**Invitation to Tender**

**REDEVELOPMENT OF THE COMMERCIAL UNITS AT GLEN VIEW**

**TRISPEN TRURO TR4 9AU**

**Ref: RD 250-01**

# 1. About Assentech Sales Limited

Assentech is a premier provider of equipment, services, and

technical expertise in the realms of Tank Storage, Process Safety and Fluid

Transfer. It supplies and servicing equipment that adheres to stringent

international standards. Assentech is well known specialist among bulk liquid, gas and biogas storage sectors. We have developed a range of patented valve test benches that combat greenhouse gas emissions in highly regulated markets.

We are a centre for excellence in vapour control of hazardous liquids and are often approached by regulators and standards organizations for advice on best practice. We are the first company in the world to use self-learning artificial intelligence for valve testing. Research & Development (R&D) and innovation is in our DNA. We have also developed a brain to recycle existing benches and have future plans for high pressure safety relief valve test benches, a market 20 times bigger than breather valves. Focussed on international markets with multi-language functionality we also supply top-tier vapour control technologies.

Customers include BASF, Shell, Exxon Mobil, Philips Petroleum, and William Grant Distillers. Assentech, in summary, hastens its customers’ journey towards a safe, net-zero future by advocating a gold standard for tank vent leakage testing and calibration whilst providing maintenance services of tank venting equipment to prevent excess fugitive greenhouse emissions and optimise operations.

# 2. Background and Context

Assentech needs larger premises and enhanced vehicle access. A semi-derelict property in Trispen has been purchased. The new factory will give increased and dedicated space for us to pursue R&D projects whilst enabling us to increase bench production from 2 to 15 units per month, and, warehousing, and configuration centre for expedited valve dispatch under the "Breather Valve Supermarket" initiative.

Each recycled test bench saves 1.5 tonnes CO² but every valve repaired reduces CO² by 20 tonnes. 1 bench can test 4 valves per day. We are also reinstating an orchard, planting wildflowers and installing beehives.

This tender is for the refurbishment of our new premises.

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

The successful tenderer will be expected to undertake the following activities in accordance with the tender documentation that follows. Please note the tender has been split into 2 lots:

1. Lot 1. The refurbishment of the roof and cladding
2. Lot 2. The general building works.

Suppliers can bid for either Lot 1 or Lot 2 or both Lots. Each Tender will be assessed separately in accordance with the tender evaluation. Please note if submitting a tender response for either or both Lots, you should provide the detail required in Section 6 for each Lot.

Notes:

1. Assentech Sales Ltd have employed a Principal Designer/CDM
2. The supplier for Lot 2 will act as the Principal Contractor
3. The supplier for Lot 1 will need to liaise with the demolition company employed by the tenderer.
4. The supplier for Lot 1 will be responsible for arranging the scaffolding liaising with both the parties identified in 1 and 2 above.

**3.1 Design Specifications**

1. Preliminaries Enclosure 1.
2. MEP Ground Floor Enclosure 2.
3. MEP First Floor Enclosure 2.
4. Pre Construction Information Assentech Sales Ltd V1 2024 Enclosure 4

**3.2 Drawing set**

1. Architectural Information Enclosure 5

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

3.3.1 Enclosure 6.

**3.4 Supporting documents**

3.4.1 Enclosure 7

3.4.2 Enclosure 8 Lighting survey to follow.

**3.5 Form of Tender**

3.5.1 Enclosure 9 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.

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

**3.7** Shared Prosperity Fund Branding and Publicity Guidance <https://ciosgoodgrowth.com/wp-content/uploads/2024/02/UK-SPF-_-Branding-and-Publicity-V12.pdf>

The supplier’s attention is drawn to:

*Plaques and Billboards All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*. ‘This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.’*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

Assentech Sales Limited will provide the Plaque and Billboard but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

4**. Budget**

The total maximum budget available for this commission is

1. Lot 1. £210,000 (exc VAT) but inclusive of all expenses.
2. Lot 2. £140,000 (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 timescale of the programme is in accordance with the JCT Intermediate with Contractors Design form of contract but must complete no later than 15 **December 2024**. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 12 June 2024 |
| Site visit to be arranged by email with: Kim.kilty@assentech.co.uk | Week commencing 17 June 2024 |
| Last date for raising queries | 1700: 24 June 2024 |
| Last date for clarifications to queries | 1700: 25 June 2024 |
| Deadline to return ITT | **1700: 8 July 2024** |
| Evaluation of ITT | 9-10 July 2024 |
| Contract award  | 11 July 2024 |
| Work due to start on general building work (Lot 2) | 15 July 2024 |
| Demolition of northern building to allow scaffolding to ‘wrap’ main building  | 2 September 2024 |
| Scaffolding erected (Lot1) | 4 September 2024 |
| Demolition of main roof Separate contract | 23 September 2024 |
| Installation of main roof (Lot 1) | 7 October 2024 |
| Installation of cladding and removal of scaffolding (lot 1) | 4 November 2024 |
| Work completed  | 13 December 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 required for both Lot 1 and Lot 2:

1. A single point of contact for all contact between the tenderer and Assentech Sales 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 Two million (£2,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than Two million (£2,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
7. Conflict of interest statement
8. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see Section 3)
9. Completed SOW (see Section 3)
10. Completed Form of Tender (see Section 3)

6.2 Environment and Sustainability (required for both Lot 1 and Lot 2). 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.

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. Required for both Lot 1 and Lot 2. 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. Required for Lot 1 and Lot 2. 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 and Information Required Schedule that demonstrates how you will meet the proposed timetable and key milestones.

 c. Details of any design proposals to include Contractor’s proposals associated with the Contractor’s Design Portion

 d. Monthly valuation forecast

6.5 Budget required for each Lot 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. This is to be submitted by completing the Form of Tender Enclosure 8.

**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 Assentech Sales 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 Assentech Sales 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 Assentech Sales 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:

kim.kilty@assentech.co.uk

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

Responses to clarifications will be anonymised and uploaded by Assentech Sales 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 Assentech Sales 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 for each Lot will be assessed individually 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. | 15 |
| 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 | 15 |
| 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 and Information Required Schedule that demonstrates how you will meet the proposed timetable and key milestones.c. Details of any design proposals to include Contractor’s Proposals associated with the Contractor’s Design Portion |  |
| Ref 6.5 Budget including Social Value  | 50 |
| 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 / bidTotal 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 = 10 x Contract Value to be spent locally/Total Contract Value | 4010 |

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, Assentech Sales 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.

Assentech Sales Limited is not bound to accept the lowest price or any tender. Assentech Sales 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 Assentech Sales Limited ’s internal procedures and Assentech Sales Limited being able to proceed.

12**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance JCT Intermediate with Contractors Design

# 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

kim.kilty@assentech.co.uk

with the following message clearly noted in the Subject box;

**‘RD 250-01. Lot 1’ or ‘RD 250-01. Lot 2’**

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

# 14. Disclaimer

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

Assentech Sales 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 Assentech Sales Limited liable for any costs or expenses incurred by tenderers during the procurement process.

# 15. Enclosures

1. Preliminaries

2. MEP Ground Floor.

3. MEP First Floor.

4. Pre Construction Information Assentech Sales Ltd V1 2024.

5. Architectural Information.

6. Schedule of Works/Bill of Materials/Pricing Document

7. Supporting documents

8. Lighting Survey

9. Form of Tender