**Invitation to Tender**

**Electric Van**

**Ref:NZ721-02**

# 1. About Shifty Pig Ltd

Shifty Pig ltd provide TV and radio production services to national broadcasters and video and audio production services to local organisations. We also provide environmental land management services for local organisations. This is in the form of contracting work such as heathland management.

# 2. Background and Context

We are introducing battery storage and installing more solar panels to reduce our reliance on the grid throughout the year. We are also installing a solar linked charger, whereby all excess power generated will go directly into the existing electric company car battery once the storage batteries are full. To compliment the above, this contract opportunity is to purchase an electric van so that we can maximise our solar energy useage and get a step closer to being fossil free.

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 Tenderd item does not have to meet the exact specification as some options may not be available as a stock item.

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

1. Supply Volkswagon ID Buzz Cargo Plus, auto, 5 door, 3 seat Van.
2. Van model options;

a. 4 wheel drive 250Kw 79Kwh 4Motion Cargo plus.

b. 2 wheel drive 210kw 79KWh commerse plus

For the purposes of the award of the contract, we will award to the lowest compliant bid for optiona but if we receive no returns for option a we will award the contract to the lowest compliant bid for option b.

3.3 Accessories/ options;

1. Removable towbar & electrical installation for trailer lights
2. Ceramic vehicle coating
3. Reversing camera
4. Preferred options if available:
5. Front underbody guard
6. Tailgate with window
7. Windows in rear side doors each side
8. Heatpump
9. Windshield wiper automatic intermittent control
10. Auto-dimming rear-view mirror
11. Delivery to Rosuick farm TR12 6DZ
12. Registration fee
13. Servicing and warranty over 3 years including; 3 Inspection service, 1 x MOT, 3 x Brake fluid change, 3 x Pollen Filter change, courtesy car provided when servicing.

4**. Budget**

The total maximum budget available for this commission is £46,000 (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 delivery and acceptance by Shifty Pig Ltd. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 28 November 2024 |
| Last date for clarifications to queries to be raised | 1700: 5 December 2024 |
| Last date for response to clarifiations to be posted on Contracts Finder | 1700: 6 December 2024 |
| Deadline to return ITT | **1700: 18 December 2024** |
| Evaluation of ITT | 19 December 2024 |
| Award of Contract  | 20 December 2024 |
| Delivery  | 31 January 2025 |

# 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 Please provide a conflict of interest statement as per section 8.

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 Shifty Pig Ltd.

**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 Shifty Pig Ltd 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 Shifty Pig Ltd 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:

stuart@shiftypig.com

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

Responses to clarifications will be anonymised and uploaded by Shifty Pig Ltd 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 Shifty Pig Ltd 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

stuart@shiftypig.com

with the following message clearly noted in the Subject box;

 ‘Electric Van’

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

**13.** **Disclaimer**

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

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

Shifty Pig Ltd 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 Shifty Pig Ltd liable for any costs or expenses incurred by tenderers during the procurement process.