**Invitation to Tender**

***Tremenheere Sculpture Gardens Wooden Information Cabin, Cornwall***

**Ref: RUR884**

# 1. About Tremenheere Sculpture Gardens

Tremenheere is a visitor attraction-gardens and grounds extending to 22 acres hosting a large sub-tropical garden with over 2500 plant species and an international standard collection of sculptures/artwork. The sculptures now number over 40 in total and five members of the royal academy are represented. The site also houses a commercial gallery with a full programme of exhibitions over two floors.

Visitor numbers reach almost 30,000 to the gardens but a great deal more only visit the restaurant, shop or nursery and have frequent group tours from special interest groups, schools and colleges undertaken as guided tours.

The garden is part of the great gardens of Cornwall group since its opening to the public in 2012.

# 2. Background and Context

Tremenheere gardens as an established visitor attraction we feel our visitor experience would be enhanced if there were a covered/all weather information point to provide details of the plants and an explanation of the artwork. This would make our gardens more attractive and allow groups ,colleges ,schools a space to meet and learn more regardless of the weather. Information is to be provided by computer points within the cabin supplemented with display posters, leaflets.

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

This tender is for the construction of the wooden cabin; the groundwork and steel fabrication will be undertaken by separate contractors.

3.1 The successful tenderer will be expected to construct a wooden cabin in accordance with the drawing at Enclosure 1.

4**. Budget**

The total maximum budget available for this commission is £40,000 (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 acceptance by the client. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 15 May 2024 |
| Last date for raising queries | 1700: 28 May 2024 |
| Last date for clarifications to queries | 1700: 29 May 2024 |
| Deadline to return ITT | **1700: 7 May 2024** |
| Evaluation of ITT | 10 June 2024 |
| Preferred supplier informed | 11 June 2024 |
| Award of Contract  | This is subject to successfully obtaining grant funding and will normally be no later than 60 days from contract evaluation |
| Contact start date | 1 October 2024 |

# 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 Tremenheere Sculpture Gardens 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 and its timelines
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 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed.

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 Tremenheere Sculpture Gardens.

**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 Tremenheere Sculpture Gardens 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 Tremenheere Sculpture Gardens 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:

williamneilarmstrong@gmail.com

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

Responses to clarifications will be anonymised and uploaded by Tremenheere Sculpture Gardens 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 Tremenheere Sculpture Gardens 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. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of 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 Examples | 40 |
| Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed. |  |
| Ref 6.3 Budget | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expensesThe lowest bid will be awarded the full 60 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 = 60 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, Tremenheere Sculpture Gardens 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.

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

13**. Tender Award**

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

# 14. 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:

williamneilarmstrong@gmail.com

with the following message clearly noted in the Subject box;

‘Tremenheere Sculpture Gardens Wooden Information Cabin, Cornwall’

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

# 15. Disclaimer

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

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

Tremenheere Sculpture Gardens 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 Tremenheere Sculpture Gardens liable for any costs or expenses incurred by tenderers during the procurement process.

16 Enclosure:

1. Drawing Set