**Invitation to Tender**

**Self-powered Wood Chipper**

**Ref:GH336**

# 1. About Prenn Landscapes

Prenn Landscapes in July 2020 as Nick Wood Property Maintenance.

Over the course of 2021 we built the business by purchasing up a selection of high specification equipment. We continued to invest and procured a new 10ft tipping trailer.

Our approach allows us to consistently meet the needs of every project we take on. We do this by either implementing existing methods or, where necessary, taking the time to create and implement totally unique construction and logistical solutions in order to achieve the clients goals.

Jump forward to today, our approach to projects has been a success and the business continues to develop. As part of this growth we chose to rebrand to Prenn Landscapes. Our family is proudly Cornish and Prenn is Cornish for our surname ‘Wood’ which you will see used across the businesses owned by my dad, brother and I. With the rebrand we also upgraded to a new pickup and, to diversify the services we offer, we continue to reinvest into equipment and training.​

Our ethos is to provide high quality, personalised and unique outdoor spaces for everyone, whether the project be big or small. We always encourage the use of materials that are sourced through local independent suppliers and suit the Cornish landscape, meeting the needs of both humans and wildlife that call your space home.

# 2. Background and Context

Prenn Landscapes is a small landscaping business based in Truro, Cornwall. It is growing the business into arboricultural work and is procuring a self-powered wood chipper with a capacity to chip 200mm (8 inch) diameter branches

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 provide a machine that meets or exceeds the following specification:

1. Self-powered with rubber tracks for remote access
2. Ride-on operator footplate
3. Minimum engine power 55HP
4. Fuel capacity, minimum 30 litres
5. Minimum feed aperture 200mm x 200mm
6. Automated start/stop on feed rollers to manage engine load
7. Emergency shut-offs to either side of chipper and on feed hopper
8. Variable speed feed rollers to manage chip size
9. Minimum 225 degree rotating chip shute for easy distribution or collection of chips
10. Maximum length when secured for transport 2900mm
11. Minimum track width 1300mm for stability in use
12. Maximum weight for transport 1700kg
13. On-board winch with minimum 3400kg capacity
14. Standard tow ball
15. Delivery to our premises 7 Tremorvah Barton Truro TR1 1NN
16. Minimum warranty period, parts and labour, 3 years
17. Aftersales service: Maximum warranty call-out period 48hours from time of fault reported.

4**. Budget**

The total maximum budget available for this commission is £42,000 (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 machine has been commissioned and accepted by Prenn Landscapes. The timetable for submission of the Tender, completion of the programme are set out below.

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| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 23 April 2024 |
| Last date for clarifications to queries to be raised | 1700: 30 April 2024 |
| Last date for response to clarifiations to be posted on Contracts Finder | 1700: 1 May 2024 |
| Deadline to return ITT | **1700: 14 May 2024** |
| Evaluation of ITT | 16 May 2024 |
| Award of Contract  | This is subject to successfully obtaining grant funding and will normally be no later than 30 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 Prenn Landscapes.

**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 Prenn Landscapes 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 Prenn Landscapes 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:

nick@prennlandscapes.com

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

Responses to clarifications will be anonymised and uploaded by Prenn Landscapes 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 Prenn Landscapes 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

 nick@prennlandscapes.com

with the following message clearly noted in the Subject box;

**‘Ref:GH336’**

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

**13.** **Disclaimer**

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

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

Prenn Landscapes 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 Prenn Landscapes liable for any costs or expenses incurred by tenderers during the procurement process.

# 14. Enclosures

1. Compliancy Matrix