**Invitation to Tender**

***CAP5 016***

***Fentenfenna Farm***

***Provision of Kitchen Equipment***

# About Fentenfenna Farm CIC

Fentenfenna Farm, located near Newquay, Cornwall, was established in 2020 to support Cornwall’s rural economy through the provision of space for new entrants into the agri-food sector. The farm has three operating platforms: a rural enterprise hub, a food skills training centre, and a food hub. The goal of the farm is to support micro and small regenerative agri-food enterprises, deliver food skills training, and provide food aid to the community.

The Food Hub’s primary function is to provide food aid to those most in need by salvaging waste food, packing it, and distributing it to community partners. A key part of the Food Hub is salvaging waste apples, and it has developed a Wasted Apple brand to secure long-term sustainable income through the development and sale of products.

# Background and Context

The food hub needs to optimize its current bottling line and secure an automated canning line to process various products from apples and water. The food hub has a range of existing equipment;

* Voran belt press (EBP 350)
* Voran SA200 elevator washer/mill
* Voran GKE 1000 large crate emptier
* Vigo in bottle bath pasteurizer, labeller
* Vigo M2000 ROPP capper
* Gravity 4 head bottle filler
* Vigo VL/1 labeller
* HPC Classic Air compressor 210/50W
* Karcher pressure washer (3-phase)
* Okoflow 3000 pump
* Various fermentation and storage tanks, including variable capacity

We expect to process the following volumes**;** 25 tonnes of apples in Year 1, producing 15-20,000 litres, scaling to 50 tonnes in year 3, producing 35-40,000 litres and bottle/can 30,000 litres of water in Year 1, scaling to 50,000+ in Year 3.

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 for each of the Lots.

# Tender requirements

* 1. **General**

Fentenfenna Farm CIC is seeking a range of new or second hand equipment to enable it to build a new line capable of meeting the following generic requirements:

* + 1. The line should enable the production of flat and carbonated dry, medium, and sweet cider in glass bottles and cans.
		2. The line should enable the production of still, carbonated, and flavoured water in glass bottles and cans.
		3. The line should enable the production of apple juice and blended juices in glass bottles and cans.
		4. The line should be as automated as possible, run by no more than 2 people, ideally just one person, and enable short batch and long batch runs.
		5. The line should be easy to clean down between products and include chilling and carbonation, flash pasteurisation, and automated capping

3.2 Suppliers can bid for single or multiple lots. Each lot will be assessed on the lowest compliant bid. The equipment must be in good working order; Fentenfenna Farm CIC reserves the right to return any equipment if not working optimally. ALL EQUIPMENT OFFERED MUST BE ACCOMPANIED WITH A STATEMENT CONFIRMING THE EQUIPMENT HAS NOT PREVIOUSLY BEEN PURCHASED USING PUBLIC GRANT FUNDING.

3.3 Carbonation

Lot 1 1000ltr carbonisation tank budget £4,000

Lot 2 Glycol chiller budget £1,200

Lot 3 Electric CO2 regulator budget £2,000

* 1. Pasteurisation

Lot 4 2 x 5000ltr fermentation tanks total budget for both is £6,000

3.5 Canning

Lot 5 Canstar 1 Automated Canner maximum budget £18,000 (bids in excess of this will not be considered)

* 1. Labelling

Lot 6 Can labeller with conveyor budget £6,000

* 1. Bottling

Lot 7 Rizzolio automatic compact block maximum budget £24,000 (bids in excess of this will not be considered)

* 1. Fermentation and cleaning

Lot 8 2 x 5000ltr fermentation tanks total budget for both is £6,000

Lot 9 200ltr twin tank CiP budget £4,000;

3.9 Fentenfenna Farm CIC reserves the right not to purchase any or all of the lots.

4**. Budget**

The individual budget available for this commission are per section 3 (exc VAT) but inclusive of all expenses.

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

# Tender and commission timetable

The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 8 April 2024 |
| Last date for raising queries | 1700: 16 April 2024 |
| Last date for clarifications to queries | 17 April 2024 |
| Deadline to return ITT | **1700:29 April 2024** |
| Evaluation of ITT | 30 April 2024 |
| Award of Contract  | This is subject to successfully obtaining grant funding  |

# Tender submission requirements

Please include the following information in your Tender submission.

* 1. Lot number
	2. Description of the equipment, age and condition
	3. Statement as per 3.2
	4. Bid in £s. This should include any delivery charges to Fentenfenna Farm CIC Ruthvoes St Columb Cornwall TR9 6HT

**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 Fentenfenna Farm CIC .

**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 Fentenfenna Farm CIC 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 Fentenfenna Farm CIC 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.

# 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:

luke@fentenfenna.co.uk

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

Responses to clarifications will be anonymised and uploaded by Fentenfenna Farm CIC 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 Fentenfenna Farm CIC 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.

# 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.

# 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

luke@fentenfenna.co.uk

with the following message clearly noted in the Subject box;

‘Lot X Provision of 2nd Hand Kitchen Equipment’

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

# Disclaimer

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

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

Fentenfenna Farm CIC 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 Fentenfenna Farm CIC liable for any costs or expenses incurred by tenderers during the procurement process.