**Invitation to Tender**

**5t Double Box Girder overhead crane**

**Ref: BUS01-180**

# 1. About Chapman Engineering Limited

Chapman Machinery Ltd was founded in 2010. We are a small but rapidly growing company manufacturing quality equipment for the agricultural, equestrian and horticultural sectors, designed for ease of use, simplicity and robustness, to ensure a long service life and reliability.

As a dedicated design and manufacturing company, we know our products inside-out and hold a huge amount of spares and components to ensure the continued serviceability of any of our machines.

# 2. Background and Context

We are seeking to purchase a 5t Double Box Girder overhead crane to enhance our current capabilities and continue the company’s growth.

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 specification:

**3.1** **General**

1. Hoist gearbox brake to hold the load even if other components fail.
2. Double band rope guide to eliminate 'slack rope' problems.
3. Torque-arm overload device.
4. Hoist gearbox cover to allow inspection of gears without dismantling the hoist.
5. Fail safe hoist drum with internal safety shaft and retention spigots.
6. External removable fan cooled motors with cooling fins on all motions of the crane.
7. Step-less speed control on travel and traverse motions.
8. Hoist hand brake release to lower the load without power
9. 100% ultrasonic testing of tension flange welds in fabricated crane beams by a third party.

**3.2 Specification**

* 1. 5t Double Box Girder overhead crane
  2. 10.2m (approx.) span
  3. 6m minimum height of lift
  4. 45m Shop Conductor with brackets & collectors
  5. A5 Duty Classification
  6. M5 Hoist Classification
  7. Double flange long travel wheels to suit 40mm crane rail
  8. Divorced control pendant to IP54 (minimum)
  9. Operating temperature -10°C to 40°C
  10. Crane duty class (ISO 4301-1) : AS (Q2 US) ISO 4301-1
  11. Company must have ISO 9001 Quality management and ISO 45001 Occupational Health and Safety Management System.
  12. **Standards**

The equipment must be fully complaint with all relevant European and National Standards and the Supply of Machinery (Safety) Regulations 2008 (S.I. 2008/1597) and will carry the CE and/or UKCA safety mark. Relevant standards/directives include.

* 1. Safety of Machinery Directive, 2006/42/EC.
  2. BS EN 15011- Cranes - Bridge and Gantry Cranes.
  3. BS EN 14492-2 - Cranes. - Power drive winches and hoists. Power driven hoists.
  4. BS EN 13135 - Cranes. Safety. Design. Requirements for equipment.
  5. BS EN 12557 - Cranes. Controls and control stations.
  6. BS EN 12077-2 Cranes safety - Requirements for health and safety - Part 2 Limiting and indicating devices.
  7. BS EN 60204-32 - Safety of Machinery. Electrical equipment of machines. Requirements for hoisting machines.
  8. Commissioning and setting to work at our premises
  9. 12 month warranty from date of commissioning
  10. Delivery to Chapman Machinery Ltd, EX22 6XR

4**. Budget**

The total maximum budget available for this commission is £34,000.00 (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 crane has been accepted by Chapman Engineering Limited. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 26 February 2024 |
| Last date for clarifications to queries to be raised | 1700: 05 March 2024 |
| Last date for response to clarifiations to be posted on Contracts Finder | 06 March 2024 |
| Deadline to return ITT | 1700: 18 March 2024 |
| Evaluation of ITT | 19 March 2024 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation |

# 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 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 Chapman Engineering Limited.

**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 Chapman Engineering Limited 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 Chapman Engineering Limited 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:

[james@chapman.co.uk](mailto:james@chapman.co.uk)

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

Responses to clarifications will be anonymised and uploaded by Chapman Engineering Limited 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 Chapman Engineering Limited 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

james@chapman.co.uk

with the following message clearly noted in the Subject box;

‘5t Double Box Girder overhead crane’

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

**13.** **Disclaimer**

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

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 Chapman Engineering Limited or any information contained in Chapman Engineering Limited’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 Chapman Engineering Limited for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Chapman Engineering 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 Chapman Engineering Limited liable for any costs or expenses incurred by tenderers during the procurement process.

# 14. Enclosures

1. Compliancy Matrix