prices' receives 100 points minus the % difference between the contract sum analysis and the other contract sum analysis' multiplied by the commercial score of 40%

Formula:

$$(\text{Other Price} / \text{Lowest Total of the Prices} - 1) \times 100 = \text{percentage}$$

$$(100 \text{ points} - \text{percentage}) = \text{Points Score}$$

$$\text{Points Score} \times \text{Section Weighting of 40\%} = \text{Commercial Score}$$

By way of illustration only, a worked example is set out below:

Bidder A — £10,000,000;
Bidder B — £12,500,000;
Bidder C — £15,000,000;
Bidder D — £20,000,000;

Bidder A - £10,000,000 = 100 points x 40% = 40%

Bidder B - $(£12,500,000 / £10,000,000 - 1) \times 100 = 25\%$
100 points – 25% = 75 points
75 points x 40% = 30%

Bidder C - $(£15,000,000 / £10,000,000 - 1) \times 100 = 50\%$
100 points – 50% = 50 points
50 points x 40% = 20%

Bidder D - $(£20,000,000 / £10,000,000 - 1) \times 100 = 100\%$
100 points – 100% = 0 points
0 Points x 40% = 0%

As shown above, sums that are 100% or more higher than the lowest Total of the Prices will not have the above formula applied and will be awarded 0 points (0%) for the Commercial Evaluation.

The Trust reserves its right to reject any bid that it considers to be abnormally low.

Technical and Commercial scores will be added together to calculate the Bidders total score. Bidders will then be ranked accordingly, and the top ranked (highest scoring compliant) Bidder will be awarded the Contract.

Award Criteria

All Bidders must complete a response to the technical response document in full. Failure to do so may result in your Bid being rejected and to your disqualification from the procurement process.

The Trust reserves the right to discontinue with this procurement process and not award the Contract. If the Trust discontinues the process, it shall not be liable for any of the bidder's costs incurred.

The contract, if awarded, will be awarded to the Bidder submitting the 'Most Economically Advantageous Tender' offering best value to the Trust and the health economy in accordance with the award criteria and scoring methodology set out in this document.

Technical Evaluation	Classification	Score
The response fully addresses all requirements of the tender documentation to an excellent level of detail and meets/exceeds all of the requirements. The response is detailed, clear, consistent, well-evidenced and the supplier displays expertise and know-how AND The response includes innovative approaches to meet the requirements of the specification resulting in added value for the Trust, for example efficiency and simplicity AND The response includes advanced solutions to one or more requirements making an impactful difference to the Trust's solution	Excellent	10
The response fully addresses all requirements of the tender documentation to a good level of detail. The response is detailed, clear, consistent, evidenced and the supplier displays expertise and know-how AND Where requirements of the tender documentation are not fully met the deficiencies are immaterial [and will require minimal compromise on the part of the customer in relation to the technical solution].	Good	8
The response addresses the majority of the requirements of the employer's requirements to an acceptable level of detail however the response could have displayed more expertise, knowledge, consistency and/or substantiation BUT There are non-compliant or partially compliant responses to the requirement that will require some compromise from the Trust in relation to the technical solution.	Adequate	5
The response is inadequate as it fails to address many areas of the specification and/or is poorly structured, inconsistent or includes little or no supporting evidence OR There are non-compliant or partially compliant responses to the requirements of the specification with significant deficiencies resulting in a technical solution that it is likely to be unfit for purpose, and or requires workarounds.	Poor	2
Completely fails to meet required standard or no response submitted.	Rejected	0

Submission of Responses

Submitting a bid

A compliant bid submission must include the following completed documents

- 1. Tender Response Document 1.1
- 2. Activity Schedule (Fully priced to show breakdown of the Total of the Price)
- 3. Contract Data (with Contract Data part 2 completed)
- 3. Form of Tender

The Trust may, at its own discretion, extend the closing date and time specified, and any extension granted will apply to all bidders.

Bid Validity

Your Bid must remain open for acceptance for a period of **190 days** from the closing date for receipt of final bids.

General Information

Governance

In order to ensure a fair and competitive procurement process, the Trust require that all actual, potential or perceived conflicts of interest that a potential Bidder may have are identified and resolved to the Trust's satisfaction. Potential Bidders should therefore notify the Trust of any actual or potential conflicts of interest via email

If the potential Bidder becomes aware of an actual, potential or perceived conflict of interest following submission of their Bid, it should immediately notify the Trust via email

If, following consultation with the potential Bidder, such actual, potential or perceived conflict(s) of interest are not resolved to the Trust's satisfaction, and the conflict of interest cannot be effectively remedied by other, less intrusive, measures, the Trust reserves the right to exclude the potential Bidder from the procurement process

If any sub-contracting arrangement to which the Bidder is a party also includes another Bidder (including its/their directors, officers, employees, agents and advisors), to the Bidder shall notify the Trust prior to submitting a Bid and shall, at the Trust's request, discuss any actual, potential or perceived conflicts they have identified or which may arise. Contact should be made with the Trust immediately upon identification of the actual, potential or perceived conflict of interest.

Non-collusion and Canvassing

Bidders must neither disclose to, nor discuss with any other Bidder, or Bidder (whether directly or indirectly), any aspect of any response to this procurement.

Bidders must not canvass or solicit or offer any gift or consideration whatsoever as an inducement or reward to any officer or employee of the Trust, or person acting as an adviser to the Trust in connection with this procurement.

Any attempt by a Bidder or a Bidder's appointed advisers: -

- a. to inappropriately influence the Bid process;
- b. to fix or set the price for products and /or services;
- c. to enter into an arrangement with any other party that such party shall refrain from submitting a bid
- d. to enter into any arrangement with any other party (other than another party that forms part of a consortium bid or is a proposed sub-contractor to the Bidder) as to the amount of the Bid submitted; or
- e. to collude in any other way, will result in that Bidder being disqualified from this Bid process.

Any:-

- a. direct or indirect bribery or canvassing a Bidder or a Bidder's employees, officers, agents or advisers in relation to this procurement;
- or
- b. attempts to obtain information from any of the employees, agents or advisors of the Trust concerning this Bid process (other than as set out in this ITT) or another Bidder or another Bid,

may result in that Bidder being disqualified from the Bid process.

Material Misrepresentation

All information that is supplied to Bidders as part of the Bid process is supplied in good faith. However, no representation, warranty or undertaking, express or implied, is made and no responsibility or liability (including for negligence) will be accepted by the Trust or its advisers as to the accuracy or completeness of the information provided. Bidders must therefore satisfy themselves as to the accuracy of such information. Neither the Trust nor its advisers accept responsibility for any costs, expenses, loss or damage of whatever kind or howsoever caused arising from the use by the Bidders of such information, except in the case of fraudulent misrepresentation.

The Trust shall rely on the information provided by the Bidder in relation to its Bid.

Information & Confidentiality

This ITT and its accompanying documents and all other information, whether written or oral, made available at any time to Bidders by or on behalf of the Trust shall remain the property of the Trust and must be returned on demand (including any copies thereof as may have been taken) at the Bidder's cost. All electronic data supplied for or on behalf of the Trust shall be immediately deleted from the Bidder's storage devices and from the storage devices of its employees, agents, potential sub-contractors or advisers and from the storage devices of any other persons to whom the Bidder may have passed the same (whether or not permitted by the Trust) at the Bidder's cost. All information supplied and contained within this ITT and supporting documentation is confidential as is all other information concerning the business and affairs of the Trust which the Bidder has received or obtained or will receive or obtain in connection with this procurement. It is a condition of the Bidder's continued involvement in this process that all such information remains confidential. For the avoidance of doubt, nothing in this paragraph shall prevent a Bidder from passing such information to its employees, potential sub-contractors or professional advisers solely for the purpose of assisting the Bidder in the preparation of its Bid for this Contract, provided that such persons agree to treat such information as confidential in accordance with the duty described in this paragraph and that the Bidder procures that such persons are bound by a duty of confidentiality on the same terms as this paragraph.

Unless otherwise specified in the Bidder's response to the ITT, the Trust reserves the right to copy the response for distribution to its staff, agents and advisers on a need-to-know basis. The Trust further reserves the right to publish the Contract once awarded in accordance with disclosure requirements as required by the public sector transparency policies.

Under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) (together "FOI Law"), the Trust is obliged (subject to the application of any relevant exemptions and where applicable, the public interest test) to disclose information in response to requests for information. The Trust may also be required to publish some of the information given in bid submissions in its Publication Scheme under FOI Law. Please also see the provisions in paragraph above.

You need to be aware that the Trust could receive requests for any information relating to this procurement and subsequent Contract. The Contract will include provisions to reflect the Trust's obligations under those disclosure regimes. The Trust cannot contract out its obligations under FOI Law.

Bidders shall not make any of the information provided by the Trust available to any other parties in any circumstances without the prior written consent of the Trust nor use it for any purpose other than that for which it is intended. Bidders must obtain written approval from the Trust before any disclosures are made to the press or in any other public domain. Bidders must not undertake any publicity activities with any part of the media in relation to this project without the prior written agreement of the Trust, including agreement on the format, content and timing of any publicity. The Bidder shall not refer to the Trust's name, trademarks or products in connection with any publicity without receiving the Trust's prior written permission.

If a Bidder fails to treat this information as confidential or to otherwise fail to comply with the provisions of this paragraph 15, the Trust may, without limitation to any other remedies it may have, disqualify the Bidder from this procurement.

Supporting Documents

All documents are to be read in conjunction with the attached appendices

Schedule 1 – NEC4 Engineering and Construction Contract

Schedule 2 – Contract Data (Part TWO to be returned with tender)

Schedule 3 – Option Z Additional Conditions of Contract

Schedule 4 – Scope

Schedule 5 – Site Information

- 5.1 PMI EWN CEN Tracker
- 5.2 CCTV Drainage Survey
- 5.3 Asbestos Report
- 5.4 not used
- 5.5 NWAFT Contractor Guidelines
- 5.6 PCIP
- 5.7 not used
- 5.8 BIM Information
- 5.9 Bat Emergence Report
- 5.10 NWAFT KPI

Schedule 6 – Activity Schedule (to be returned with tender)