**Invitation to Tender**

**Peugeot e-Boxer 440L4H3 110 KWH Professional**

**Ref: CLUP X010**

# 1. About Discovering42 CIC

Discovering42, based in Bodmin, is a multi award-wining Science and Sustainability Museum, interna(onally recognised for their pioneering sustainable exhibits and workshops that encourage resourcefulness through the inven(ve use of upcycled materials.

# 2. Background and Context

In direct responses to the cost of living crisis, Discovering42 want to create a

mobile STEM exhibition, a science and sustainability hub that can be taken to towns and villages across Cornwall, to transform public realms, improve the perception of community spaces and provide access to educational opportunities that would otherwise be unavailable to rural communities due to unreliable public transport and the cost of coaches for school trips.

The project involves designing new mobile exhibits with a team of volunteers and artists and building the exhibits, purchasing a suitable electric vehicle, as per the specification at section 3 below, van and marquee to transport and deliver the exhibition.

We will assess tenders received on lowest compliant Tender.

# 3. Tender requirements

We are seeking to purchase a Peugeot e-Boxer 440L4H3 110 KWH Professional. Alternative make and modes will be considered provided they meet or exceed the following minimum criteria:

1. World Harmonised Light Vehicle Testing Protocol (WLTP) range of at least 250 miles
2. 3 seats
3. 0.00g/km CO2
4. Air conditioning
5. BHP 270
6. Limited to top speed 56mph
7. Gross Vehicle Weight no more than 4250kg
8. Maximum towing weight braked 2400kgs unbraked 750kgs
9. Payload 1385Kgs / 17m3 load space
10. Preferable Graphite Grey
11. Spare wheel with storage winch
12. Visibility pack plus N2
13. City plus N2 Pack
14. Tow bar
15. LEDs in the load area
16. Ply lined
17. Delivery to our premises Narisa Hall, Priory Park, Priory Road, Bodmin, Cornwall PL31 2AE
18. First registration fee
19. Standard manufacturers Battery warranty – Mileage 100000
20. Standard manufacturers Battery warranty – 8 Years

4**. Budget**

The total maximum budget available for this commission is £45,000 (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 van has been delivered and accepted by Discovering42 CIC. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 17 September 2024 |
| Last date for raising queries | 1700: 23 September 2024 |
| Last date for clarifications to queries | 1700: 24 September 2025 |
| Deadline to return ITT | **1700: 2 October 2024** |
| Evaluation of ITT | 3 October 2024 |
| Award of Contract  | 4 October 2024 |
| Delivery of the van | 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 A conflict of Interest statement as per section 8

6.3 Budget

**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 Discovering42 CIC.

**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 Discovering42 CIC 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 Discovering42 CIC 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:

roy@discovering42.co.uk

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

Responses to clarifications will be anonymised and uploaded by Discovering42 CIC 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 Discovering42 CIC 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 to:

roy@discovering42.co.uk

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 contact email with the following message clearly noted in the Subject box;

**‘CLUP X010’**

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

**13.** **Disclaimer**

The issue of this documentation does not commit Discovering42 CIC 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 Discovering42 CIC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Discovering42 CIC and any other party (save for a formal award of contract made in writing by Discovering42 CIC or on behalf of Discovering42 CIC).

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 Discovering42 CIC or any information contained in Discovering42 CIC’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 Discovering42 CIC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Discovering42 CIC 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 Discovering42 CIC liable for any costs or expenses incurred by tenderers during the procurement process.