**Invitation to Tender**

***Refurbishment of Hellys Deli Bar Café Penzance***

**Ref: PZ-00014**

# 1. About Hellys Deli Bar Cafe

We are a family run hospitality business that specialises in providing good quality but affordable dishes to both locals and tourists alike.

We are open from 9am every day of the year (except Christmas Day) and we serve breakfast, brunch, light bites, lunches and a wide variation of refreshments and homemade treats throughout the day.

The majority of our produce is either made by us, focusing on local, top quality produce or alternatively, we source any other supplies that we require again from local, quality suppliers within the South West and preferably, Cornwall itself.

# 2. Background and Context

The project is to replace our current domestic style kitchen with a modern, economical and energy efficient commercial kitchen to enable us to expand our current takeaway range as well as extend our current daytime working hours into the evenings by being able to offer more variation to our existing menus whilst keeping hygiene and health and safety absolutely paramount.

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

This commission is for the design, supply and installation at our premises at Unit 15 Wharfside Shopping Centre, Wharf Road, Penzance to meet or exceed the following specificatio.

1. Existing items to be retained:
2. 1off 900x300 slatted shelf over back door
3. 1off 2000x1100x500extraction canopy
4. 1off 600x600x850 undercounter freezer
5. 1off 650 x 650 Clearing Trolleys
6. 2off wall mounted microwaves
7. Wall Shelves; these should be maximised within your design and be made from 430grade stainless steel or equivalent
8. 1off 2 Door Counter Chiller Minimum capacity 200lt with temp range2-80C
9. 1off Service Shelf in stainless steel
10. 1off 4 Door Counter Freezer. Minimum 400l
11. 1off 3 Tier Ambient Gantry in stainless steel
12. 1off Pre-Wash Sink with Undershelf in stainless steel
13. 1off Pre Wash Spray Arm
14. 1off Pass Through Dishwasher
15. 1off Dish Wash Outlet Table in stainless steel
16. 1off Single Bowl Sink with Undershelf in stainless steel
17. 1off Set of Taps
18. 1off Hand Wash Sink with Lever Taps
19. 1off 6 Grid Combi Steam Oven Electric
20. 1off Stand with Tray Slides
21. 1off Water Purifier
22. 1off Wall Table with Undershelf in stainless steel; shelves in 430 grade stainless steel or equivalent
23. 1off Smooth Griddle in 304 stainless steel or equivalent
24. 1off 4 Ring Hob & Oven
25. 1off Hot Cupboard
26. 1off 3 Door Pizza Prep Counter
27. 1off Wall Table with void for 3.1c
28. 1off 1 Tier Heated Light Gantry
29. 1off Shelf to Fit into Hatch
30. 1off Wall Shelf
31. 1off Sandwich Grill
32. 1off Grease PAK System
33. 1off Telescopic Pole
34. I day for commissioning and acceptance of the new equipment
35. Disposal of any items in the existing kitchen not being retained as part of this commission.

The floor plan is at Enclosure 1

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 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 acceptance by us. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 25 October 2023 |
| Site Visit by arrangement. Email hellys.penzance@gmail.com for an appointment | 1 November 2023 |
| Last date for raising queries | 1700 2 November 2023 |
| Last date for clarifications to queries | 3 November 2023 |
| Deadline to return ITT | 1700: 14 November 2023 |
| Evaluation of ITT | 15 November 2023 |
| Award of Contract  | 16 November 2023 |
| Installation | No later than week commencing 15 January 2024 |
| Acceptance by Hellys Deli Bar Cafe | No later than week commencing 22 January 2024 |

# 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 Hellys Deli Bar Cafe 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 ten million (£10,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than five million (£5,000,000).
7. Conflict of interest statement

6.2 A design clearly showing how the specification is met and details on how the existing unwanted equipment will be disposed of/recycled.

6.3 Two examples of similar projects no more than 1 side of A4 per example; links to website’s will not be considered.

6.4 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 Hellys Deli Bar Cafe.

**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 Hellys Deli Bar Cafe 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 Hellys Deli Bar Cafe 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:

hellys.penzance@gmail.com

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

Responses to clarifications will be anonymised and uploaded by Hellys Deli Bar Cafe 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 Hellys Deli Bar Cafe 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  |  |
| A design clearly showing how the specification is met and details on how the existing unwanted equipment will be disposed of/recycled. | 40 |
| Ref 6.3 |  |
| Two examples of similar projects no more than 1 side of A4 per example; links to website’s will not be considered. | 20 |
| Ref 6.4 Budget | 40 |
| A **fixed fee** for this work (exc VAT) including travel and other expensesThe lowest bid will be awarded the full 40 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 =40 x lowest bid / bid | 40 |

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, Hellys Deli Bar Cafe 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.

Hellys Deli Bar Cafe is not bound to accept the lowest price or any tender. Hellys Deli Bar Cafe will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Hellys Deli Bar Cafe’s internal procedures and Hellys Deli Bar Cafe being able to proceed.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this ITT and tenderer’s response.

# 14. 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:

hellys.penzance@gmail.com

with the following message clearly noted in the Subject box:

‘Refurbishment of Hellys Deli Bar Café Penzance Ref: PZ-00014’

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

# 15. Disclaimer

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

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 Hellys Deli Bar Cafe or any information contained in Hellys Deli Bar Cafe’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 Hellys Deli Bar Cafe for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Hellys Deli Bar Cafe 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 Hellys Deli Bar Cafe liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

1. Floor Plan