**Invitation to Tender**

**Refurbishment of** **The Strand Antique Shop and Noble Palms Newlyn Cornwall**

**Ref:** **PZ073074**

**Updated 03 October 2024 Changes in red**

# About the clients

1. The Strand Antique Shop is owned and run by Nikki Horner (client 1) and is a high street retail shop selling second hand goods instore. It sells vintage clothing, jewellery and retro interior decor items. The business operates at 1 The Strand Newlyn Penzance TR18 5HJ
2. Noble Palms Limited (client 2) is a gallery and food retail shop. The business operates at 1a The Strand Newlyn Penzance TR18 5HJ

# 2. Background and Context

1. Lot 1. Adding a second floor to the Strand Antique Shop will increase retail space by removing the current ceiling. This will require adding stairs with handrail to access second floor, upgrading and refurbishing internal walls which are currently damp and need to have old plater removed. Remove current access partition wall to kitchen bathroom to increase the room size. Upgrading access to new bathroom and basin area. Removing existing wc and wash basin and replace with new Doc M Pac disabled toilet. Removing slate roof on the ground floor extension at rear of building, blocking in rear windows and fitting roof pendant lanterns to add natural light to the bathroom and rear room of the building. Completing new electrical works by adding plug sockets, lights and smoke detectors. Adding laminate flooring with underfloor heating to new 2nd floor. Building a new counter with display cabinet to be positioned under the new stair. Restoring and repairing work to the current wooden parquet floor.
2. Lot 2. For Noble Palms Limited to redevelop the existing gallery into a gallery / café. This redevelopment will also the requirement to build a kitchen and serving area / counter and equip fully as a cafe.
3. 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

1. The clients wish for the refurbishment for Lot 1 and Lot 2 to be undertaken concurrently by the one contractor.
2. 3.1 Design Specifications
3. Enclosure 1 2209-114-XX Specifications
4. 3.2 Drawing set
5. Enclosure 2. 2209-114-XX Calculations
6. Enclosure 3. 2209-114-XX-100
7. Enclosure 4. 2209-114-XX-101
8. Enclosure 5. 2311-114-XX-100-A
9. Enclosure 6. 2311-114-XX-201-A
10. Enclosure 7. 2209-114-XX Details
11. Enclosure 8. R01
12. Enclosure 9. 1 Strand - Newlyn Elev stairs rev A
13. Enclosure 10. 1 Strand - Newlyn Plans revised stair location
14. Enclosure 11. Strand 1a- Proposed GF Rev B
15. Enclosures 15 A and 15 B HEALTH AND SAFETY INFORMATION PACK and HSE Notification

**3.3 Schedule of Works/Bill of Materials**

3.3.1 Enclosure 12.

**3.4 Pricing Document**

3.4.1 Enclosure 12 completed

**3.5 Form of Tender**

3.5.1 Enclosure 13 Form of Tender

**3.6** **Environment and Sustainability**. The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as (see also Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 Enclosure 14):

1. Attitude to collaborative problem solving within a defined team structure
2. Anticipate and note the likely challenges and how they would be accommodated
3. How you will reduce energy and fuel consumption in the provision of the contract
4. How you will re-use resources
5. How you will increase recycling levels and reduce the amount of waste
6. How you will use environmentally friendly and ethically sourced goods
7. How you will contribute to reducing the carbon footprint
8. How you will contribute to pollution reduction

4**. Budget**

The total maximum budget available for this commission is for:

Lot 1 £80,000 (exc VAT) but inclusive of all expenses.

and

Lot 2 £80,000 (exc VAT) but inclusive of all expenses**.**

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 timetable for submission of the Tender and completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 17 September 2024 |
| Site visit to be arranged by email with:  [mpakeman@isalex.com](mailto:mpakeman@isalex.com) and [N-Mckay@LIVE.COM](mailto:N-Mckay@LIVE.COM) | 18 -30 September 2024 |
| Last date for raising queries | 1700 1 October 2024 |
| Last date for clarifications to queries | 1700 2 October 2024 |
| Deadline to return ITT | **1700 11 October 2024** |
| Evaluation of ITT | 14-16 October 2024 |
| Preferred Supplier notified | 17 October 2024 |
| Start of work | 1 November 2024 |
| Completion of work | 31 March 2025 |

# 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 Nicola Horner and/or Noble Palms Limited 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 Five million (£5,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
7. Conflict of interest statement
8. Completed SOW (see Section 3)
9. Completed Form of Tender (see Section 3)

6.2 Environment and Sustainability. The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as (see also Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 Enclosure 14):

1. Attitude to collaborative problem solving within a defined team structure.
2. Anticipate and note the likely challenges and how they would be accommodated
3. How you will reduce energy and fuel consumption in the provision of the contract
4. How you will re-use resources
5. How you will increase recycling levels and reduce the amount of waste
6. How you will use environmentally friendly and ethically sourced goods
7. How you will contribute to reducing the carbon footprint
8. How you will contribute to pollution reduction

6.3 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.

6.4 Project Method Statement. This should include:

a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).

b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.

c. Details of any design proposals

d. Monthly valuation forecast

6.6 Budget for Lot 1 and Lot 2 including total amount (£) to be spent through contract with local micro, small and medium enterprises (MSMEs) Local is defined as any SME with a Cornwall and the Isles of Scilly Postcode

**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 Nicola Horner and/or Noble Palms Limited.

**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 Nicola Horner and/or Noble Palms Limited 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 Nicola Horner and/or Noble Palms Limited 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:

[mpakeman@isalex.com](mailto:mpakeman@isalex.com)

and

[N-Mckay@LIVE.COM](mailto:N-Mckay@LIVE.COM)

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

Responses to clarifications will be anonymised and uploaded by Nicola Horner and/or Noble Palms Limited 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 Nicola Horner and/or Noble Palms Limited 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 Environment and Sustainability. | 10 |
| The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as:    a. Attitude to collaborative problem solving within a defined team structure  b. Anticipate and note the likely challenges and how they would be accommodated  c. How you will reduce energy and fuel consumption in the provision of the contract  d. How you will re-use resources  e. How you will increase recycling levels and reduce the amount of waste  f. How you will use environmentally friendly and ethically sourced goods  g. How you will contribute to reducing the carbon footprint  h. How you will contribute to pollution reduction |  |
| Ref 6.3 Previous examples | 10 |
| 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 6.4 Project Method Statement | 20 |
| Project Method Statement. This should include:  a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).  b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.  c. Details of any design proposals |  |
| Ref 6.5 Budget including Social Value | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 55 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 = 55 x lowest bid / bid  Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs) Local is defined as any SME with a Cornwall and the Isles of Scilly Postcode. This is to be detailed in your response. Marks awarded = 5 x Contract Value to be spent in Cornwall/Total Contract Value |  |

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, Nicola Horner and/or Noble Palms Limited 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.

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

12**. Tender Award**

The tender will be between the individual clients and the winning bidder. The contract will be formed on the basis of this ITT, any clarifications and the bidder’s response. Please note that the clients will retain 2.5% of the contract value for 3 months in which time the contractor is to rectify any faults etc identified by the client within the SOW.

# 13. 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

[mpakeman@isalex.com](mailto:mpakeman@isalex.com)

and

N-Mckay@LIVE.COM

with the following message clearly noted in the Subject box;

‘Tender response to PZ073074’

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

# 14. Disclaimer

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

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 Nicola Horner and/or Noble Palms Limited or any information contained in Nicola Horner and/or Noble Palms Limited’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 Nicola Horner and/or Noble Palms Limited for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Nicola Horner and/or Noble Palms Limited 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 Nicola Horner and/or Noble Palms Limited liable for any costs or expenses incurred by tenderers during the procurement process.

# 15. Enclosures

1. 2209-114-XX Specification

2. 2209-114-XX Calculations

3. 2209-114-XX-100

4. 2209-114-XX-101

5. 2311-114-XX-100-A

6. 2311-114-XX-201-A

7. 2209-114-XX Details

8. R01

9. 1 Strand - Newlyn Elev stairs rev A

10. 1 Strand - Newlyn Plans revised stair location

11. Strand 1a- Proposed GF Rev B

12. Schedule of Works/Bill of Materials

13. Form of Tender.

14. Guide for Construction Projects With a Project Value Over £100,000

15. A and 15 B HEALTH AND SAFETY INFORMATION PACK and HSE Notification