**Invitation to Tender**

**Ref: CLUP**

**Old Town Inn Isles of Scilly 16.6KW Solar Panal System**

# 1. About company name

The Old Town Inn is situated in Old Town (Cornish: Treveglos "church town") a village on St Mary's in the Isles of Scilly located southeast of Hugh Town (TR21 0NN). It is thought to be the oldest settlement on the island. It is a popular tourist area and the Five Islands School, as well as the main sports and fitness centre for St Mary's, is located just by Old Town, at the settlement of Carn Gwaval.

# 2. Background and Context

The Isles of Scilly is an ideal place to invest in solar powered energy and the Old Town Inn wishes to reduce its carbon footprint by installing a solar panel system for our roof.

We will assess tenders received on lowest compliant Tender.

# 3. Tender requirements

The successful tenderer will be expected to provide a 16.60 kW PV System:

3.1 40x Eurener 415W All Black Half-Cut Mono solar panel or equivalent

3.2 SolarEdge HomeHub Inverter - 3ph, 10kW inverter or equivalent

3.3 4x SolarEdge Home Battery 48V or equivalent

3.4 Fitted with Fastensol mounting or equivalent

3.5 Installed and connected at our premises, Old Town inn TR21 0NN

4**. Budget**

The total maximum budget available for this commission is £30,000.00 (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 Old Town Inn accepts the installation of the system as functioning. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 18 January 2024 |
| Last date for raising queries | 1700: 26 January 2024 |
| Last date for clarifications to queries | 29 January 2024 |
| Deadline to return ITT | **1700 08 February 2024** |
| Evaluation of ITT | 09 February 2025 |
| Award of Contract  | 12 February 2024 |

# 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 that demonstrates that you can meet the requirements set out in section 3.

6.2 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 Old Town Inn.

**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 Old Town Inn 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 Old Town Inn 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:

gareth@oldtowninn-scilly.co.uk

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

Responses to clarifications will be anonymised and uploaded by Old Town Inn 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 Old Town Inn 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:

 gareth@oldtowninn-scilly.co.uk

with the following message clearly noted in the Subject box; ‘

Old Town Inn Solar Panel System

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

**15.** **Disclaimer**

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

Old Town Inn 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 Old Town Inn liable for any costs or expenses incurred by tenderers during the procurement process.