**REQUEST FOR TENDER FOR:**

**THE INSTALLATION OF SOLAR PV ARRAY AND ASSOCIATED EQUIPMENT FOR:**

**ST NEOTS TOWN COUNCIL**

Request for tender Document release date: TBC

Return date: TBC

Please note electronic copy is required to arrive as soon as is practicable, but no later than 23:59 (BST) on TBC

**Please make quotations out to St Neots Town Council.**

Return of documentation by email to [adam@energise.com](mailto:adam@energise.com) and [ed.reilly@stneots-tc.gov.uk](mailto:ed.reilly@stneots-tc.gov.uk)

If you wish to return hard copies to, please do so to:

|  |  |
| --- | --- |
| F.A.O Adam Wright  Energise Ltd  8 Eaton Court Road Colmworth Business Park Eaton Socon St Neots Cambridgeshire PE19 8ER | F.A.O Ed Reilly  Town Clerk  St Neots Town Council  The Priory  St Neots  Cambridgeshire  PE19 2BH |

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# SECTION 1 – BACKGROUND AND CONDITIONS OF THE PROJECT

## ABOUT THE PROJECT

This is an invitation to supply, install and commission the following solar PV installation at:

Eatons Community Centre

18 The Maltings  
Eaton Socon  
St Neots  
Cambridgeshire  
PE19 8ES

The works proposed under this request relate to the installation of solar PV panels and associated equipment at the Eatons Community Centre in St Neots. St Neots Town Council recently declared a net zero carbon target for 2030 and as part of their pathway to net zero, renewable technology is being considered where possible across their portfolio and the town.

The aim of the client is to maximise the available roof space on the building therefore maximising the amount of electricity generated. If, as part of this tender, you deem that maximising the roof space is not suitable nor viable, provide an explanation and a tender for solar PV system that suitably generates the electrical requirements of the building – consumption details below.

The purpose of this tender is to seek to identify best value for the client in the cost and quality of delivering the project.

The tender will be evaluated on the basis of:

* The proposed timeliness of delivery
* The quality of the response
* The cost competitiveness of the tender response

St Neots Town Council is the local government authority for St Neots, Eynesbury, Eaton Socon and Eaton Ford. The Council are responsible for the majority of operations in the town including maintenance of cemeteries, churchyards, public toilets, allotments, play areas & open spaces and lighting. The Council also operated a number of buildings across the town including: Priory Centre, a large events and conference building with café; Eatons Community Centre, a mid-sized events and conference centre with on-site children’s nursery; Operations Depot, a storage and office space specifically for the Operation Team and their equipment.

The Eaton Community Centre has an approximate annual electricity consumption of 30,000kWh and utilised a biomass pellet boiler for heating. The existing electricity meter is non-half hourly (NHH) and therefore the pattern of consumption cannot be measured however a small amount of use is during the day for the children’s nursery and occasional daytime events and the majority is expected to be used during the evenings when most events and meeting occur.

It is intended that the installation of the substation, and the connection to the substation will be conducted as soon as possible. The project will be funded by St Neots Town Council via funding available to them as a local authority, and the quotations should be made out to St Neots Town Council.

## CONTRACT REQUIREMENTS

The intention is to enter into a fixed price contract for the design, supply, installation, connection and commissioning of the solar PV installation. The intention is to contract for the best tender provided.

## SCOPE OF SUPPLY

The scope of works should include:

* If you believe the works to be notifiable under local planning permission requirements, then you must quote to act as the appointed agent in relation to all planning permission liaison.
* The following works:

Compulsory Response Required

* Design of solar PV panel arrangements
* Liaison with relevant Distribution Network Operator (DNO) for grid connection permission
* Solar PV panels to maximise the use of available roof space – 55kWp
* DC to AC inverter(s) – quantity and sizing to be determined by design
* Generation meter – sizing to be determined by design
* Liaison with Meter Operator (MOP) for upgrade of current mains electricity meter
* Fixtures and fittings for all equipment
* Wiring and connection from solar PV panels to grid connection for on-site consumption and exporting to grid
* Suitable access and safety equipment including scaffolding
* Testing and commissioning of the system
* Confirmation of connection to grid network
* Operation and Maintenance (O&M) Manual including all manufacturer’s warranties.

Optional Additional Items

* Internet connected metering
* Battery storage system – sizing to be determined by design – including:
  + Design of battery storage integration into above solar PV system
  + Battery unit
  + Charge controller
  + Wiring into the above PV system
  + Installation
  + Testing and commissioning of the system
  + Inclusion into the above O&M Manual.

## PROJECT LOCATION

The installation will be on the Eatons Community Centre building located at

Eatons Community Centre

18 The Maltings  
Eaton Socon  
St Neots  
Cambridgeshire  
PE19 8ES

Lat: 52.227809, Long: -0.287372

The building is owned by St Neots Town Council with all event and meeting bookings managed by the Council therefore suitable access can be arranged. Ample car parking is available at the site.

Access to all four sides of the building is available on the building’s land.

We are aware that a visit to the site may be required before the tender response is submitted. If required, please contact the two contacts listed on page 1. At this site visit, the tenderers will be given access (as so far as is practical) to the site and access routes and will be expected to ensure that they go away with sufficient information to provide a finalised fixed-price quotation from the whole of the scope of supply including cabling and connection that will not require further query. A final tenderer will then be selected on the basis of the results of these.

## TENDER PROCESS AND PROJECT TIMETABLE

The tendering process will be as follows:

|  |  |  |
| --- | --- | --- |
| 1. | Request for tender documents issued | TBC |
| 2. | Tenders returned – the tenderer will supply a compliant tender including a fixed price for the entire scope of supply including cabling and connection | As soon as possible but no later than TBC |
| 3. | Notification of successful tenderer | TBC |
| 4. | Contracting process | TBC |

## TENDER ASSESSMENT CRITERIA

For a tender to be assessed, the tenderer must:

* complete all of the information requested in the format provided (supplementary material may also be submitted); and
* be accredited to provide the required services.

Compliant tenders will be assessed on the basis of the information provided by the tenderer, placing emphasis on the following criteria:

* The proposed timeliness of delivery
* The quality of the response
* The cost competitiveness of the tender response

## TENDER REQUIREMENTS

The tenderer agrees to comply with the following tender conditions:

1. The tenderer must be a Microgeneration Certification Scheme (MCS) certified installer.
2. The tenderer must notify in writing if any of the submitted tender information changes or if the tenderer becomes aware that information provided in response to, or in relation to, this request for tender is inaccurate, incomplete or misleading.
3. The installation will comply in all respects with the specifications and performance information set out in the tender and be an installation that fulfils the needs of the customer.
4. The tenderer must not hold itself out as an agent of St Neots Town Council (other than for planning permission applications) and/or Energise Ltd or make any representations that would lead people to believe that St Neots Town Council or any of its companies, and/or Energise Ltd guarantees the products and/or services offered by the tenderer.
5. The tenderer must gain St Neots Town Council or any of its companies’ prior written agreement to any publicity in connection with this contract.
6. The tenderer acknowledges that St Neots Town Council and any of its companies reserve the right to deem that all tenders may not fulfil the business need and review alternative procurement routes.

By signing below the tenderer agrees to be bound by the Tender and confirms that the information set out in its submitted tender documentation document is true and accurate in all respects:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of [*insert tenderer name*]

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SECTION 2 – BACKGROUND AND CONDITIONS OF THE PROJECT



## COMPANY INFORMATION

Organisations can also partner to compete for a bid. In this case, please provide below the details of the lead bidder and how this organisation will ensure a high standard of installation is achieved with its tenderer partners/subcontractors.

### Address Details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Company name:** |  | | |
| **Address:** |  | | |
| **Town:** |  | **Postcode:** |  |
| **Registered Office** (if different from above): |  | | |
| **Phone:** |  | **Fax:** |  |
| **Easy-access contact** (i.e. local office, 24/7 hotline) |  | **Website:** |  |
| **Person to contact regarding this tender:** |  | | |
| **Position:** |  | | |
| **Direct line:** |  | **Mobile:** |  |
| **E-mail:** |  | | |

### Company Details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Legal status** (e. g. Sole Trader, Partnership, Private Limited Company, Public Limited Company or other): | |  | | |
| **Details of any outstanding claims or litigation against the Company:** | | | | |
|  | | | | |
| **VAT registration number:** |  | | **Date established or registered:** |  |
| **Name of Parent Company or details of Group Structure**  Include details of other organisations when bid is on behalf of a group of organisations**:** | | | | |
|  | | | | |

## CHECK LIST OF DOCUMENTS TO INCLUDE IN THE TENDER

Please provide the following documents in addition to your quote/completed questionnaire and the completed parts of Section 1.7 and 2.1.

❒ Contractual terms and conditions including payment terms

❒ Full details of warranties and guarantees

❒ Proof of active registration as a Microgeneration Certification Scheme (MCS) certified installer.

❒ Detailed assessment of solar PV generation based on your own calculations

❒ Itemised quotation detailing costs broken down into at least the following components:

* Labour
* Material
* Plant/Equipment
* Other Project Costs
* Design, Project Management and Other Management Costs

❒ Separate itemised quotation for Optional Additional Items detailing costs broken down into at least the following components:

* Labour
* Material
* Plant/Equipment
* Other Project Costs
* Design, Project Management and Other Management Costs

❒ Detailed list of assumptions including electricity unit rates, smart export guarantee rates, etc.

❒ Any plans or documents that you feel are needed for us to be able to review your response

**PLEASE REMEMBER TO COMPLETE AND SIGN THE DECLARATION IN SECTION 1.7 AND 2.1 AND INCLUDE THIS WITH YOUR RETURNED TENDER DOCUMENTATION. SUBMITTED SIGNATURES MUST BE ORIGINALS IN HARD COPY.**