**Invitation to Tender**

**Solar Panel and Battery System Cleaner Seas Group Bude Cornwall**

**Ref: SPF NZ Version 2**

1. **About CLEANER SEAS GROUP LIMITED**

Cleaner Seas Group designs and manufactures green technology that removes microplastic pollution from the environment from our base in Bude, North Cornwall. Cleaner Seas Group has manufactured and retrofitted into domestic, commercial and industrial washing machine microplastic filters. The filters capture microplastics down to 1 micron released from clothing and textiles that would otherwise pollute our waterways and seas. The microplastics are

captured within a cartridge that last for 6 months until the consumer changes the cartridge and sends back to Cleaner Seas Group to recycle the microfibres and then put the cartridge back into circulation on the UK market,

**2. Background and Context**

This project is to help Cleaner Seas Group Limited to with its CO2E reduction.

We will assess tenders received on a Most Economically Advantageous Tender

# 3. Tender requirements

Note: An existing array installed on the roof in 2013 is to remain and does not form part of this tender. The solar array being tendered is for the remaining roof space both on the South and north facing sides of the roof.

**We have only just occupied the building and we are not fully operational as yet. However, it is anticipated our annual usage will be 52,635KWh per year**

The successful tenderer will be expected to provide the following:

**3 Solar and EV Charging Points**

1. Location: Roof located at Unit 1 Crimp Business Park Morwenstow Bude EX23 9PB. The roof has a Kingspan roof; specification as per Enclosure 1, 2 and 3
2. Site VisitA site visit and structural assessment is strongly recommended.This is be arranged as per Section 5.
3. Installation at our premises and integration to our electrical supply and batteries.
4. The solar panel system is to stand alone with the batteries; we do not require any electricity generated to go back to the grid.
5. The installation will require the replacement of the existing electrical board.
6. Solar array to be as the space and roof structure will allow but we estimate 50kWp
7. Monitoring to confirm PV generation levels.
8. A bio-directional meter is a requirement.
9. AC & DC isolators (as required), cabling (as required), switchgear and all other required Ancillary Electrical Items, Electrical Containment
10. Mounting to suit Kingspan as per Enclosure 1, 2 and 3.
11. All work to include:
12. To design PV system including the PV modules and three phase inverters.
13. Structural Assessment and Building Regulations Compliance
14. Optimisers as required
15. Energy and financial analysis as can be undertaken on the annual figure provide
16. System design
17. Scaffolding and safe access system
18. Compound and welfare facilities
19. Waste Management; waste certificates to be provided as evidence the waste has been disposed of in accordance with any regulatory requirements
20. Supply, installation and commissioning of solar PV system
21. On site client training, instruction and handover

**District Network Operator Consent may be required at a later date should the system be connected to the grid.**

3.3 **Warranties**

1. PV units minimum 10 year product workmanship and 25 year power performance
2. Mounting to have 10 year warranty
3. Inverters with minimum 10 year warranty
4. Optimizers with minimum of 25 year warranty
5. Workmanship minimum warranty of 5 years
6. Other equipment employed as part of the installation should clearly specify the length and type of warranties included
7. Confirmation the work undertaken has not affected the Kingspan guarantee. If not using the Kingspan recommended installation then written agreement from Kingspan should be sought that the supplier’s solution will not invalidate the roof guarantee.

**3.4** EV Charges. 2 x 22kW EV chargers

**3.5 Batteries**

3.5.1 Tesla Powerwall/Alpha Smiles/Moixa Smart/Emphase Enchange/ batteries storage to be supplied as required by the overall solar array.

4**. Budget**

The total maximum budget available for this commission is £90,000.00 (ex 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 CLEANER SEAS GROUP LIMITED authorised representative. The timetable for submission of the Tender, completion of the programme is set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 17 January 2025 |
| **Site Visit to be arranged with** [**projectmanagement@cleanerseasgroup.com**](mailto:projectmanagement@cleanerseasgroup.com) **0n Wednesday 29 January 2025** | **29 January 2025** |
| **Last date for raising queries** | **1200: 30 January 2025** |
| **Last date for clarifications to queries** | **1700: 30 January 2025** |
| **Deadline to return ITT** | **1700: 7 February 2025** |
| **Evaluation of ITT** | **10 February 2025** |
| **Preferred supplier notified** | **11 February 2025** |
| **Award of Contract** | **11 February 2025** |
| **Installation Start** | **18 February 2025** |
| **Installation complete** | **07 March 2025** |

# 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 CLEANER SEAS GROUP 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
5. Evidence that you are a registered member of **either** MCS and RECC.

6.2 Method statement to include the following:

1. To design PV system including the PV modules and three phase inverters.
2. Structural Assessment and Building Regulations Compliance
3. Energy and financial analysis
4. District Network Operator Consent if required.
5. Mechanical handling of materials
6. Waste Management; waste certificates to be provided as evidence the waste has been disposed of in accordance with any regulatory requirements
7. Supply, installation and commissioning of solar PV system
8. On site client training, instruction and handover
9. The CV of the HS responsible person
10. 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 CLEANER SEAS GROUP 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 CLEANER SEAS GROUP 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 CLEANER SEAS GROUP 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:

[procurement@cleanerseasgroup.com](mailto:julian@wharveyandsons.co.uk)

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

Responses to clarifications will be anonymised and uploaded by CLEANER SEAS GROUP 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 CLEANER SEAS GROUP 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 1

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 |
|  |  |
| Ref 6.3 Previous work examples | 20 |
|  |  |
| 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**. Assessment of the Tender**

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, CLEANER SEAS GROUP 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.

CLEANER SEAS GROUP LIMITED is not bound to accept the lowest price or any tender.

CLEANER SEAS GROUP 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 CLEANER SEAS GROUP LIMITED’s internal procedures and CLEANER SEAS GROUP 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:

[procurement@cleanerseasgroup.com](mailto:julian@wharveyandsons.co.uk)

with the following message clearly noted in the Subject box;

‘CLEANER SEAS GROUP LIMITED – Solar Panel and Storage Batteries’

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

# 14. Disclaimer

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

CLEANER SEAS GROUP 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 CLEANER SEAS GROUP LIMITED liable for any costs or expenses incurred by tenderers during the procurement process.

Enclosure:

1. Kingspan-quadcore-ks1000rw-roof-panel-data-sheet

2. Kingspan Energy Solar Best Practice Guide V2 082019 2019-09-02 15\_27\_59

3. kingspan-powerail-rw-install-guide-en-gb-ie