**Tender Specification:**

Conversion of 3 existing storerooms into one room sufficient to accommodate either a soft wall or hard wall clean room 16m L x 3m W x 2.3m

Work to include all relevant electrical and water installation.

**Date: 4 February 2021**

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**1. INVITATION TO TENDER**

The Contracting Authority for the purpose of this Invitation to Tender is AGMA Limited Registered number 939450.

Their address is Gemini Works, Haltwhistle Industrial Estate, Haltwhistle, Northumberland NE49 9HA.

AGMA Limited are looking to engage with an established business to convert 3 existing storerooms into one room sufficient to accommodate either a soft wall or hard wall clean room 16m L x 3m W x 2.3m. Work to include all relevant electrical and water installation and to bring specific areas of expertise.

The organisation must be familiar with and have demonstrable experience in the areas described and be available to contract with AGMA Ltd over the timescales outlined within this Invitation to Tender.

**2. BACKGROUND**

The objective of the project is to convert 3 existing storerooms into one room sufficient to accommodate either a soft wall or hard wall clean room 16m L x 3m W x 2.3m, including all relevant electrical and water installation for the company’s manufacturing facility based at Haltwhistle. This project has been identified by the company as being key to their future growth.

It is critical that the business partner has the relevant skills, expertise and knowledge to deliver the project, and the ability to work effectively with the client to ensure the successful and timely delivery of the project.

**3. SPECIFICATION OF REQUIREMENTS**

**3.1 Services to be provided:**

AGMA is looking to convert 3 existing storerooms into one room sufficient to accommodate either a soft wall or hard wall clean room 16m L x 3m W x 2.3m

Work to include all relevant electrical and water installation.

The tenderer must have a proven, demonstrable track record in high quality building works ideally in the refurbishment or conversion of commercial buildings. Below is a list of requirements which the successful tenderer should demonstrate.

1. History and proven track record of building and room conversion for commercial buildings
2. Proven experience in working to budget and timescales
3. Based relatively local to the manufacturing facility (within 25 mile radius)
4. Be able to provide references or testimonials from at least 2 previous jobs of relevant services.

**3.2 Timescales**

Tender placed on website – 04/02/21

Tender deadline noon – 15/02/21

Review bids – 16/02/21

Appoint preferred supplier/Place order - 19/02/21

The timescale for project completion is 30 April 2021.

**4. PROJECT TEAM**

The Project Manager responsible for this work is Nigel Schollick, General Manager, AGMA Limited.

**5. AWARD CRITERIA**

The contract will be awarded to the most economically advantageous tender evaluated against the following criteria.

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| **Criteria** | **Weighting %** |
| Price | 30% |
| Ability to deliver on time. | 40% |
| Suitability of services. | 30% |

**6. QUERIES**

To ensure a fair and transparent tender process no approach of any kind in connection with this tender should be made to any other person within or associated with AGMA Limited. Failure to comply may result in disqualification from the process.

**7. TENDER RETURN**

The completed Tender and associated documents must be submitted to John Taylor, Financial Director, AGMA Limited, Gemini Works, Haltwhistle Industrial Estate, Haltwhistle, Northumberland NE49 9HA, United Kingdom by midday 15 February 2021.

Submissions can also be made by email to jtaylor@agma.co.uk

Closing date for all tenders is noon on 15 February 2021.

This project is supported by the European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020.