**Invitation to Tender**

**Newquay Outdoor Markets**

**Ref:** **CAP 5 019**

# 1. About Newquay Business Improvement District

Newquay Business Improvement District (BID) is a business led initiative, raising funds through an annual business levy to be spent locally on improving a defined commercial area in Newquay Town Centre. Its aim is to support the BID businesses through delivery of four key themes: Marketing, Events, Clean Green Safe and Businesses support, that will ultimately drive footfall and revenue to Newquay and its businesses.

# 2. Background and Context

Newquay BID have identified a need for a programme of retail and non-retail events and markets on the high street with additional complimentary activity on the Killacourt (nearby open green space), in Newquay. To achieve this will require the procurement of equipment including gazebo’s, weights and tie down kits and trestle tables, providing a more sustainable model for delivery of outdoor markets and events.

The proposal is to use the infrastructure for a regular Street Market in Newquay on a monthly basis from March/April to December with added seasonal specials. Additionally, the gazebos will be available to support other outdoor markets and events in the area and will be available to hire to other local businesses and community groups at accessible rates.

# 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 (note suppliers can supply products of an equivalent standard (or better) but these should be raised as clarifications to ensure acceptance by the tenderer):

* 1. Gazebos. commercial grade gazebos suitable for all round usage and in winds of up to 35mph (with adequate securing).
1. Number: 50
2. Footprint: 3 metres x 2 metres.
3. Height: adjustable with min achievable wall height at max setting of 2 metres.
4. Frame: Heavy duty - aluminium alloy 6061-T6. Warranty of 3 years min
5. Heavy duty roof truss of a minimum of 50mm+ diameter.
6. Connectors / sliders in heavy duty cast aluminium with alifetime warranty.
7. Anodised finish.
8. Walls / canopy: 600 denier ripstop waterproof fabric. Seams reinforced and waterproof. Flame retardant to British Standards for use in public places with a warranty minimum of 1 year.
9. Weight: Max combined weight of frame and walls 50kg.

**3.2** 50 in number Heavy Duty Tie Downs for additional sturdiness in windier conditions for use on soft ground.

* 1. 96 in number 12.5kg leg weights per leg in cast iron or steel for when gazebos are set up as singles and at the end of terraced runs
	2. 90 in number 20kg H weights in cast iron or steel for when gazebos are set up in a terraced row / run
	3. 100 or 50 pairs in number of Joining Clamps to join two gazebos together for when gazebos are set up in a terraced row / run must fit gazebos spec
	4. Delivery to BID Newquay storage facility (to be determined but will be Newquay Cornwall)
	5. Confirmation all the equipment can be delivered no later than 30 April 2024

4**. Budget**

The total maximum budget available for this commission is £35,000.00 (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.

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the delivery to the tenderer and their acceptance. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 13 March 2024 |
| Last date for clarifications to queries to be raised | 21 March 2024 |
| Last date for response to clarifiations to be posted on Contracts Finder | 22 March 2024 |
| Deadline to return ITT | **1700:5 April 2024** |
| Evaluation of ITT | 8 April 2024 |
| Award of Contract  | This is subject to successfully obtaining grant funding |
| Delivery  | 30 April 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 and confirmation the items can be delivered by 30 April 2024

**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 Newquay Business Improvement District .

**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 Newquay Business Improvement District 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 Newquay Business Improvement District 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:

mark.warren@newquaybid.co.uk

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

Responses to clarifications will be anonymised and uploaded by Newquay Business Improvement District 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 Newquay Business Improvement District 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

mark.warren@newquaybid.co.uk

with the following message clearly noted in the Subject box;

 ‘Newquay Outdoor Markets Ref: CAP 5 019’

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

**13.** **Disclaimer**

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

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 Newquay Business Improvement District or any information contained in Newquay Business Improvement District ’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 Newquay Business Improvement District for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Newquay Business Improvement District 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 Newquay Business Improvement District liable for any costs or expenses incurred by tenderers during the procurement process.

# 14. Enclosures

1. Compliancy Matrix