**Invitation to Tender to replace sports floodlighting lamps**

**Ref: CLUP CAP1 010**

# 1. About Budehaven Community School

Budehaven Community School is a provider of Secondary and Sixth Form education for 11-18year olds located in Bude, North Cornwall with 1,174 students on the school role.

# 2. Background and Context

The community astro turf in Bude currently has six working halogen floodlights. An upgrade to sixteen LED floodlights will extend the use of the facility and increase energy efficiency. Redesigning the light columns will support easier access to the lights for when they break or need replacing in the future, therefore the install should incorporate a lever system to pull down the lights instead of requiring a crane.

The astro pitches and the flood lights facilities in Bude is a valued and essential asset to the local community. Whilst the astro serves the school during school hours, the addition of the flood lights is for use of the local community as they are not required by the school. Floodlights are required for all community use of the astro pitch from the end of October until Easter to enable local sporting clubs to continue use the sports facility when it is dark.

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:

3.1 Lower all columns with a Hydraulic ram or equivalent

3.2. Disconnect and remove all the old metal boxes attached to the columns and remove the old ballasts from the metal boxes.

3.3. Disconnect and remove all 16 old heads from the top of the columns.

3.4. Supply and fit 16 x Philips 1500w Optivision Gen 3.5 Asymmetric LED’s fittings to the 16mt columns to light the main pitch.

3.5. All existing switch gear to be used and switching to be operated as before the re-fit.

3.6. Test installation and commission and supply final certificates.

4**. Budget**

The total maximum budget available for this commission is £34,000 (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 accesptance by Budehaven Community School. 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 | 19th February 2024 |
| Last date for raising queries | 27th February 2024 |
| Last date for clarifications to queries | 28th February 2024  |
| Deadline to return ITT | 1700: 11th March 2024  |
| Evaluation of ITT | 12th March 2024 |
| Award of Contract  | Preferred supplier to be notified 13th March 2024 |
| Work to commence | 27th 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 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 Budehaven Community School.

**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 Budehaven Community School 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 Budehaven Community School 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:

Michele.bacchus@budehaven.cornwall.sch.uk

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

Responses to clarifications will be anonymised and uploaded by Budehaven Community School 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 Budehaven Community School 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

Michele.bacchus@budehaven.cornwall.sch.uk

with the following message clearly noted in the Subject box;

*‘ITT to replace sports floodlighting lamps. Ref: CLUP CAP1 010’*

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

**15.** **Disclaimer**

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

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

Budehaven Community School 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 Budehaven Community School liable for any costs or expenses incurred by tenderers during the procurement process.