Invitation to Tender

Die-cutting Label and Glue Line

**BIG2115**

# Background/Introduction

KCS Trade Print Limited are a specialist print manufacturer, experts in producing innovative integrated label products alongside more conventional print with more than 30 years' experience in the industry.

We require a new die-cutting label and gluing line to cope with increasing demand for bespoke labels.

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 as a whole. We will compare tenders received on a compliance basis only.

# Project Specifications

# Note: For measurements that are shown in imperial, metric equivalents will be acceptable

2.1 The equipment will need to feed, cut off and affix materials from a roll to produce integral labels, integral cards and other speciality products.

2.2 The equipment will need to be capable of operating at speeds of up to 500 ft/minute of the carrier web and provide +- 1/32” registration accuracy of the affixed patches to the carrier web.

2.3 The equipment will need to be capable of feeding transfer tape, laminates, windows, forms bond, release liners and other materials from a roll 30” in diameter and 19” wide with a 3” core. The cut off lengths will need to range from a minimum of 1” to at least 10” lengths in 0.001” increments.

2.4 The equipment should include a waste rewind unit to route and rewind streams of waste liner prior to cut off and application, the unit will require a differential shaft to accommodate a two wide operation.

2.5 The equipment should include a servo vacuum applicator and cut-off unit and a methodology for positive control of the patches during application. The servo driven cut-off cylinder should have a minimum of four quick change blade holding bars.

2.6 The die-cut unit should feature selective-depth cutting with micrometer controls.

2.7 A second unwind spindle is required to allow for the production of two-wide integral labels on one-wide integral cards with top laminates.

2.8 The hot melt glue applicator should have a minimum melter capacity of 100 litres and one continuous slot coating head capable of a coating width to at least 17”.

2.9 A patch registration system is required to include a scanner.

2.10 The equipment total length should not exceed 3.5m and width should not exceed 1.8m

2.11 The equipment should be delivered and installed within 4 months from the point of order and come with a minimum of 12 month warranty from date of delivery.

# ITT Timetable

 The anticipated timetable for submission of the tender and commission milestones are set out below:

|  |  |
| --- | --- |
| Activity | Date |
| Date ITT available on Contracts Finder | Wednesday 07 June 2017 |
| Last date for raising queries | Wednesday 14 June 2017 |
| Last date for clarifications to queries | Friday 16 June 2017 |
| Deadline to return ITT | Wednesday 21 June 2017 |
| Evaluation of ITT | Thursday 22 June 2017 |
| Award of Contract  | This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation |

# Conflicts of Interest

Please provide a statement with regards to a conflict of interest for this procurement through the provision of either:-

A Declaration that to your knowledge there is no conflict of interest between your company and KCS Trade Print Limited 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 their impartiality and independence in the contexts of this procurement procedure.

Or

A Declaration that there is a likely conflict of interest between your company and KCS Trade Print Limited 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 their impartiality and independence in the contexts of this procurement procedure, please provide details of this connection.

This will permit KCS Trade Print Limited, that in the event of a conflict of interest, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

**Exclusion**

KCS Trade Print Limited shall exclude applicants from participation in this procurement procedure where they have established or are otherwise aware that the applicant, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicants company, has been the subject of a conviction by final judgment of one of the following reasons:-

 Participation in a criminal organisation

 Corruption

 Fraud

 Terrorist offences or offences linked to terrorist activities

 Money laundering or terrorist financing

Child labour and other forms of trafficking in human beings

# Consortium or sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant (greater than 25%) role in the delivery of the services under any ensuing Contract.

# Tender Application Requirements

Please provide paper copies of your application which should include:

1. Confirmation that **you the supplier** are able to meet the requirements outlined in the brief above.
2. **Dated** your response, used our company’s full postal address (albeit your submission might be by email) and included the **Reference:**  Die-cutting Label and Glue Line BIG2115
3. Details of who to **contact** in your company in relation to this tender
4. **Company registration Number and VAT number (if appropriate)**
5. Total cost of providing the goods/services requested in the format required with a breakdown to include:
* Supply of main unit including waste rewind, servo vacuum applicator and cut-off unit and die-cut unit
* Cost of second unwind spindle
* Cost of patch registration system
* Cost of hot melt glue applicator

# Tender Scoring Criteria

The tender will be scored only on their compliance to the specification set out in section 2 and awarded to the lowest compliant tender.

# Tender Returns

Tenders may be returned by email or post, or by delivery in person.

Tenders are to be returned by:-

Latest date to be returned: 21/06/2017

Latest time to be returned: 11:59 pm

If submitting by **email,** tenders should be sent electronically to charlotte@kcsprint.co.uk with the following message **clearly noted in the Subject box;**

Die-cutting Label and Glue Line BIG2115

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting by post or in person, the Tender must be enclosed in a sealed envelope, only marked as follows:-

Tender - Strictly Confidential – Die-cutting Label and Glue Line BIG2115

Contract Reference Number: BIG2115

Addressed to: Mrs C Gliddon

 KCS Trade Print Limited

 Unit 1 Southgate Technology Park

 Pennygillam Way

 Launceston

PL15 7ED

The envelope should not give any indication to the Tenderer’s identity. Marking by the carrier will not disqualify the tender.

If delivery **by hand** please obtain an official Receipt at point of delivery

# Clarification

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries will be answered. Any clarification queries arising from the Tender Documents which may have a bearing on the offer should be raised as soon as possible in writing. The deadline for clarification questions is seven days before the submission date. All e-mailed queries should be sent to:-

Name: Charlotte Gliddon

E-mail: charlotte@kcsprint.co.uk

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 us unless such representation is in writing and duly signed by Terrye Teverson of KCS Trade Print Limited. All such correspondence shall be returned with the Tender Documents and shall form part of the Contract.

Tenderers must provide a single point of contact in their organisation for all contact between the Tenderer and KCS Trade Print Limited.

Responses to any queries will be shared through Contracts Finder website

# Disclaimer

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

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

Bidders shall be responsible for their own costs and expenses in connection with or arising out of their response. KCS Trade Print Limited 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 KCS Trade Print Limited liable for any costs or expenses incurred by bidders during the procurement process.