**Invitation to Tender**

**China Fleet Club, Saltash Cornwall, Ground Solar Panel Array**

**Ref: NZ 1086**

# 1. About China Fleet Trust

The China Fleet Trust is a military charity whose origins stem from the original China Fleet Club in Hong Kong. The Trust owns the entirety of the enterprise and has a mixture of currently serving Royal Navy and business professionals, headed by the Chair of the Trustees. The Trust has one permanent member of staff on-site, the Chief Executive Office. The charity’s objective is: For the public benefit the promotion of welfare of the armed forces by means of the provision of recreational and other leisure facilities for the beneficiaries.

Our charity has a wholly owned trading subsidiary – China Fleet Country Club Ltd. As part of our charitable endeavours, the Club offers hotel accommodation, leisure facilities (including swimming pool, aqua spa, gym, racquet sports, fitness classes), health Spa & associated beauty treatments, golf course & TopTracer driving Range, Conference facilities, Food & beverage outlets, adventure golf course and a woodland nature trail.

# 2. Background and Context

The ground mounted solar array is to be installed in the Club’s spare 10-acre piece of land towards the West of the Club’s 180-acre site. A cable run back to the HV connection at the Club will be run from the site, approximately 1 km away.

The provision of this additional 600KWh solution will enable the Club to recognise its 50% reduction in Net Zero ambition earlier than anticipated by our decarbonisation policy. Reducing Carbon emissions by up to 140 tCO2e per year and when added to the provision already installed (400KWh) will help to produce over 1MWh of electricity on site annually. This would enable the Club to self-generate around 60% of its annual electrical energy need, shielding it from the turbulence of energy prices and ensuring the long-term viability of the Club.

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 supplier will be expected to undertake the following activities:

**3 General**

* 1. Location: See Enclosures 2-4
	2. Site Visit.A site visit and structural assessment is mandatory to ensure that the supplier understands fully the system requirements. This can be arranged as per Section 5.
	3. **Specific Requirements**

Where specific manufacturers products are described, the supplier may provide an alternative providing it meets or exceeds the current specification and associated warranties.  **Any alternatives must be agreed with China Fleet Trust as part of the clarifications process (see section 9)**

* + 1. Installation at our premises (3.1) and integration to our electrical supply in accordance with the planning application:
	1. Enclosure 1. China Fleet GMPV-Pre-Application-Description.RevA1-NZ1086
	2. Enclosure 2. ZLC-CHINA-FLEET-PLANNING-Location\_Plan.RevA1-NZ1086
	3. Enclosure 3. ZLC-CHINA-FLEET-PLANNING-Location\_Plan.RevA1-NZ1086
	4. Enclosure 4. Official Copy (Title Plan) - 1224692-NZ1086
	5. Enclosure 5. ZLC-CHINA-FLEET-PLANNING-LAY.A3
	6. Enclosure 6. ZLC-CHINA-FLEET-PLANNING-LOC.A4
	7. Enclosure 7. ZLC-CHINA-FLEET-PLANNING-SD.A1
	8. Enclosure 8. ZLC-CHINA-FLEET-PLANNING-SD2.A1
	9. Enclosure 9. ZLC-CHINA-FLEET-PLANNING-SUB.A1
1. 600 kWp ground mount installation
2. JA Solar 565W Panel
3. Solis Inverters
4. Twin post-pile driven ground mount frame
5. Detailed design and shading analysis
6. Electrical design (SLD) of connection behind the meter
7. Compound and welfare facilities
8. Delivery plan to get materials to proposed site
9. Waste management plan
10. Remote monitoring plan
11. HV Export limitation plan
	1. **Other Deliverables (to be included in the budget)**
	2. DNO consent
	3. Pull out tests and structural design of framework
	4. LV Design
	5. HV Design
	6. HV Export limitation system
	7. Remote monitoring to instantaneously show amount of energy self-consumed, imported and exported
12. **Warranties**
13. PV units minimum 25 year product workmanship and 25 year power performance
14. Inverters with minimum 7 year warranty
15. Workmanship minimum warranty of 5 years
16. Other equipment employed as part of the installation should clearly specify the length and type of warranties included
17. **Professional Registrations**
18. RECC
19. MCS
20. BCorp

4**. Budget**

The total maximum budget available for this commission is £700,000.00 (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 China Fleet Trust 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 | 18 September 2024 |
| Site Visit to be arranged with bothtrust@china-fleet.co.ukdeanb@china-fleet.co.uk | 19 September to 4 October 2024 |
| Last date for raising queries | 1700: 7 October 2024 |
| Last date for clarifications to queries | 1700: 8 October 2024 |
| Deadline to return ITT | **1700: 25 October 2024** |
| Evaluation of ITT | 28-31 October 2024 |
| Award of Contract | 1 November 2024 |
| System installed and handed over to China Fleet Trust  | 31 January 2025 |

# 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 supplier and China Fleet Trust during the tender selection process, and for further correspondence.
2. Confirmation that the supplier has the resources available to meet the requirements outlined in this brief.
3. Confirmation that the supplier 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 five hundred thousand (£ 500,000),
5. Employers Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than five million (£5,000,000).
7. Products Liability Insurance with a limit of indemnity of not less than five million (£5,000,000).
8. Conflict of interest statement

6.2 Method statement to include the following:

1. Supply, installation and commissioning of the new system/components, following all legal requirements and trade association codes.
2. How you will meet all the requirements of 3.3 and specifically the plans stipulated at 3.3.9 - 3.3.12.
3. Installation of any additional sensors required to meet best practice.
4. Confirm terms of guarantee for parts and installation. (Section 3.3)
5. Costed deliverables
6. Evidence that you are a registered member of MCS, RECC and BCorp.
7. The CV of the HS responsible person.
8. Gantt chart or equivalent demonstrating the project timescales and any payment plan with associated milestones.

6.3 Previous work examples. Two examples of previous contracts of a similar size that have included:

1. HV Connections
2. HV Export limitation

 Maximum of one side of A4 (pictures can be supplied separately but must contain no other text than labels; website links will not be viewed).

6.4 Budget

**7. Sub-contracting**

Suppliers 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 China Fleet Trust.

**8. Conflicts of Interest**

Suppliers 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 China Fleet Trust 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 China Fleet Trust 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 both:

trust@china-fleet.co.uk

deanb@china-fleet.co.uk

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

Responses to clarifications will be anonymised and uploaded by China Fleet Trust to Contracts Finder and will be viewable to all suppliers.

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 China Fleet Trust unless such representation is in writing and duly signed by a Director/Partner of the supplier. 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. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed based on the following tender award criteria.**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 Method Statement | 30 |
| a. Supply, installation and commissioning of the new system/components, following all legal requirements and trade association codes.b. How you will meet all the requirements of 3.3 and specifically the plans stipulated at 3.3.9 - 3.3.12. c. Installation of any additional sensors required to meet best practice.d. Confirm terms of guarantee for parts and installation. (Section 3.3)e. Costed deliverablesf. Evidence that you are a registered member of MCS, RECC and BCorp.g. The CV of the HS responsible person.h. Gantt chart or equivalent demonstrating the project timescales and any payment plan with associated milestones.  |  |
| Ref 6.3 Previous work examples | 20 |
| Two examples of previous contracts of a similar size that have included:a. HV Connectionsb. HV Export limitationMaximum of one side of A4 (pictures can be supplied separately but must contain no other text than labels; website links will not be viewed). |  |
| Ref 6.4 Budget | 50 |
| A **fixed fee** for this work (ex VAT) including travel and other expenses.The lowest bid will be awarded the full 50 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 50 x lowest bid / bid |  |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |
| --- |
| **Scoring Matrix for Award Criteria** |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, China Fleet Trust reserves the right to seek clarification in writing from the suppliers, 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.

China Fleet Trust is not bound to accept the lowest price or any tender. China Fleet Trust will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with China Fleet Trust’s internal procedures and China Fleet Trust 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 both:

trust@china-fleet.co.uk

deanb@china-fleet.co.uk

with the following message clearly noted in the Subject box;

‘China Fleet Trust – Solar Ground Array Tender Response’

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

# 14. Disclaimer

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

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

China Fleet Trust 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 China Fleet Trust liable for any costs or expenses incurred by suppliers during the procurement process.

# 15. Enclosures

1. China Fleet GMPV-Pre-Application-Description.RevA1-NZ1086

2. ZLC-CHINA-FLEET-PLANNING-Location\_Plan.RevA1-NZ1086

3. ZLC-CHINA-FLEET-PLANNING-Location\_Plan.RevA1-NZ1086

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7. ZLC-CHINA-FLEET-PLANNING-SD.A1

8. ZLC-CHINA-FLEET-PLANNING-SD2.A1

9. ZLC-CHINA-FLEET-PLANNING-SUB.A1