



MERSEYSIDE RECYCLING & WASTE AUTHORITY

**MERSEYSIDE... A PLACE  
WHERE NOTHING IS WASTED**

Enquiries to: Tony Byers / Graeme Bell  
DDI: 0151 255 1444  
Email: [procurement@merseysidewda.gov.uk](mailto:procurement@merseysidewda.gov.uk)  
DOC ID: 20794  
Our Ref: SIT/500  
Your Ref: -  
Date: 3<sup>rd</sup> March 2022

Dear Sirs

**Re: Merseyside Waste Disposal Authority  
PROVISION OF ANALYTICAL SERVICES**

I am pleased to invite you to submit your Tender for the above works.

The Tender documents comprise of:-

- i) Instructions for Tendering
- ii) Conditions of Contract
- iii) Form of Tender Agreement incorporating Collusive Tendering Certificate
- iv) Form of Agreement
- v) Specification
- vi) Contractor Information Pack

The appraisal of the tender submission will be weighted 70% - 30%

- 70% in favour of the Schedule of Rates
- 30% in favour of the Contractor Information Pack.

The appraisal of the Contractor Information Pack will be weighted 60% - 40%

- 60% of the score allocated to Technical Resource and Experience
- 40% of the score allocated to Health & Safety, Quality and the Environment.

Tenders shall be returned in accordance with the Instructions for Tendering to:

The Chief Executive  
Merseyside Waste Disposal Authority  
7<sup>th</sup> Floor No 1 Mann Island  
Liverpool, Merseyside, L3 1BP

Tender shall be returned no later than **12:00 Noon on Monday 25<sup>th</sup> March 2022**. It is important that this envelope is not franked or marked in any way so as to indicate your identity.

The period of Validity of Tenders shall be 8 weeks from the date of return. However, should circumstances prevent the acceptance of the appropriate tender during such period the Authority may, with the agreement of the appropriate tenderer, accept a tender on a date after the termination of the said validity period.

7th Floor, No. 1 Mann Island, Liverpool, Merseyside, L3 1BP

Telephone: 0151 255 1444 Fax: 0151 227 1848 Email: [enquiries@merseysidewda.gov.uk](mailto:enquiries@merseysidewda.gov.uk) Website: [www.merseysidewda.gov.uk](http://www.merseysidewda.gov.uk)

Any amendments to the documentation during the tender period will be posted on the Authority's website at [www.merseysidewda.gov.uk](http://www.merseysidewda.gov.uk).

Yours faithfully

A handwritten signature in black ink that reads "A. Byers". The signature is written in a cursive style with a large initial 'A' and a trailing flourish.

Tony Byers  
Estates Manager  
**On behalf of the Chief Exec**