**Invitation to Tender**

**Ref: Cutting and plotting machine BG114**

# 1. About Penrose Sailmakers Limited

1.1 Penrose Sailmakers Limited was established in 1825 by Mr Penrose to service the many sailing ships that called into Falmouth. Although the traditional packet ships no longer call into Falmouth, Penrose Sailmakers still occupies its place on the quayside and is the last loft to do so. This means that we are able to offer a water-bourne collection service or you can bring your yacht alongside Church Street car park next to the loft.

1.2 Now owned and run by hands-on partners Robbie Tregear and Gavin Watson, our team includes people who are all keen boat users and experienced sailors ranging from Firefly’s to Falmouth working boats to IRC yachts, competing in National and World championships as well as local racing and cruising. This gives us an excellent grasp of what our clients are looking for in the different sails that we produce.

1.3 Apart from experience afloat, our team has in the region of 100 years of combined sailmaking experience. This means that when you contact Penrose Sailmakers you will be speaking to a sailmaker rather than a salesman, who will take a close interest in your project from start to finish ensuring that your expectations are exceeded. We believe it is our experience and attention to detail in all aspects of our work that separates us from the rest.

# 2. Background and Context

2.1 We wish to purchase a cutting and plotting machine to enable the business to reduce wasteage and improve productivity.

2.2 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

3.1 The successful tenderer will be expected to meet or exceed the following requirements:

1. Laser Pointer and Jog Control
2. Air powered Z-axis with micrometer for precise depth cutting
3. Three tool stations made of two interchangeable slots and one dedicated Pen Tool
4. Tooling options of
   1. Drag Knife. To include a minimum of 2 blades for intricate work and a minimum of 2 further blades suitable for other cutting
   2. Pizza Wheel with a maximum dimension of 30mm supplied with a minimum of 5 blades and sacrificial drill boards
   3. Pen Tool. Supplied with a minimum of 1x Fisher space pen black and 1x Staedtler pen black or equivalent
5. Steel/tungsten carbide blades are to be supplied as appropriate for sail textiles.
6. Full Vacuum System with Adjustable Vacuum Zones
7. Vacuum enabled bed to securely hold material during the cutting process.
8. Flexible software options such as CAD, Nesting and Photo Digitising to be combined with Computer Workstation to eliminate wasted floor space.
9. Flatbed Width less than 2m and length no more than 7m.
10. Minimum maximum Cutting Speed - 700mm/second
11. Minimum maximum Move Speed - 800mm/second
12. Cut Accuracy to be at least 0.7mm
13. Repeatability to be at least 0.1mm
14. Max Cutting Depth - 10mm

3.2 Minimum of 12 month warranty

3.3 Delivery to our site

3.4 Commissioning and setting to work

3.5 Confirmation of technical support during working hours (0830-1730) and that an engineer can be on site within 24 hours as required.

4**. Budget**

The total maximum budget available for this commission is £60,000 (exc VAT) but inclusive of all expenses. Please ensure you have included in your costs 3.3 and 3.4.

**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 of the equipment by Precision Sailmakers Limited. The timetable for submission of the Tender, completion of the programme are set out below.

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| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 1 November 2023 |
| Last date for raising queries | 1700: 7 November 2023 |
| Last date for clarifications to queries | 8 November 2023 |
| Deadline to return ITT | **1700: 17 November2023** |
| Evaluation of ITT | 20 November 2023 |
| Award of Contract This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation |  |
| Delivery of the equipment | No later than 22 April 2024 |
| Acceptance of equipment | No later than 29 April 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:

1. A single point of contact for all contact between the tenderer and Penrose Sailmakers 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. Conflict of interest statement

6.2 Proposal and compliancy matrix. Please demonstrate in the compliancy matix how your proposal meets or exceeds the requirements listed in Section 3.

6.3 Budget and delivery timescale (see Sections 4 and 5). If a payment schedule is required please ensure that this is included in your response.

**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 Penrose Sailmakers 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 Penrose Sailmakers 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 Penrose Sailmakers 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:

gavin@penrosesails.co.uk

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

Responses to clarifications will be anonymised and uploaded by Penrose Sailmakers 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 Penrose Sailmakers 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

[gavin@penrosesails.co.uk](mailto:gavin@penrosesails.co.uk)

with the following message clearly noted in the Subject box; ‘Cutting and plotting machine BG114-01’

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

**15.** **Disclaimer**

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

Penrose Sailmakers 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 Penrose Sailmakers Limited liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

1. Compliancy Matrix