**Invitation to Tender**

**Invitation To Tender** **(ITT) for the supply of a Flow Wrapper**

# 1. About company name

Popti is an independent business based in North Cornwall at Norton Barton Artisan Food Village. The company started in 2006 and Norton Barton farm was granted Food Enterprise Zone status in 2015, one of only 2 such zones in Cornwall and the only artisan village in the UK.

# 2. Background and Context

To sustain and grow the business, Popti Ltd is seeking to purchase a flow wrapper.

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 undertake the following activities:

3.1 Wrap the range of savory busicuits detailed in Enclosure 1

3.2 Currently the weight of packed products range between 40g to 140g

3.3We are also looking to wrap two biscuits for the airline market but these are likely to fall in a range between 15g-200g

3.4 System is to be able to detct when there is not a product and therefore not wrap

3.5 Design to minimise any debfis and be easily accessible to the drive components for maintenance and cleaning.

3.6 All parts in contact with the product are made in stainless steel or plastic materials conforming to current hygiene requirements

3.7 Touch screen or equivalent control system to programme and monitor the system.Graphic visualization. Easy and user-friendly operation, identification of alarms by machine zone, failure correction assistant and help menus on the screen. Customizable operator panel to enable the selecting and rearrange the display with favourite and most frequent shortcuts.

3.8 Feeder system to be programmable to the required bag length

**3.9** Weight of the machine is not to exceed 1000Kg

**3.10** 230/400 V. three phase + neutral 50/60 Hz

**3.11** All electronic system and safety systems to be CE compliant or equivalent

**3.12** Delivery to our premises

**3.13** Installation and Factory Acceptance at our premises

**3.14** Minimum warranty 24 months

4**. Budget**

The total maximum budget available for this commission is £45,000.00 (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 by Popti of the Factory Acceoptance conducted at Popti ltd’s premises (see 3.13). The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 13 September 2023 |
| Last date for raising queries | 1700:21 September 2023 |
| Last date for clarifications to queries | 1700: 22 September 2023 |
| Deadline to return ITT | **1700: 4 October 2023** |
| Evaluation of ITT | 5 October2023 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 90 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 Popti 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 compliancy matrix (Enclosure 2) to include the full costs.

**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 Popti Ltd.

**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 Popti 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 Popti 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:

Richard Harding [hardingrw@aol.com](mailto:hardingrw@aol.com) in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Popti 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 Popti 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 formed from this ITT and any subsequent clarifications and the tender response submitted.

# 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 Richard Harding [hardingrw@aol.com](mailto:hardingrw@aol.com) with the following message clearly noted in the Subject box; ‘ITT for the supply of a Flow Wrapper’

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

**15.** **Disclaimer**

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

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

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

# 16. Enclosures

1. Standard Product Range
2. Compliancy Matrix