

Invitation to Tender

E-Factor Group Ltd

**Security & Fire Systems Monitoring,
Keyholding & Response**

2024 to 2026

Introduction

E-Factor Group invite you to tender for the works described within our invitation to tender documentation.

E-Factor is a not-for-profit organisation that aims to support, develop and increase economic activity and enterprise in Northern Lincolnshire. Our goal is to encourage and support the creation of long-term sustainable enterprises, providing guidance and advice to SMEs in order to improve performance and help create sustainable jobs.

We have several business sites where we let offices and commercial units, and it is rent from these sites, and various other funding streams that sustains the business support and job creation objective of the company. It is therefore essential that we maintain appropriate standards of security at all our sites and the proposed contract is a means of ensuring this.

Requirements

We require quotations for a security monitoring contract covering 7 sites in the North East Lincolnshire region. This request includes CCTV, Intruder, Fire and Lift alarm monitoring, in addition to Key Holding and Response services, all as detailed in the Property Schedule of the full tender document.

The proposal is to link CCTV, Lift, Intruder, and Fire Alarms directly to the successful companies Security Monitoring facilities. This will ensure all alarms are received direct and managed speedily and efficiently and we are therefore seeking detailed pricing as laid out in the Property Schedule.

Key Dates

Below are the key dates for the tender exercise and subsequent appointments (if required):

Key project milestones	Anticipated dates
Tender Issued	Monday 29 th January 2024
Site Visits (*if required/requested)	Monday 5 th Feb to Thursday 8 th Feb 24
Date for Final questions	Tuesday 13 th Feb 2024
Tenders to be returned	Monday 19 th Feb 2024 – Before 1pm
Tender Review	Tuesday 20 th Feb – Friday 23 rd Feb 2024
Interviews (*if required) – please leave some time free during this period)	Monday 26 th Feb – Tuesday 27 th Feb 2024
Final Analysis	28 th February to 1 st March 2024
Letter to Unsuccessful Bidders / Preliminary award notice	4 th March 2024
Standstill period	4 th March to 11 th March 24
Formal Placement of Contract	Monday 11 th March 2024
Commence Contract	Monday 1 st April 2024

Please note that all the dates referred to above are currently anticipated and may be subject to change.

Expression of Interest

Interested companies should contact Paul Parkinson via email at paul@dreamscene.co.uk and copied to Natalie Cresswell (natalie.cresswell@e-factor.co.uk) to receive the full tender pack in order to provide a quote for the required security specification.