



Foreign &
Commonwealth
Office

Pre-Qualification Questionnaire Invitation

**SUPPLY AND INSTALLATION OF NEW CENTRAL
AIR CONDITIONING SYSTEM**

BRITISH HIGH COMMISSION, LUSAKA, ZAMBIA

CONTRACT REF.NO. 014912

Pre-Qualification Questionnaire for Supply and Installation of New Central Air Conditioning System, British High Commission, Lusaka, Zambia

1.0 BACKGROUND INFORMATION

The Foreign & Commonwealth Office (FCO) are seeking expressions of interest from experienced contractors for replacement of central air conditioning system and related works.

1.1 THE REQUIREMENT

The project is for the replacement of the central air conditioning system to the British High Commission, Lusaka, Zambia. The Client will be Her Britannic Majesty's Secretary of State for Foreign and Commonwealth Affairs, hereinafter referred to as FCO.

The procurement strategy will include an element of contractors design items, and the tendering strategy will be competitive tender to a maximum of five companies selected after this pre-qualification stage.

The aim of the project is to remove the existing mix of central air conditioning and split systems from the building. These are to be replaced with a central system serving all unclassified areas of the property.

The works comprise of the removal of the existing system and installation of the new system and all associated builders work in connection. The site is split over three floors of the same building with a combined floor area of approximately 500m²

The works include the supply, shipping and installation of a new central air conditioning system and associated plant following the completed design specification.

Further information, detailed specification and drawings will be included in the Invitation to Tender package.

This project will be contracted using the NEC form of contract.

1.2 TIMETABLE

Set out below is the proposed procurement timetable. This is intended as a guide and, whilst the Authority does not intend to depart from the timetable, it reserves the right to do so at any time.

Date or Target Date	Activity
04 January 2013	PQQ issued
16 January 2013	PQQ final response time and date
16-18 January 2013	Completion of PQQ assessment and list of bidders identified
w/c 21 January 2013	ITT Issued
Early February 2013	Submission of Bid
Early February 2013	Bid Evaluations and internal Assurance
End February 2013	Contract Award
End February 2013	Mobilisation
Mid April 2013	Completion

1.3 AUTHORITY NAMED CONTACT

The Authority's named contact point for the procurement is:

Mr Terry Wilson
Corporate Procurement Group
Foreign and Commonwealth Office
Old Admiralty Building
London SW1A 2PA
Telephone No.+44 (0) 020 7008 1406
Email: terry.wilson@fco.gov.uk
www.gov.uk/fco

The Authority will not enter into detailed discussion of the Service requirements at this stage. If the Authority considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all Potential Providers who have expressed an interest.

1.4 INSTRUCTIONS FOR COMPLETION

Recipients are invited to complete the PQQ and to submit it, together with any requested supporting information, to the Authority by the due date for return (**11:00hrs (GMT) 16th January 2013**). Potential Providers are required to submit their completed PQQ via the Authority's eProcurement portal. There may be restrictions regarding the length of answers or attachments and anything in excess of this may be disregarded.

"Project 209, PQQ 137: Supply and Installation of New Central Air Conditioning System, British High Commission, Lusaka, Zambia"

How to Express Interest in this PQQ: 1. Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal:<https://fco.bravosolution.co.uk> and click the link to register. - Accept the terms and conditions and click "continue" - Enter your correct business and user details - Note the username you chose and click "Save" when complete - you will shortly receive an e-mail with your unique password (please keep this secure); 2. Express an Interest in the Tender - Login to the portal with the username/password - Click the "PQQs/ITTs Open to All Suppliers" link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) - Click on the relevant PQQ/ITT to access the content - Click the "Express Interest" button in the "Actions" box on the left hand side of the page - This will move the PQQ/ITT into your "My PQQs/My ITTs" page (This is a secure area reserved for your projects only) - You can now access any attachments by clicking the "Settings and Buyer Attachments" in the "Actions" box; 3. Responding to the tender - You can choose to "Reply" or "Reject" (please give a reason if rejecting) - You can now use the 'Messages' function to communicate with the buyer and seek clarification - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ITT - There may be a mixture of online & offline actions for you to perform (there is detailed online help available), You must then publish your reply using the publish button in the "Actions" box on the left-hand side of the page. If you require any further assistance please consult the the online help or contact the eTendering help desk.

Potential Providers should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Potential Provider's organisation, this should be indicated, with an explanation. Where attachments are requested to be submitted within the electronic PQQ, these shall be submitted in a PDF format (Adobe or similar).

Bids not submitted via the FCO's eProcurement portal will not be considered.

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1.5 SUBMISSION OF COMPLETED PRE-QUALIFICATION QUESTIONNAIRES

If you would like to formally express an interest in this requirement, please submit your completed PQQ via the Authority's eSourcing portal at <https://fco.bravosolution.co.uk> no later than **11:00hrs (GMT) 16th January 2013**). The reference for these requirements on the BRAVO eProcurement Portal is "**Project 209, PQQ 137: Supply and Installation of New Central Air Conditioning System, British High Commission, Lusaka, Zambia**"

Completed PQQs may be submitted at any time before the closing date. Please note that completed PQQs received after the closing date may be rejected. PQQs not submitted via the eProcurement portal will not be considered.