

## Invitation to Tender

Commercially licensed vessel, trailer, punt and outboard

Ref: IOSVS 082

## 1 Background

I am looking to establish a new pleasure boat business on the Isles of Scilly offering trips to the various Islands.

The commissioning of this work is part of a grant funded application process and therefore procurement will be subject to grant approval of the project as a whole. We will compare tenders received on a compliance basis only.

## 2 Project Specification

The business aims to be fully operational by April 6th 2021. Therefore, all purchases will need to be sourced and delivered to the Isles of Scilly in 'good time' by April 6th 2021.

Purchases required:

The principal purchase of the start-up business will be a **commercially licensed vessel**. The vessel will have to meet strict specifications as listed below:

- Minimum overall length of 31ft
- A draft less than or equal to 0.92m
- Have a minimum beam of 3.3m
- Have a semi-displacement hull
- Have a hull composite of fibreglass (GRP)
- Have been built no earlier than 1994
- Commercially licensed to carry a maximum of 12 passengers
- Have adequate and comfortable seating for 12 passengers outside/ on the deck of the vessel
- Have sufficient indoor/ cabin space to house passengers when weather demands
- Fully equipped to be helmed by one person - note no crew required
- Be suitably designed to operate effectively and safely in and around the open waters of the Isles of Scilly
- Have two inboard diesel engines (for safety and manoeuvrability purposes)
- Have a minimum speed of 14 knots and a maximum speed of 18 knots
- Be fitted with commercial standard radar, vhf radio and chart plotters
- Vessel must be in date of an MCA 5 year hull survey

A **trailer** for the vessel will be required. The trailer must have the ability to:

- Launch and retrieve the vessel from Porthloo slipway on St. Mary's
- Store the vessel during the winter months at Porthloo Boatyard
- Provide adequate working access to the vessel to ensure the vessel can be winterised and that all winter maintenance can be carried out effectively

A **punt and outboard** will be required to gain access to the principal vessel. Punt must:

- be of 10ft length minimum
- house a suitably powered outboard  $\geq 5\text{hp}$

### 3 ITT Timetable

The anticipated timetable for submission of the tender and commission milestones are set out below:

Activity	Date
Date ITT available on Supplier Registration Service	28 January 2021
Last date for raising queries	5 <sup>th</sup> February 2021
Last date for clarifications to queries	7 <sup>th</sup> February 2021
Deadline to return ITT	11 <sup>th</sup> February 2021 1700
Evaluation of ITT	12 <sup>th</sup> February 2021
Award of Contract	This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation

### 4 Conflicts of Interest

Please provide a statement with regards to a conflict of interest for this procurement through the provision of either:-

A Declaration that to your knowledge there is no conflict of interest between your company and Raphael Ward 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 their impartiality and independence in the contexts of this procurement procedure.

Or

A Declaration that there is a likely conflict of interest between your company and Raphael Ward 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 their impartiality and independence in the contexts of this procurement procedure, please provide details of this connection.

This will permit Raphael Ward to take, in the event of a conflict of interest, appropriate steps to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

## Exclusion

Raphael Ward shall exclude applicants from participation in this procurement procedure where they have established or are otherwise aware that the applicant, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicants company, has been the subject of a conviction by final judgment of one of the following reasons:-

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

## 5 Consortium or sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant (greater than 25%) role in the delivery of the services under any ensuing Contract.

## 6 Tender Application Requirements

Please provide paper copies of your application which should include:

1. Confirmation that **you the supplier** are able to meet the requirements outlined in the brief above.
2. A **dated** response which includes **our company's full postal address** (albeit your submission might be by email) and included the **Reference: IOSVS 082**
3. Details of who to **contact** in your company in relation to this tender
4. **Company registration Number and VAT number (if appropriate)**
5. **Total cost** of providing the goods/ services requested.
6. The **appropriate conflict of interest statement** (as detailed in section 4).

## 7 Tender Scoring Criteria

The tender will be scored only on their compliance to the specification set out in section 2 and awarded to the lowest compliant tender.

## 8 Tender Returns

Tenders may be returned by email or post, or by delivery in person.

Tenders are to be returned by:-

Latest date to be returned: 11<sup>th</sup> February 2021

Latest time to be returned: 1700 pm

If submitting by **email**, tenders should be sent electronically to [rjward@gmail.com](mailto:rjward@gmail.com)

with the following message **clearly noted in the Subject box**;

**Commercially licensed vessel, trailer, punt and outboard Ref: IOSVS 082**

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting by post or in person, the Tender must be enclosed in a sealed envelope, only marked as follows:-

**Tender - Strictly Confidential – Commercially licensed vessel, trailer, punt and outboard Ref: IOSVS 082**

Addressed to:

Raphael Ward  
Normandy Moos,  
St. Mary's,  
Isles of Scilly.  
TR21 0NY

The envelope should not give any indication to the Tenderer's identity. Marking by the carrier will not disqualify the tender.

If delivery **by hand** please obtain an official receipt at point of delivery.

## **9 Clarification**

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries will be answered. Any clarification queries arising from the Tender Documents which may have a bearing on the offer should be raised as soon as possible in writing. The deadline for clarification questions is 6 days before the submission date. All e-mailed queries should be sent to:-

Name: Raphael Ward

E-mail: [rjward@gmail.com](mailto:rjward@gmail.com)

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 us unless such representation is in writing and duly signed by Raphael Ward of Raphael Ward. All such correspondence shall be returned with the Tender Documents and shall form part of the Contract.

Tenderers must provide a single point of contact in their organisation for all contact between the Tenderer and Raphael Ward.

Responses to any queries will be shared through Supplier Registration Service website.

## **10 Disclaimer**

The issue of this documentation does not commit Raphael Ward to award any contract pursuant to the bid process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Raphael Ward or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Raphael Ward and any other party (save for a formal award of contract made in writing by or on behalf of Raphael Ward).

Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to bidders by Raphael Ward or any information contained in Raphael Ward's publications are supplied only for general guidance in the preparation of the tender response. Bidders must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Raphael Ward for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.

Bidders shall be responsible for their own costs and expenses in connection with or arising out of their response. Raphael Ward 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 Raphael Ward liable for any costs or expenses incurred by bidders during the procurement process.

Enclosures:

1. Compliancy Matrix

Specification breakdown	Company responses				
	for each part of specification? Yes/	for each part of specification? Yes/	for each part of specification? Yes/	for each part of specification? Yes/	for each part of specification? Yes/
<b>Commercial Vessel</b>					
Minimum overall length of 31ft					
A draft less than or equal to 0.92m					
Have a minimum beam of 3.3m					
Have a semi-displacement hull					
Have a hull composite of fibreglass (GRP)					
Have been built no earlier than 1994					
Commercially licensed to carry a maximum of 12 passengers					
Have adequate and comfortable seating for 12 passengers outside/ on the deck of the vessel					
Have sufficient indoor/ cabin space to house passengers when weather					
Fully equipped to be helmed by one person – note no crew required					
Be suitably designed to operate effectively and safely in and around the open waters of the Isles of Scilly					
Have two inboard diesel engines (for safety and manoeuvrability purposes)					
Have a minimum speed of 14 knots and a maximum speed of 18 knots					
Be fitted with commercial standard radar, vhf radio and chart plotters					
Vessel must be in date of an MCA 5 year hull survey					
<b>Trailer</b>					
Launch and retrieve the vessel from Porthloo slipway on St. Mary's					
Store the vessel during the winter months at Porthloo Boatyard					
Provide adequate working access to the vessel to ensure the vessel can be winterised and that all winter maintenance can be carried out effectively					
<b>Punt</b>					
• be of 10ft length minimum					
• house a suitably powered outboard $\geq$ 5hp					
Conflict of interest statement					
<b>Price Excl VAT</b>					
<b>Price Incl VAT</b>					