**Invitation to Tender**

**Fully Accessible Electric Passenger Vehicle**

**Ref: Age Concern Cornwall**

# 1. About Age UK Cornwall and the Isles of Scilly

Age UK Cornwall & The Isles of Scilly is an independent local charity. We've been working in the local community to help older people for over 50 years. We deliver services, club and activities for people in Cornwall & Isles of Scilly. Our aim is to inspire individuals and communities to age well in later life.

# 2. Background and Context

The Buzza Bus 2024 Rejuvenation Project, will be the only transport service focused on improving connection and finding transport solutions that increase independence, reduce social isolation and improving the health & wellbeing of local residents on the Isles of Scilly. The service is environmentally friendly, sustainable, fully accessible, cost-effective, and reactive to needs of the community – it is an essential door-to-door transport service for those that cannot use convential forms of transport.

This project will replace an ageing Minibus on the Isles of Scilly, and provide a fully accessible Electric Vehicle and Charging Station for people who require essential transport on St Mary’s. All bookings will be operated through a bespoke central booking service (Minibus Manager) and managed by our Community Transport team. Passengers will be supported by MiDAS trained drivers. Initially, the transport service will operate Monday-Friday (with limited weekday hours), this funding would help enable us to move to a 7-day service that links seamlessly to social groups, outreach, health support, and services. Reducing the impact on health & statutory services, reducing social isolation and loneliness, and improving general wellbeing.

A key part of this project is to build, develop and enrich the Isles of Scilly with an effective Buzza Bus Service - improving connectivity for all individuals in the local community. Furthermore, the Electric Vehicle will have a state-of-the-art wheelchair and ramp system that will ensure a more inclusive, safe, and comfortable journey for individuals who require accessible transport. We will raise awareness and promote this service to stakeholders, reaching more individuals with mobility issues and health related concerns

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 meet the following requirement:

3.1 Fully Accessible Electric Passenger Vehicle (EV) with full accessible conversion for wheelchair, including ramp (WAV)

3.2 The EV must have 7 seats (inc. driver) and a minimum of 5 seats when wheelchair component is in use.

3.3 The accessible ramp capacity is to be no less than 350kgs

3.4. The EV must be able to safely fit a wheelchair with dims of 1200mm (length), 800mm (wide), and 1350mm (height - this includes occupants head).

3.5. The carrying capacity should exceed 950kgs (max payload)

3.6. The accessible vehicle component must include 4 anchor (tiedown) two at the front and two at the rear.

3.7. All passengers must face forward.

3.8. The EV must include a side sliding access door and grab rail.

3.9. The EV is to include a Reversing Camera.

3.10. The EV is to include a Sat Nav

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3.11. Have a range of a minimum of 150miles between charging.

4**. Budget**

The total maximum budget available for this commission is £62,000.00 (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 acceptance by the tenerer. 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 | 29 February 2024 |
| Last date for clarifications to queries to be raised | 1700:08 March 2024 |
| Last date for response to clarifiations to be posted on Contracts Finder | 11 March 2024 |
| Deadline to return ITT | **1700: 21 March 2024** |
| Evaluation of ITT |  |
| Award of Contract | This is subject to successfully obtaining grant funding but we anticipate no later than 1 May 2024 |

# 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 Age UK Cornwall and the Isles of Scilly.

**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 Age UK Cornwall and the Isles of Scilly 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 Age UK Cornwall and the Isles of Scilly 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:

[Lee@ageukcornwall.org.uk](mailto:Lee@ageukcornwall.org.uk)

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

Responses to clarifications will be anonymised and uploaded by Age UK Cornwall and the Isles of Scilly 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 Age UK Cornwall and the Isles of Scilly 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:

[Lee@ageukcornwall.org.uk](mailto:Lee@ageukcornwall.org.uk)

with the following message clearly noted in the Subject box:

‘Fully Accessible Electric Passenger Vehicle’

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

**13.** **Disclaimer**

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

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 Age UK Cornwall and the Isles of Scilly or any information contained in Age UK Cornwall and the Isles of Scilly’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 Age UK Cornwall and the Isles of Scilly for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Age UK Cornwall and the Isles of Scilly 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 Age UK Cornwall and the Isles of Scilly liable for any costs or expenses incurred by tenderers during the procurement process.

# 14. Enclosures

1. Compliancy Matrix