**Invitation to Tender**

**Isles of Scilly Community Venture CIC: Containerised Bioprocessor and an In-vessel Composter**

**Ref: CLUP**

# 1. About ISLES OF SCILLY COMMUNITY VENTURE C.I.C

The Isles of Scilly Community Venture CIC is a not-for profit company focused on developing projects that will help Scilly become fit for the future – self-sufficient, resilient and low carbon. At its core it aims to share the benefits of these projects with the residents and businesses that make up the local community.

​The Isles of Scilly Community Venture CIC has the interests of the whole community at heart and focused in its early years around the Smart Islands programme. We aim to ensure that any value from projects is retained on the islands and used to develop and deliver further innovative products and services designed to meet the needs of the community for generations to come.

# 2. Background and Context

Isles of Scilly Community Venture is looking to procure a bioprocessor and an in-vessel composter, all set up in a shipping container so that we can just have it delivered, plug it into an electrical hook up and drain tank and get started.

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** 20ft Container

1. Weight no more than 3500kg
2. Minimum Internal Measurements:

 Length : 5800mm

 Width : 2300mm

 Height : 2300mm

1. Minimum External Measurements:

 Length : 60000mm

 Width : 2400mm

 Height : 2500mm

3.1.4 Container lining for food applications

**3.2 General Specifications of the system to fit into 3.1**

1. Capable of processing approx. 500l per day of food waste
2. Provided fully rigged up inside the 20ft shipping container
3. Provided with simple single electrical hook up and drainage outlet so it’s “plug and play” for us to install at the site
4. Must be capable of complying with Animal By Products legislation for processing of category 3 ABPs, including time and temperature requirements, and automatic collection of all necessary time and temperature measurements to evidence this.
5. Seperation between the input (dirty) and output (clean) parts of the process within the container ie there is a division internally between the bio processor and the output storage area.
	1. **BioProcessor**
		1. Reduce the volume of food and organic waste by a minimum of 75% over a 24 hour period
		2. Online monitoring and reporting system capable of providing assistance to resolve issues.
		3. Capable of processing Raw and/or cooked foods; meat (including whole poultry) and fish; compostable packaging; small amounts grass cuttings, leaves and shredded paper.
		4. The output is to be capable of fuel for biomass boilers and compostable to create soil nutrients

**3.4 Two Maturation Boxes**

Each box is a robust compost bin of at least 950litres with steel base, constructed from tough insulated plastic. Must have an easy-open secure lid on top and compost removal hatches at the bottom. A steel base and metal sides to prevent access by pests.

**3.5** **Commissioning.** Off-site support to be available. Full set of manuals in English

**3.6 Warranty**.

 Minimum 12 months from commissioning

**3.7 Delivery**

 Delivery to Penzance. Isles of Scilly Community Venture CIC will be responsible for the shipping from penzance to Isles of Scilly.

4**. Budget**

The total maximum budget available for this commission is £62,000.00 (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 the delivery to our site. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 25 March 2024 |
| Last date for clarifications to queries to be raised | 1700: 4 April 2024 |
| Last date for response to clarifiations to be posted on Contracts Finder | 1700: 5 April 2024 |
| Deadline to return ITT | **1700: 16 April 2024** |
| Evaluation of ITT | 18 April 2024 |
| Preferred Supplier notified  | 19 April 2024 |
| Commissioning no later than  | 30 September 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. Within your proposals provide evidence that you have supplied and supported equipment to an off mainland, such as the Isles of Scilly, customer. This will be a pass fail criteria.

6.2 Complete the compliancy matrix enclosure 1. This should demonstrate how you meet or exceed the requirement in section 3. Where necessary please answer by cross referring to any proposal or technical or specification sheets provided in 6.1.

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 ISLES OF SCILLY COMMUNITY VENTURE C.I.C.

**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 ISLES OF SCILLY COMMUNITY VENTURE C.I.C 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 ISLES OF SCILLY COMMUNITY VENTURE C.I.C 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:

george@ioscv.co.uk

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by ISLES OF SCILLY COMMUNITY VENTURE C.I.C 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 ISLES OF SCILLY COMMUNITY VENTURE C.I.C 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:

 george@ioscv.co.uk

 with the following message clearly noted in the Subject box;

**‘Isles of Scilly Community Venture CIC: Containerised Bioprocessor and an In-vessel Composter’**

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

**13.** **Disclaimer**

The issue of this documentation does not commit ISLES OF SCILLY COMMUNITY VENTURE C.I.C 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 ISLES OF SCILLY COMMUNITY VENTURE C.I.C or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between ISLES OF SCILLY COMMUNITY VENTURE C.I.C and any other party (save for a formal award of contract made in writing by ISLES OF SCILLY COMMUNITY VENTURE C.I.C or on behalf of ISLES OF SCILLY COMMUNITY VENTURE C.I.C).

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 ISLES OF SCILLY COMMUNITY VENTURE C.I.C or any information contained in ISLES OF SCILLY COMMUNITY VENTURE C.I.C’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 ISLES OF SCILLY COMMUNITY VENTURE C.I.C for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

ISLES OF SCILLY COMMUNITY VENTURE C.I.C 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 ISLES OF SCILLY COMMUNITY VENTURE C.I.C liable for any costs or expenses incurred by tenderers during the procurement process.

# 14. Enclosures

1. Compliancy Matrix