**Invitation to Tender**

**Helston Old Cemetery Chapel Windows**

**Ref: CAP11\_020**

# 1. About Trevow Helston CIC

Trevow Helston CIC is a new CIC whose aim is to promote, support and develop high-quality and aspirational creative arts and community engagement projects including theatre, dance, live music, spoken word, cultural workshops and participatory projects to benefit residents of and visitors to the South Kerrier area of Cornwall.

# 2. Background and Context

We have been granted a 30 year lease on the semi-derelict former cemetery chapel in Helston. We want to create a new, permanent, cultural, community facility by turning this disused site into a welcoming space promoting, supporting and developing high-quality and aspirational creative arts and community engagement projects to benefit residents of, and visitors to, the South Kerrier area. Boarded up windows; vandalised, unlocked doors; damp walls; a single electrical socket and; a roling floor, render Helston Old Cemetery Chapel unusable for regular use by public. The following capital work would allow the chapel to be repurposed to ensure local residents and visitors have the opportunity to take part in cultural activity: replacement heritage, sustainable wood windows and doors; replacement recycled/reused flooring; installation of fit-for-purpose electrics; masonry improvements and; improvements to the roof and gutters.

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

The successful tenderer will be expected to provide, fit and decorate replacement windows to the following specification:

**3.1 3 Gothic arched casement windows**

1. 1 large casement with 2 opening sashes and 2 direct glazed sashes as per figure 1
2. 2 small casement windows with 1 opening sash as per figure 1
3. Constructed with Accoya A1 grade
4. Glazed from inside for security
5. 9 degree spray mould on outside of the frame
6. Fitted with marine grade stainless steel ironmongery
7. Fully finished in colour to be advised by the client
8. 4/16/4, low e, toughened, glass configuration
9. Height 3600 mm
10. Width 1890 mm
11. Open inwards



Figure 1

**3.2 8 Gothic arched casement windows**

1. 1 fixed pane above, 1 inward opening sash below as per figure 2
2. Constructed with Accoya A1 grade
3. Glazed from inside for security
4. 9 degree spray mould on outside of the frame
5. Fitted with marine grade stainless steel ironmongery
6. Fully finished in colour to be advised by the client
7. 4/16/4, low e, toughened, glass configuration
8. Height 1380 mm
9. Width 530 mm
10. Open inwards

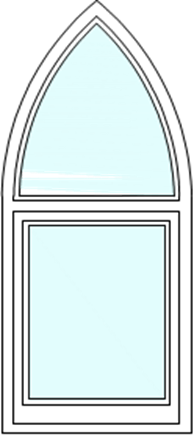


Figure 2

**3.3 2 Gothic arched casement windows**

1. 1 fixed pane above, 1 middle inward opening sash and 1 fixed pane below as per figure 3
2. Constructed with Accoya A1 grade
3. Glazed from inside for security
4. 9 degree spray mould on outside of the frame
5. Fitted with marine grade stainless steel ironmongery
6. Fully finished in colour to be advised by the client
7. 4/16/4, low e, toughened, glass configuration
8. Height 220 mm
9. Width 760 mm
10. Open inwards

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Figure 3

**3.4 General**

1. Site materials sand, cement and fixings
2. Scaffolding and Tower Scaffolding

4**. Budget**

The total maximum budget available for this commission is £45,000 (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 acceptance by the client. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 7 May 2024 |
| Site visit to be arranged with Guy Watson guy@cousinjacks.org | 14 May 2024 |
| Last date for clarifications to queries to be raised | 1700: 15 May 2024 |
| Last date for response to clarifiations to be posted on Contracts Finder | 1700: 16 May 2024 |
| Deadline to return ITT | **29 May 2024** |
| Evaluation of ITT | 30-31 May 2024 |
| Preferred supplier notified | 3 June 204 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 30 days from contract evaluation |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Please provide your proposal and any necessary technical or specification sheets. This should demonstrate how you meet or exceed the requirement in section 3. Please also provide a conflict of interest statement as per section 8.

6.2 Copy of your company’s Terms and Conditions and Payment Plan

**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 Trevow Helston CIC.

**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 Trevow Helston CIC 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 Trevow Helston CIC 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:

[guy@cousinjacks.org](mailto:guy@cousinjacks.org)

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

Responses to clarifications will be anonymised and uploaded by Trevow Helston CIC 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 Trevow Helston CIC 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.

11**. Tender Award**

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

# 12. 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

[guy@cousinjacks.org](mailto:guy@cousinjacks.org)

with the following message clearly noted in the Subject box;

**‘CAP11\_020’**

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

**13.** **Disclaimer**

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

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 Trevow Helston CIC or any information contained in Trevow Helston CIC’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 Trevow Helston CIC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Trevow Helston CIC 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 Trevow Helston CIC liable for any costs or expenses incurred by tenderers during the procurement process.