

Invitation to Tender

Provision of 60-65 kW Solar Panel System at TR20 8PL

Ref: GGHRDI-002

1. About Western Waste Limited

Western Waste Ltd is a family run fish and shell waste recycling company. We collect Fish and shell waste throughout Devon and Cornwall providing a much-needed service to the local fishing industry. We enable fish producers to meet legislation by ensuring compliance with current local authority regulations on correct waste disposal. We have Environment Agency license premises. We recycle all the waste. Western Waste is WAMATAB registered site. We are a fully licensed site which provides a vital and unique service to the fishing industry and we have been trading for over 23 years.

2. Background and Context

We are intending to purchase a new, dedicated agricultural building which is required to process waste scallop shell. As part of our aim to reduce our carbon footprint, we wish to install solar panels on the roof of this new building.

Our **current** energy usage is 81,173kWh and we pay £17.52/kWh. Both are expected to increase.

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

This is related to a separate ITT for the Design and Build of an agricultural building at Landvue Farm TR20 8PL Ref GGHRDI-001

The successful tenderer will be expected to supply and fit solar panel system that meets the following requirements to a new agricultural building being built at TR20 8PL:

- 3.1 The agriculture building the solar panels are to be fitted to - on one side of the building - will be:
- a. Length: 48.768m
 - b. Width: 18.288m
 - c. Eaves Height: 6.096m
 - d. Roof Pitch: 15°

- 3.2 The requirement is for the supply, connection and fitting of a 60-65kW solar panel system.

4. Budget

The total maximum budget available for this commission is £55,000.00 (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 the 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	17 October 2023
Last date for raising queries	1700: 24 October 2023
Last date for clarifications to queries	25 October 2023
Deadline to return ITT	1700: 3 November 2023
Evaluation of ITT	6 November 2023
Preferred Supplier notified	8 November 2023
Award of Contract	This is subject to successfully obtaining grant funding and will normally be no later than 60 days from contract evaluation

6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

- a) A single point of contact for all contact between the tenderer and Western Waste Limited during the tender selection process, and for further correspondence.
- b) Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.
- c) Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
 - i. Employers Liability Insurance with a limit of indemnity of not less than five million (£5,000,000)
 - ii. Public Liability Insurance with a limit of indemnity of not less than five million (£5,000,000).
- d) Conflict of interest statement

6.2 Proposal clearly identifying the compliance to a 60-65 kW Solar Panel System.

6.3 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 Western Waste 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 Western Waste 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 Western Waste 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:

jackie@jackiegeorge.co.uk

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

Responses to clarifications will be anonymised and uploaded by Western Waste 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 Western Waste 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. The award of the contract will be to the LOWEST COMPLIANT BID.

13. Tender Award

Any contract awarded as a result of this tender process will be in accordance with this ITT and the 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:

jackie@jackiegeorge.co.uk

with the following message clearly noted in the Subject box:

‘Provision of 60-65 kW Solar Panel System at TR20 8PL Ref: GGHRDI-002’

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

15. Disclaimer

The issue of this documentation does not commit Western Waste 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 Western Waste Limited or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Western Waste Limited and any other party (save for a formal award of contract made in writing by Western Waste Limited or on behalf of Western Waste 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 Western Waste Limited or any information contained in Western Waste 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 Western Waste Limited for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Western Waste 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 Western Waste Limited liable for any costs or expenses incurred by tenderers during the procurement process.