**Invitation to Tender**

**Supply Euro 6.5 ULEZ compliant diesel low loader box van**

**Ref: CLUP CAP9 009**

# 1. About Bugle Library of Things CIC

Bugle Library of Things CIC was set up in March 2020 as a loan library of household items, gardening equipment, tools etc with the intention of improving access to ‘big ticket’ items for residents within in an historically economically disadvantaged community in Mid Cornwall.

Now entering our fourth year, our services now extend to distributing food through our membership to the waste food diversion scheme (Fare Share South West), support to access voluntary and public sector services and general community hub services operating from our Community Share Shop.

# 2. Background and Context

Bugle Library of Things CIC seeks an Euro 6.5 ULEZ compliant diesel low loader vehicle to extend our Mobile Outreach Hub. This will enable us to take our range of services to communities within the Clay Country area of Cornwall.

The purchase of this system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on lowest compliant Tender.

# 3. Tender requirements

The successful tenderer will be expected to undertake the following activities:

3.1 Provide a Euro 6.5 ULEZ compliant diesel box van with the following requirements:

1. low loader
2. 20m3 capacity in the rear
3. 3 transportation seats
4. under 3500kg to drive on a standard license

3.3 Delivery to 48A Fore Street, Bugle, St Austell, Cornwall, PL26 8PE

3.4 Warranty of vehicle for 3 years

4**. Budget**

The total maximum budget available for this commission is £38,000 (exc VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until acceptance by the client. The timetable for submission of the Tender, completion of the programme are set out below.

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| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 11 July 2024 |
| Last date for clarifications to queries to be raised | 25 July /2024 |
| Last date for response to clarifiations to be posted on Contracts Finder | 26 Juky 2024 |
| Deadline to return ITT | 1700: 6 August 2024 |
| Evaluation of ITT | 7 August 2024 |
| Award of Contract | W/C 12 August 2024 |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Please provide your proposal and any necessary technical or specification sheets.

6.2 Conflict of interest statement as per section 8.

6.3 Copy of your company’s Terms and Conditions and Payment Plan

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Bugle Library of Things CIC.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Bugle Library of Things CIC or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Bugle Library of Things CIC to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

[buglelibraryofthings@gmail.com](mailto:buglelibraryofthings@gmail.com) in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Bugle Library of Things CIC to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Bugle Library of Things CIC unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. The award of the contract will be to the LOWEST COMPLIANT BID.

11**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this ITT and the tenderer’s response.

# 12. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to

[buglelibraryofthings@gmail.com](mailto:buglelibraryofthings@gmail.com)

with the following message clearly noted in the Subject box;

‘Response to the ITT supply of outreach box van - CLUP CAP9 009’

**Tenderers are advised to request an acknowledgement of receipt of their email.**

**13.** **Disclaimer**

The issue of this documentation does not commit Bugle Library of Things CIC to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Bugle Library of Things CIC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Bugle Library of Things CIC and any other party (save for a formal award of contract made in writing by Bugle Library of Things CIC or on behalf of Bugle Library of Things CIC).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Bugle Library of Things CIC or any information contained in Bugle Library of Things CIC’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Bugle Library of Things CIC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Bugle Library of Things CIC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Bugle Library of Things CIC liable for any costs or expenses incurred by tenderers during the procurement process.