

Taipei Representative Office in the U.K.
駐英國台北代表處

**46-48 Grosvenor Gardens,
London
SW1W 0EB**

Tender Pack Document

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1 INSTRUCTION TO TENDERERS

1.1 Project Brief

The property at 46-48 Grosvenor Gardens, located near Victoria Station in Belgravia, London SW1, is a newly refurbished office development by Grosvenor has been acquired by the TRO.

This property offers 15,742 sq ft of office space, spanning from the lower ground to the 5th floors. The building features a large atrium and three terraces with views of Belgravia.

Key amenities include two x10 person passenger lifts, roof terraces, 43 bike racks with 32 e-cycle charging stations, VRF air conditioning, and a manned reception. The building is energy efficient, boasting a BREEAM Excellent rating, EPC B certification, and sustainable, all-electric heating and cooling powered by heat pumps.

The TRO are seeking to have a CAT B Fit Out of the aforementioned property and will seek to procure the works via open-tender, specifically in pursuit of obtaining respective tendering Design and Build company proposals.

Taipei Representative Office invites tendering companies to provide a proposal bid to the TRO for the purposes of entering into a tendering process that aims to establish a suitable Design & Build Partners that can work on behalf of the TRO and both Design and Build their officer aspirations.

1.1.1 Project Conditions

Tender invitation: TRO, will neither accept a proposal from any firm and its sub-contractor that is controlled by citizen(s) or government of the People's Republic of China (PRC) or from any firm which has received capital or investment from citizens or the PRC government. Nor TRO will accept a proposal from any company that is controlled by citizen(s) or the PRC government where such PRC government instrumentality or citizen(s) has the power, either directly or indirectly, and where exercised or exercisable, to influence election of the board of directors, management or other controlling body, where such power is obtained by contract or by operation of law.

This procurement may be awarded with reservation in the event that the budget of procurement has not been appropriated by a legislative body. The awarding of contract shall come into effect after the budget is appropriated.

1.1.2. Open Bid Day

1. The tender opening will be held openly on 27/12/2024.
2. The tender opening will be held openly at 50 Grosvenor Gardens, London SW1W 0EB.
3. Only 1 person of each tenderer can participate in tender opening.

1.2 Confidentiality

The contents of this documentation, as well as all other information associated with this tender, must be treated as strictly confidential. The contents of this documentation may not be used for any other purpose than in response to this tender. It may be disclosed to third parties only with prior consent of Taipei Representative Office "TRO", following a written declaration by the intended recipient to treat it as confidential.

TRO reserves the right to request the return or destruction of this documentation at any time. TRO will in turn treat all proposals as confidential.

1.3 Procurement of the Project

This project is procured as 'Design and Build'. TRO have appreciated an initial Conceptual design, but the

contractor will be required to undergo all design development phases with the client and as per landlord requested, but expected to provide initial design as part of this tender.

Notes:

1. This tender enquiry is for the Conceptual, Detailed and Technical Design and Lump Sum construction cost for the fit out.

TRO has not appointed Designers, Engineers, Acoustician, Furniture Providers or other service consultants, however independent furniture dealers may be sought to manage the procurement of this package.

1.4 Tender Proposal and Contractual Commitment

Tender Return Summary

Tenderers will be expected to:

Tender Presentation and Final Pitch:

- To provide a full and final presentation to TRO.
- To provide conceptual and detailed design (as a minimum).
- To provide a draft Licence for Alterations pack compliance with the Fit Out Guide.
- To provide a full & fixed detailed cost breakdown in Excel.
- To provide any supplementary information in support of the project and presentation.
- To provide a Full Cost Plan to the Employers Agent in an excel version to allow a review to occur, away from the presentation.

Commercial

Separate out the below items within Cost Plans:

- Fixed price for works.
- OHP %
- Quantities, Units and Rates
- Detailed breakdown of preliminaries and associated resource.
- Confirmation/ acceptance to the principles which will be included in the JCT D&B contract

1.5 Schedule of Key Dates

	Description	Date
	Tender Notice Date	06/12/2024
Tender / Design / Construction	Issue of tender documents / design brief	09/12/2024
	Tender Period	21 days
	Tender Return Date	26/12/2024 (17:00)
	*Open Bid Date (Pre- Approval Notice):	27/12/2024
	Tender Review Period	30/12/2024 – 10/01/2025
	Final Interviews	W/commencing 13/01/2025
	Final Selection	W/commencing 13/01/2025
	*Please see Page 3, 1.1.2 “Open Bid Day”	
	NOTES: TRO desire to be in occupation as soon as reasonably practical. Contractors must demonstrate how they can complete the 3rd and 4th floor before the 02/05/2025 to enable staff to work safely i.e. both floors will require Sectional Completion.	

1.6 Compliant Tender Proposals

The Contractor’s compliant tender should be compliant in all respects with the tender documentation. However, Contractors are advised to prepare for the Tender Presentation, as supplementary documentation can be sent to the Employer’s Agent (graham.syder@kpm-consultancy.com) and TRO Representative (yschan@mofa.gov.tw).

NOTE 1: Electronic Copies can be emailed, but at least one paper-copy is required and must be sent to the below address:

ADDRESS FOR POST:

Taipei Representative Office in the United Kingdom
FAO: Irene, Yu-Sin Chan
50 Grosvenor Gardens,
London
SW1W 0EB

1.7 Tender Queries

The Contractors may raise queries at any time within the tender by filling in the “Tender Query Tracker” in 7.3 of the Tender Pack and submitting to the below:

Note 1: Contractors must raise queries no later than 6 days before the end tender date, as referenced below and in alignment with Article 43 of the Enforcement Rules of the Government Procurement

Act:

Employers Agent: Graham Syder graham.syder@kpm-consultancy.com

TRO Representative: Irene, Yu-Sin CHAN yschan@mofa.gov.tw

The tenderers are encouraged to raise their final tender queries by **04/01/2025 (17:00)**.

1.8 Project Budget

1. **Budget amount of this procurement:** GBP £1,013,552.63
2. **The estimated value of this procurement:** GBP £1,013,552.63
3. **Contract value of this procurement:** GBP £1,013,552.63

Pursuant to Article 47 of the Government Procurement Act:, the government estimate for this procurement is not set due to the following reasons:

1. Where there are actual difficulties in setting a government estimate for a procurement
2. Where the contract is to be awarded to the most advantageous tender.

Regulations for Publication of Government Procurement Notices and Government Procurement Gazette §11: An entity conducting procurement not covered by the preceding paragraph but has a value reaching the threshold for publication shall disclose the budget amount in the notice of invitation to tender, except in one of the following circumstances:

1. Where a procurement is for resale, or resale after producing or processing
2. Where it involves trade secrets
3. Where the entity deems that the disclosure is improper

Government Procurement Act §47: Under the following circumstances, an entity may conduct a procurement without setting a government estimate; provided, however, that the reasons for not setting a government estimate and the terms and principles of awarding the contract shall both be provided in the tender documentation:

1. Where there are actual difficulties in setting a government estimate for the procurement
2. Where the contract is to be awarded to the most advantageous tender
3. For small procurement

For procurement under subparagraphs 1 and 2 of the preceding paragraph, a tenderer may be required to enumerate in its tender the content of its price offer in detail.

The amount of small procurement shall be set, at the central government level, by the responsible entity, and at the local government level, by the municipal or county (city) governments; provided that the said amount shall not exceed one-tenth of the threshold for publication. Where a local government does not set the amount, the amount set by the central government shall govern.

Enforcement Rules of the Government Procurement Act §54-1: Where an entity does not set a government estimate pursuant to subparagraphs 1 and 2 of paragraph 1 of Article 47 of the Act, it may specify in advance in the tender documentation the contract value or relevant rate as the terms of awarding the contract.

Instructions to Tenderers: The section 8 (Scoring Matrix) is missing. Since the award of the contract would be based on evaluation (scoring and ranking), we should also include the following clause in the Instructions: *"The award of the contract is on the basis of the most advantageous tender in accordance with Article 52 and 56 of the Government Procurement Act."*

Government Procurement Act §52: The award of the contract conducted by an entity shall follow one of the following principles and the principle adopted shall be specified in the tender documentation:

1. Where a government estimate is set for the procurement, a tenderer whose tender meets the requirements set forth in the tender documentation and is the lowest tender within the government estimate shall be awarded
2. Where no government estimate is set for the procurement, a tenderer whose tender not only meets the requirements set forth in the tender documentation with a reasonable price, but also is the lowest tender within the budget amount shall be the winning tenderer
3. The tenderer whose tender meets the requirements set forth in the tender documentation and is the most

advantageous one shall be the winning tenderer

4. To adopt multiple awards. An entity may prescribe in the tender documentation that contracts may be awarded to different tenderers by different items or different quantities, but the spirit of competition as to the lowest price or the most advantageous tender shall be respected

Government Procurement Act §56: Where an award is conducted in accordance with subparagraph 3 of paragraph 1 of Article 52, the evaluation criteria set forth in the tender documentation shall be used to determine the most advantageous tender by comprehensively evaluating the technology, quality, function, commercial terms, or price of the tenders with ranking or score.

1. The price offered or the quotient of price divided by the score resulting from a comprehensive evaluation may be used as a sole item for evaluation or the criteria for the award of the contract. Other items not listed for evaluation shall not be used as a reference for the evaluation. The most advantageous tender shall be determined by the head of the procuring entity or the concurrence of the majority of the evaluation committee.
2. If the most advantageous tender is unable to be determined, negotiations may be conducted, followed by another comprehensive evaluation to determine the most advantageous tender. A determination thereof shall be accompanied with reasons. Such comprehensive evaluation shall not be more than three times.
3. If, after following the procedure set forth in the preceding paragraph, the most advantageous tender still cannot be determined, the tendering procedure shall be nullified.
4. Before conducting a tendering procedure where the award of the contract is made to the most advantageous tender, the entity shall report to the superior entity and obtain its prior approval. The evaluation regulations for determining the most advantageous tender shall be prescribed by the responsible entity.

Governing Law: "For matters not provided for herein shall be governed by the Government Procurement Act of the Republic of China (Taiwan) and the relevant regulations."

1.9 General Notes

- All quantities, rates and dimensions in this document and the contract drawings are given in metric values unless otherwise shown.
- All rates in this document must be expressed in pounds sterling and decimal parts of a pound to two places.
- Where and to the extent that quantities are included within the tender document, the quantities given are for the guidance of the Contractor only and must not be relied on for accuracy or as complying with any method of measurement. It is the Contractor's responsibility to make sure that they include for all work shown or described within the tender document as a whole or clearly apparent as being necessary for the complete and proper execution of the works.
- Where and to the extent that quantities are included in the documentation, it is the Contractor's responsibility to make sure that they include for all work shown or described within the tender document as a whole or clearly apparent as being necessary for the complete and proper execution of the work.

2 TENDER RETURN CHECKLIST

An electronic copy of the contractor's technical and commercial proposal is to be submitted to Graham (graham.syder@kpm-consultancy.com) and Irene (yschan@mofa.gov.tw)

via e-mail.

Technical Information		
1.	Provide a detailed methodology of how you will design and deliver works to quality (inc H&S), programme and budget. We are really looking for the contractors to demonstrate their understanding of the brief and their creativity in creating an exceptional CAT B Fit Out for Taipei Representative Office within the defined parameters of time, cost and quality.	
2.	A proposed programme of works including key milestones e.g. Pre-con, design release dates, sectional completion dates and practical completion dates for each package of works. Working to tight programmes is a critical part of the selection process. Please demonstrate where you have delivered exceptional quality in tight schedules and what factors the client team should consider in order to make this a success.	
3.	A list of proposed personnel, together with the CVs for ALL personnel (other than administrative personnel). The CVs shall provide contact details for the project team for their previous three projects and confirmation that the respective project teams may be contacted for references. If proposed personnel change, Taipei Representative Office reserve the right to reconsider the company.	
4.	A detailed management organisation chart indicating utilisation, responsibilities and accountabilities (the contractor should note the requirements included within the draft preliminaries document).	
5.	Confirm acceptance of all requirements set forth within the Occupiers Handbook and Fit Out Guide (provided within this tender pack of information) stating all requirements have been considered and included within the Fixed Price Tender.	
6.	Cost (PSUM or Quantified) below-the-line for relocation of furniture, IT and Workstations from existing Office to New Office Location	
Commercial Information		
1.	Quantity, Units and Rates to be shown in the Cost Sum Analysis	
2.	Fixed Price for works	
3.	OHP expressed in £ and %	
4.	Preliminaries costs based on specified programme including detailed breakdown	
5.	Acceptance to comply with all landlord protocols inclusive of costs required to comply with landlord protocols	

NOTE 1: Please See Separate Folder for Full Return Checklist including PQQ

3 FORM OF TENDER

3.1 Declaration 1 - Form of Tender

3.2 Declaration 2 - Non- Collusion

3.3 Declaration 3 - Letter of Commitment

4 BUILDING CONTRACT

4.1 Design & Build 2016 – DRAFT

5 PRICING

5.1 Preliminaries

5.2 Pricing Document

6 EMPLOYERS REQUIREMENTS

6.1 Employer Requirements Summary

7 ADDITIONAL REFERENCE INFORMATION

7.1 Existing Drawings

7.2 Notes to Tendering Contractors

7.3 Tender Query Tracker