**Invitation to Tender**

**Kitchen Refurbishment**

**Ref: ST0046**

# 1. About Harbour View House Limited

Harbour View House is a beachy boutique hotel with an onsite café and bar

providing guests and customers with excellent service in a friendly and stylish

environment overlooking St Ives.

For hotel guests, we offer a range of individually styled rooms with the majority

overlooking the harbour and bay showcasing the beauty of St Ives. Guests can

choose from a variety of room sizes and options.

The onsite café serves as a cozy and inviting space where guests and visitors can enjoy a variety of fresh local coffee, teas, and a selection of pastries as well as brunch.

In the evening, the bar is a central hub for socializing and relaxation. It features

an extensive menu of cocktails, beers, wines, and non-alcoholic beverages.

Customers can also enjoy a tapas/small plates menu with their drinks.

To deliver its products and services effectively, Harbour View House has

invested in a well-trained and courteous staff dedicated to guest satisfaction.

Online booking systems and a user-friendly website make it easy for guests to

reserve rooms as well as learn more about what we have to offer.

The café and bar staff ensure prompt service with high-quality food and drinks.

A robust and regular cleaning and maintenance schedule keeps the rooms and

public areas pristine and in good working order.

We make effective use of marketing and promotions through social media, local

partnerships, and travel platforms to attract guests and customers. By offering a holistic seaside experience that combines stylish accommodations, delicious dining options, centre-of-town access, and relaxation opportunities,Harbour View House provides guests with memorable stays and fosters a loyal

customer base.

# 2. Background and Context

We would also like to create a new kitchen to cater for the increased dining covers.

 We will assess tenders received on lowest compliant Tender.

# 3. Tender requirements

The successful tenderer is required to deliver the works detailed in the drawing set provided at Enclosure 1.

4**. Budget**

The total maximum budget available for this commission is £45,000 (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 client. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 15 November 2024 |
| Site visit by arrangement with anthony@harbourviewonline.co.uk | 19-22 November 2024 |
| Last date for raising queries | 1700: 24 November 2024 |
| Last date for clarifications to queries | 1700: 25 November 2024 |
| Deadline to return ITT | **1700: 4 December 2024** |
| Evaluation of ITT | 5 December 2024 |
| Award of Contract  | 6 December 2024 |
| Contract start date | 9 December 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.

6.2 Conflict of Interest Statement as per Section 8.

6.3 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 Harbour View House 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 Harbour View House 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 Harbour View House 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:

anthony@harbourviewonline.co.uk

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

Responses to clarifications will be anonymised and uploaded by Harbour View House 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 Harbour View House 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. 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

anthony@harbourviewonline.co.uk

with the following message clearly noted in the Subject box;

‘Tender return for ST0046’

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

**13.** **Disclaimer**

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

Harbour View House 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 Harbour View House Limited liable for any costs or expenses incurred by tenderers during the procurement process.

# 14. Enclosures

1. Drawing Set