**Invitation to Tender**

**EV Estate Car for Pengarth Day Centre Penzance**

**Ref: CLUP10\_024**

# 1. About Penzance and West Penwith Old People’s Welfare Trust

We provide Care 7 days a week to help our older people to live well and age well and to maximise their opportunities and health in later life. The wellbeing and preventative measures that Pengarth implements reduce strain on hospital, GP and emergency service resources. It also supports older people to live at home longer and live well.

A freshly cooked hot meal is provided for clients attending the Hub and we also deliver meals on wheels in our local community.

We also offer transport to and from the Hub which includes a wheelchair accessible vehicle. There’s bathing, hairdressing, chiropody, entertainment twice weekly, exercise classes, cognitive therapy and other activities throughout the week. Our services can reduce loneliness, isolation and promotes mental and physical wellbeing.

By giving respite we provide peace of mind to families who may need to be at work or live away. Day Care can give unpaid carers the support they need to care for their loved ones at home for longer.

We are working with Age UK Cornwall to support and help with discharge from hospital. Supporting older people with Day Care and meal deliveries. This allows some people to be discharged earlier, with the community support.

Our services are available on the following days and times:Monday to Friday 9am to 4.30pm Saturdays and Sundays 9am to 3pm.

# 2. Background and Context

We are looking to purchase a new vehicle to transport older people in West Penwith to our Day Centre. Having vehicles enables us to pick up the most vulnerable and isolated in our communities. Having only one vehicle at present impacts on the amount of people we are able to support each day. We provide transport as it is more cost effective than people using taxi's and public transport is not an option for a majority of the people that attend as most have cognitive or mobility disabilities.

We plan to buy a fully electric SUV, that will reduce our costs and carbon emissions. The key aspect of the SUV is how close to the ground the access to the seating to enable our clients to access the vehicle.

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 EV SUV**

Having researched the EV SUV market we have identified Renault SCENIC E-TECH ESTATE EV87 160kW Techno 87kWh Optimum Charge 5dr Auto as it has a very low Ground clearance of 121 mm which meets the requirements of our clients. We will consider other EV SUVs providing the ground clearance is 121mm of less.

**3.2 Delivery**

To our premises at Morrab Gardens, Penzance, TR18 4DA with registration and taxed.

4**. Budget**

The total maximum budget available for this commission is £35,000 (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 acceptance by the tenderer. 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 | 10 May 2024 |
| Last date for clarifications to queries to be raised | 1700: 20 May 2024 |
| Last date for response to clarifiations to be posted on Contracts Finder | 1700: 21 May 2024 |
| Deadline to return ITT | **1700: 31 May 2024** |
| Evaluation of ITT | 03 June 2024 |
| Award of Contract  | 10 June 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 and **include 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 Penzance and West Penwith Old People’s Welfare Trust.

**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 Penzance and West Penwith Old People’s Welfare Trust 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 Penzance and West Penwith Old People’s Welfare Trust 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:

Office@Pengarth.org.uk

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

Responses to clarifications will be anonymised and uploaded by Penzance and West Penwith Old People’s Welfare Trust 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 Penzance and West Penwith Old People’s Welfare Trust 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

Office@Pengarth.org.uk

 with the following message clearly noted in the Subject box;

**‘Ref: CLUP10\_024’**

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

**13.** **Disclaimer**

The issue of this documentation does not commit Penzance and West Penwith Old People’s Welfare Trust 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 Penzance and West Penwith Old People’s Welfare Trust or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Penzance and West Penwith Old People’s Welfare Trust and any other party (save for a formal award of contract made in writing by Penzance and West Penwith Old People’s Welfare Trust or on behalf of Penzance and West Penwith Old People’s Welfare Trust).

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 Penzance and West Penwith Old People’s Welfare Trust or any information contained in Penzance and West Penwith Old People’s Welfare Trust’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 Penzance and West Penwith Old People’s Welfare Trust for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Penzance and West Penwith Old People’s Welfare Trust 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 Penzance and West Penwith Old People’s Welfare Trust liable for any costs or expenses incurred by tenderers during the procurement process.