

Tender Specification: Rokshaw Limited

Date: 10 February 2017

Scope of work: Re-design our clean room and expand the current clean room envelope to enable us offer a leaner process. The successful partner is expected to provide design services, project management, implementation, mechanical services, electrical services, commissioning and revalidation.

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1. INVITATION TO TENDER

The Contracting Authority for the purpose of this Invitation to Tender is Rokshaw Ltd.

Their address is Unit 5a, Rivergreen Industrial Estate, Sunderland, SR4 6AD.

Rokshaw is looking to engage a specialist contractor to re-design our clean room and expand the current clean room envelope to enable us to offer a leaner process. The successful partner is expected to provide design services, project management, implementation, mechanical services, electrical services, commissioning and revalidation.

2. BACKGROUND

We are a specialist pharmaceutical company providing bespoke patient specific medicines to pharmacies and hospitals. We started trading in late 2012 and after a period of growth decided to bring production in house and build a production facility in late 2014. The facility achieved its MHRA MS license in March 2015. We have a grade C clean room and manufacture a vast range of products in a variety of dosage forms.

To continue to improve our service, develop our processes and grow the business we need to expand our dispensary to improve the range of products we can handle and make our production processes leaner. To offer the innovative, rapid turnaround we also need to realign the space in the production and quality/product release areas.

To achieve this we need to change the processes and workflows in our lab to improve the efficiency of our QA, dispensary and production resource within the clean room envelope.

Expansion of dispensary to increase range of products.
Increased final product release space area.

To do this we need this all within the grade c clean room envelope (built to Grade C operating at Grade D).

The project must be integrated with our current facility without any interruption to current work therefore some weekend work will be required. It is critical that the current clean room is not compromised during this project.

3. SPECIFICATION OF REQUIREMENTS

3.1 Services to be provided:

Any such partner will need to be a specialist contractor to carry out the design, project management, consultation, mechanical and electrical services, commissioning and validation.

- Initial General Design Services

- Project Engineer and Full time Site Management
- Extensive regulatory advice and detailed process re-design
- Realignment of clean room process to enable leaner production processes without any disruption to current clean room envelope or disruption to current work-flow
- Mechanical Services
- Electrical Services and data points
- Air balance recommissioning
- Commissioning and Re-validation

3.2 Timescales

Tender ad placed on website	10/02/2017
Tenders received	27/02/2017
Appointment of preferred supplier	06/03/2017
Commencement of initial design work	10/03/2017
Regulatory work and process redesign	03/04/2017
Commissioning and validation	28/04/2017

4. PROJECT TEAM

Head of Production	André Mills
Head of Quality	Paul Dunn
Company Director	Jonathan Hodgson
Company Director	Richard Hodgson

5. QUALITY ASSURANCE

We are regulated by the MHRA and work to Good Manufacturing Practice. The license we hold is an MHRA Manufacturer of Specials License MS 41467.

6. CONTRACT VALUE

Anticipated contract value £30k-£50k

7. TENDER SUBMISSIONS

As a minimum tenderers should provide the following details within their proposals:

- A brief description of the company, and any relevant experience
- Experience and qualifications of the individual(s) who will be assigned to the tender.
- Examples of successful delivery of similar consultative services.
- Availability of resources required to deliver the service for the delivery period.

Tenders will be evaluated against the award criteria as set out within Section 8 and tenderers should also demonstrate within their tender proposal the following assurance that they have:-

- Capability to meet the contract requirements;
- Quality and experience of the individual(s) delivering the contract; including evidence of a proven track record;
- Value for money and added value

8. AWARD CRITERIA

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

Criteria	Weighting %
Price.	40
Recognised qualifications and experience of individual(s) providing the service	20
Proven experience of delivering similar consultative services	20
Plan to minimise disruption and risk to current clean room	20

9. 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 Rokshaw Limited. Failure to comply may result in disqualification from the process. However a drawing of the current clean room with sketch of anticipated changes can be sent on request to all relevant parties. The same drawings will be sent to all parties with no further details. This is not contained in this Tender Advertisement as it is viewed as commercially sensitive.

10. TENDER RETURN

The completed Tender and associated documents must be submitted to

Submissions can also be made by email to jonathan@rokshaw.co.uk

Closing date for all tenders is 5.00 pm on 27/02/2017

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