**Invitation to Tender**

**Electromechanical Composter**

**Ref:RUR 888**

# 1. About Heligan Gardens Ltd

Heligan is one of the most mysterious estates in England. Lost to the brambles of time since the outbreak of WW1, this Sleeping Beauty was re-awakened in 1990 to become Europe’s largest garden restoration project. Today Heligan’s 200 acres are a paradise for the explorer, wildlife, plant lover and garden romantic.

# 2. Background and Context

We are seeking an electromechanical composter to reduce our waste and recycle as much as we can thereby contributing to the reduction in our CO2 equivalent emissions.

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 undertake the following activities:

1. Supply an in-vessel composter, that can process 25 tonnes of food waste per annum
2. Supply loading station for the composter
3. Supply food chopper for pre-processing of food waste
4. Provide delivery, installation and commissioning of the machine
5. Provide annual preventative maintenance servicing
6. Provide an on-call support service in the event of malfunction
7. Warranty to be a minimum of 12 months, 24 with a servicing contract (not part of this tender)
8. Confirmation that repairs requyirine supplier input can be achieved within 24 hours from notification by us to the supplier.
9. Delivery to our premises at Pentewan, St.Austell, Cornwall, PL26 6EN
10. Factory acceptance test to include operator instruction

4**. Budget**

The total maximum budget available for this commission is £35,000 (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 acceptance by the tenderer post installation by thr supplier. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 2 August 2024 |
| Last date for raising queries | 1700 12 August 2024 |
| Last date for clarifications to queries | 1700 13 August 2024 |
| Deadline to return ITT | **1700: 22 August 2024** |
| Evaluation of ITT | 23 August 2024 |
| Award of Contract  | 27 August 2024 |
| Delivery no later than | 30 September 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 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 Heligan Gardens 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 Heligan Gardens 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 Heligan Gardens 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:

adam.getliff@heligan.com

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

Responses to clarifications will be anonymised and uploaded by Heligan Gardens 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 Heligan Gardens 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:

 adam.getliff@heligan.com

with the following message clearly noted in the Subject box; “RUR 888 Tender Response”

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

**13.** **Disclaimer**

The issue of this documentation does not commit Heligan Gardens 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 Heligan Gardens Ltd or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Heligan Gardens Ltd and any other party (save for a formal award of contract made in writing by Heligan Gardens Ltd or on behalf of Heligan Gardens 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 Heligan Gardens Ltd or any information contained in Heligan Gardens 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 Heligan Gardens Ltd for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Heligan Gardens 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 Heligan Gardens Ltd liable for any costs or expenses incurred by tenderers during the procurement process.