**Invitation to Tender**

**Ref: GGH 027 SMT Incoming Material Station**

# 1. About company name

Sellectronics was established in 2008. We manufacture printed circuit board assemblies for a wide range of applications. Our core sectors cover industrial, medical, aerospace and oil & gas.

# 2. Background and Context

We wish to procure a SMT Incoming Material Station with the main objective of the automation of the goods in and stock control processes. This new system will allow us to have complete retrievability and traceability using unique ID’s on each stock item. Production kits will be delivered automatically to the shop floor and in a controlled humidity to comply with aerospace requirements.

We will assess tenders received lowest compliant Tender.

# 3. Tender requirements

The successful tenderer will be expected to deliver the following:

**3.1 Booking in Station**

1. automatically import supplier and / or customer label information into our ERP system Factory Master
2. take a picture and store it in the Factory Master database for future viewing and quality checks
3. generate a unique progressive code to identify the reel and the electronic components
4. update purchase ordersin the ERP system in real-time with the quantities of incoming material
5. Interfacing with company ERP system and Juki Pick and Place systems

**3.2 Component Storage System**

1. Must be able to hold standard trays available in different sizes (from a minimum of 7 “ and at least up to 15” configurable with different heights from a minimum of 10mm up to at least 80mm).
2. Be configured with advanced humidity control system (RH <5%)
3. Kit preparation to be fully automated – no manual input required
4. To store a minimum of 3000 7” reels
5. Monitor component shop floor life according to JEDEC level and warn of expired components
6. Communicate with Juki Pick and Place surface mount machines when the production stops due to a shortage
7. Monitor reels leaving and entering the storage system via cameras to help with traceability

**3.3 General**

3.3.1 Delivery to our site Church View Business Park, Falmouth, Cornwall, TR11 4FZ

3.3.2 Standard Warranty of 12 months

3.3.3 Commissioning and setting to work at our premises.

4**. Budget**

The total maximum budget available for this commission is £145,000.00 (exc VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the acceptance of the equipment and associated warranties. 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 2023 |
| Last date for raising queries | 1700 19 June 2023 |
| Last date for clarifications to queries | 20 June 2023 |
| Deadline to return ITT | 1700: 3 July 2023 Overall, the timetable must not be less than 14 days |
| Evaluation of ITT | 4 July 2023 |
| Award of Contract  | 5 July 2023 |
| Delivery of the equipment to Sellectronics | Within 6 weeks from Contract Award |

# 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 Sellectronics Ltd 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. Conflict of interest statement

6.2 Proposal and/or compliancy matrix (Enclosure 1). Please provide a response in the compliancy matix or provide a reference to your proposal

6.3 Price as section 4

**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 company name.

**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 Sellectronics Ltd 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 Sellectronics Ltd 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:

Jason@sellectronics.co.uk

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

Responses to clarifications will be anonymised and uploaded by Sellectronics Ltd 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 Sellectronics Ltd 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 the attached Sellectronics Ltd standard Purchase Order terms and conditions (see Enclosure 2).

# 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 Jason@sellectronics.co.uk with the following message clearly noted in the Subject box; ‘GGH027 SMT Incoming Materials Station’

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

**15.** **Disclaimer**

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

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 Sellectronics Ltd or any information contained in company name’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 Sellectronics Ltd for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Sellectronics Ltd 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 Sellectronics Ltd liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

1. Compliancy Matrix
2. Terms and conditions