**Invitation to Tender**

**CORNWALL HOSPICE CARE LIMITED – Insulation Installation**

**Ref: NZ961**

# 1. About Cornwall Hospice Care Limited

Cornwall Hospice Care is a charity that provides 24/7 professional end of life care for the people of Cornwall with a terminal illness and supports their loved ones. We have two specialist ten-bed inpatient units - one at Mount Edgcumbe Hospice in St Austell and one at St Julia’s Hospice in Hayle – which enable us to provide the around-the-clock care that some patients require. We also provide community nursing services for those that are able and wish to remain in their own home.   
  
This is a genuine lifeline for the patients, as is the unlimited support our community nurses provide to the patients’ loved ones at this difficult time. Furthermore, we have developed Neighbourhood Hub Support Clinics, Community Friendship Cafes, Wellbeing Workshops and Bereavement Friendship Support Groups, and we also provide lymphoedema clinics and a 24/7 Advice Line to address all those questions and concerns that patients and their families inevitably have about their condition and care. Finally, in addition to our clinical care services, we provide education programmes for healthcare workers and healthcare providers across Cornwall.  
  
The exceptional care we provide is free-of-charge for our patients, but it ultimately comes at a cost that we have to raise from the amazing Cornwall community via our income generation activities, with a small proportion coming from the NHS.

Our charity plays an important part in our local community, rehoming and recycling many pre-loved items of furniture and clothing and places a high importance on identifying and implementing energy efficiency enhancements within both of our hospice buildings, where our central mission revolves around providing compassionate care for individuals in their end of life journey and out in our local community.

# 2. Background and Context

To install a mineral insulation in the roof spaces of our two hospices along with a to reduce our carbon footprint and significantly reduce our energy bills.

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

*Break the specification down into subsection against which you can decide if a response is compliant* and can be scored.

The successful tenderer will be expected to undertake the following activities:

* 1. **General**
     1. Location 1: Foundry Hill, Hayle TR27 4HW1 and Location 2: Mount Edgcumbe Hospice, Porthpean Rd, Saint Austell PL26 6AB
     2. Location 2 site visit is strongly recommended due to access limitations and the need to remove roof tiling to undertake works. This is be arranged as per Section 5.

**3.2 Specific Requirements**

1. Installation at our premises (3.1.1) to achieve a 270mm insulation level across both Locations. Location 1, 67% of the building is either under-insulated or has no insulation altogether. Location 2, 25% of the ceiling is uninsulated and the remaining 75% has an average of a mere 50mm of mineral insulation installed.
2. All work to include:
3. To install 270mm thickness roof insulation.
4. Structural Assessment and Building Regulations Compliance
5. Structural Assessment Report
6. Scaffolding and safe access system
7. Compound and welfare facilities
8. Mechanical handling of materials
9. Waste Management; waste certificates to be provided as evidence the waste has been disposed of in accordance with any regulatory requirements
10. Supply and installation of insulation
11. Client handover

3.3 **Warranties**

1. Insulation employed as part of the installation should clearly specify the length and type of warranties included

**3.4** Certification of installations to building regulations.

**3.5** Enclosure 1 Mount Edgcumbe Hospice Roof Survey; Enclosure 2 St Julia’s Hospice Roof Specification

4**. Budget**

The total maximum budget available for this commission is £147,000 (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 until the delivery and acceptance of the goods by Cornwall Hospice Care Limited. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 10 June 2024 |
| Site Visit to be arranged with [ohoare@cornwallhospice.co.uk](mailto:ohoare@cornwallhospice.co.uk) | 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: 5 July 2024** |
| Evaluation of ITT | 8-9 July 2024 |
| Preferred supplier notified | 11 July 2024 |
| 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 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and Cornwall Hospice Care 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.
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
   * 1. Professional Indemnity Insurance with a limit of indemnity of not less than two million (£ 2,000,000),
     2. Employers Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000)
     3. Public Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000).
     4. Products Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000).
4. Conflict of interest statement

6.2 Method statement to include the following:

1. Supply, installation and commissioning of the new system/components, following all legal requirements and trade association codes.
2. Confirm terms of guarantee for parts and installation. (Section 3)
3. How waste is going to be responsible and legally compliant.
4. Include structural report to confirm roof load capacity.
5. The CV of the HS responsible person.
6. Gantt chart or equivalent demonstrating the project timescales and any payment plan with associated milestones.

6.3 Previous work examples. Two examples of previous contracts of a similar size. Maximum of one side of A4 (pictures can be supplied separately but must contain no other text than labels; website links will not be viewed).

6.4 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 Cornwall Hospice Care 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 Cornwall Hospice Care 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 Cornwall Hospice Care 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:

[ohoare@cornwallhospice.co.uk](mailto:ohoare@cornwallhospice.co.uk)

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

Responses to clarifications will be anonymised and uploaded by Cornwall Hospice Care 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 Cornwall Hospice Care 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 will be assessed based on 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 Method Statement | 20 |
| 1. Supply, installation and commissioning of the new system/components, following all legal requirements and trade association codes. 2. Confirm terms of guarantee for parts and installation. (Section 3) 3. How waste is going to be responsible and legally compliant. 4. Include structural report to confirm roof load capacity. 5. The CV of the HS responsible person. 6. Gantt chart or equivalent demonstrating the project timescales and any payment plan with associated milestones. |  |
| Ref 6.3 Previous work examples | 20 |
| Two examples of previous contracts of a similar size. Maximum of one side of A4 (pictures can be supplied separately but must contain no other text than labels; website links will not be viewed). |  |
| Ref 6.4 Budget | 60 |
| A **fixed fee** for this work (ex VAT) including travel and other expenses.  The lowest bid will be awarded the full 60 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 = 60 x lowest bid / bid |  |

11**. Tender Award**

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, Cornwall Hospice Care 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.

Cornwall Hospice Care Limited is not bound to accept the lowest price or any tender. Cornwall Hospice Care 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 Company name’s internal procedures and Cornwall Hospice Care Limited being able to proceed.

12**. Tender Award**

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

# 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

[ohoare@cornwallhospice.co.uk](mailto:ohoare@cornwallhospice.co.uk)

with the following message clearly noted in the Subject box;

‘Cornwall Hospice Care Limited – Insulation Installation’

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

**14.** **Disclaimer**

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

Cornwall Hospice Care 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 Cornwall Hospice Care Limited liable for any costs or expenses incurred by tenderers during the procurement process.

**15. Enclosures**

1. Mount Edgcumbe Hospice Roof Survey

2. St Julia’s Hospice Roof Specification