**Invitation to Tender**

**KCS Trade Print Limited– Solar Panel and Battery**

**Ref: NZ199**

# 1. About KCS Trade Print Limited

KCS Trade Print Limited is a manufacturer of printed business forms and labels based in Launceston, Cornwall

# 2. Background and Context

KCS Trade Print LTD are looking to install a 104kW Solar PV system to feed their factory site and reduce the amount of electricity imported from the grid

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 a Most Economically Advantageous Tender.

# 3. Tender requirements

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

**3 General**

1. Location: KCS Trade Print LTD, Unit 1, Southgate Technology Park, Pennygillam Way, Pennygillam Industrial Estate, Launceston, PL15 7ED
2. Factory roof is clad with 32mm Vertical Profile Euroclad Goosewing Grey SC Colourcoat HPS200 Cladding with 150mm insulation and a vapour control layer. Eaves height 6.6m(all measurements to be confirmed by site survey).
3. Area beneath roof accessible via scissor lift or cherry picker
4. KCS Trade Print Limitedtotal annual consumption is 215,000 kWh
5. **Site Visit** A site visit and structural assessment is strongly recommended to be conducted to ensure that the roof can take the weight and the uplift caused by having the PV array mounted onto theroof.This is be arranged as per Section 5.

**3.2 Specific Requirements**

1. Installation at our premises (3.1.1) and integration to our electrical supply
2. Maximum installed capacity 105 kW. SOLIS 450w panels.
3. Maximum export capacity 50 kW
4. 26KW 3 phase battery storage system. AC coupled. Suitable for placement externally.
5. Monitoring to confirm PV generation levels. System can identify what the solar array is producing, and how much of the energy is being self-consumed, imported and exported to the grid.
6. A bio-directional meter is a requirement.
7. Solar PV rail system suitable for insulated cladding will be required to mount the panels to the roof.
8. K2 mounting system | All associated electrical DC & AC equipment, including switches, isolators and connectors from PV system to local distribution unit | Remote monitoring capability (including online portal & energy meter to monitor site profile)
	* 1. All necessary scaffolding, skips and roof access equipment
		2. Safety netting for skylights
		3. Plant Hire
		4. 2-year inclusive O&M agreement from date of commissioning to include existing 50kW system
		5. Removal of waste from installation; waste certificates to be provided as evidence the waste has been disposed of in accordance with any regulatory requirements.
		6. Full installation, commissioning and client handover.

**3.3 Warranties** The solar panels used should include a minimum 30-year performance warranty and a minimum 20-year product warranty. All other equipment employed as part of the installation should clearly specify the length and type of warranties included.

**3.4** Certification of installations to building regulations (structural report confirming capability of roof load)

**4. Budget**

The total maximum budget available for this commission is £86,000 (ex 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 KCS Trade Print Limited authorised representative. The timetable for submission of the Tender, completion of the programme is set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 28 March 2024 |
| Site Visit to be arranged with Zoe@kcsprint.co.uk | 5 April 2024 |
| Last date for raising queries | 1700: 12 April 2024 |
| Last date for clarifications to queries | 1700: 15 April 2024 |
| Deadline to return ITT | **1700: 25 April 2024** |
| Evaluation of ITT | 29 April 2024 |
| Preferred supplier notified 11 April 2024 | 30 April 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 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and KCS Trade Print Limited during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief.
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Professional Indemnity Insurance with a limit of indemnity of not less than one million (£ 1,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than two million (£2,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than two million (£2,000,000).
7. Conflict of interest statement

6.2 Method statement to include the following:

1. Proposed illustrative layout of PV panels on roof.
2. Evidence that you are a registered member of MCS.
3. include structural report to confirm roof load capacity.
4. The CV of the HS responsible person.
5. Gantt chart or equivalent demonstrating the project timescales and any payment plan with associated milestones.

**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 KCS Trade Print 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 KCS Trade Print 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 KCS Trade Print 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:

zoe@kcsprint.co.uk

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

Responses to clarifications will be anonymised and uploaded by KCS Trade Print Limitedto 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 KCS Trade Print 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.

During the tender assessment period, KCS Trade Print Limited reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

KCS Trade Print Limited is not bound to accept the lowest price or any tender. KCS Trade Print Limited will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with KCS Trade Print Limited’s internal procedures and KCS Trade Print Limited being able to proceed.

**12. Tender Award**

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

# 13. 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:

zoe@kcsprint.co.uk

with the following message clearly noted in the Subject box;

‘KCS Trade Print Limited – Solar Panel and Storage Batteries’

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

# 14. Disclaimer

The issue of this documentation does not commit KCS Trade Print 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 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 KCS Trade Print Limited or on behalf of KCS Trade Print 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 KCS Trade Print Limited, or any information contained in KCS Trade Print 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 KCS Trade Print Limited for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

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 tenderers during the procurement process.

# 15. Enclosures

Compliance Matrix

Clarification Log