**Invitation to Tender**

**St Neot Community Shop and Cafe**

**Ref:COM004**

# About St Neot Parish Council

St Neot Parish Council provides services, both statutory and discretionary, for the parishioners of St Neot parish, Cornwall. It manages many open spaces within the parish including a 110 acre common, the playing field (including the pavilion) and community garden and the community orchard. It also manages buildings including Cott Yard which consists of the temporary community shop, office spaces and community archive.

# Background and Context

St Neot Parish Council wishes to extend its existing wooden pavilion to provide additional accommodation for a shop and community kitchen. During this construction the pavilion is to be refurbished to allow it to accommodate a café. This riverside setting will become a community hub with enhanced use by the Scouts, the Youth Club and other organisations in the parish.

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 a Most Economically Advantageous Tender.

**3. Tender requirements**

The successful tenderer will be expected to undertake the following activities:

**3.1 Design Specifications and Schedule of Works**

1. Enclosure 1. St Neot Community shop design and SOW

**3.2 Drawing set**

1. Enclosure 2. Proposed plans rev I
2. Enclosure 3. Section A-A rev A

**3.4 Pricing Document**

3.4.1 Enclosure 1 completed

**3.5 Form of Tender**

3.5.1 Enclosure 4 Form of Tender

**3.6** **Environment and Sustainability**. The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as (see also Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 Enclosure 5):

1. Attitude to collaborative problem solving within a defined team structure
2. Anticipate and note the likely challenges and how they would be accommodated
3. How you will reduce energy and fuel consumption in the provision of the contract
4. How you will re-use resources
5. How you will increase recycling levels and reduce the amount of waste
6. How you will use environmentally friendly and ethically sourced goods
7. How you will contribute to reducing the carbon footprint
8. How you will contribute to pollution reduction

**3.7** Shared Prosperity Fund Branding and Publicity Guidance <https://ciosgoodgrowth.com/wp-content/uploads/2024/02/UK-SPF-_-Branding-and-Publicity-V12.pdf>

The supplier’s attention is drawn to:

*Plaques and Billboards All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*. ‘This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.’*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

Company name will provide the Plaque and Billboard but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

4**. Budget**

The total maximum budget available for this commission is £130,000 (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 in accordance with the JCT Minor Works form of contract but must complete no later than 30 November 2024. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 14 May 2024 |
| Site Visit. Please arrange by email:stneotpc@hotmail.co.uk | 21 May 2024 |
| Last date for raising queries | 1700: 29 May 2024 |
| Last date for clarifications to queries | 1700: 30 May 2024 |
| Deadline to return ITT | **1700: 18 June 2024** |
| Evaluation of ITT | 19-20 June 2024 |
| Award of Contract | 21 June 2024 |
| Work commence | 14 August 2024 |
| Work complete | 31 October 2024 |

**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 Company name 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. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Professional Indemnity Insurance with a limit of indemnity of not less than Five million (£5,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
7. Conflict of interest statement
8. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see Section 3)
9. Completed SOW (see Section 3)
10. Completed Form of Tender (see Section 3)

6.2 Environment and Sustainability. The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as (see also Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 Enclosure 10):

1. Attitude to collaborative problem solving within a defined team structure.
2. Anticipate and note the likely challenges and how they would be accommodated
3. How you will reduce energy and fuel consumption in the provision of the contract
4. How you will re-use resources
5. How you will increase recycling levels and reduce the amount of waste
6. How you will use environmentally friendly and ethically sourced goods
7. How you will contribute to reducing the carbon footprint
8. How you will contribute to pollution reduction

6.3 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed.

6.4 Project Method Statement. This should include:

a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).

b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.

c. Details of any design proposals

d. Monthly valuation forecast

6.5 Budget including total amount (£) to be spent through contract with local micro, small and medium enterprises (MSMEs) Local is defined as any SME with a Cornwall and the Isles of Scilly Postcode

**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 St. Neot Parish Council.

**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 St. Neot Parish Council 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 St. Neot Parish Council 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:

[deacs59@icloud.com](mailto:deacs59@icloud.com)

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

Responses to clarifications will be anonymised and uploaded by St. Neot Parish Council 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 St. Neot Parish Council 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. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of 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 Environment and Sustainability. | 10 |
| The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as:    a. Attitude to collaborative problem solving within a defined team structure  b. Anticipate and note the likely challenges and how they would be accommodated  c. How you will reduce energy and fuel consumption in the provision of the contract  d. How you will re-use resources  e. How you will increase recycling levels and reduce the amount of waste  f. How you will use environmentally friendly and ethically sourced goods  g. How you will contribute to reducing the carbon footprint  h. How you will contribute to pollution reduction |  |
| Ref 6.3 Previous examples | 10 |
| Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed. |  |
| Ref 6.4 Project Method Statement | 20 |
| Project Method Statement. This should include:  a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).  b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.  c. Details of any design proposals |  |
| Ref 6.5 Budget including Social Value | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 55 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 = 55 x lowest bid / bid  Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs) Local is defined as any SME with a Cornwall and the Isles of Scilly Postcode. This is to be detailed in your response. Marks awarded = 5 x Contract Value to be spent in Cornwall/Total Contract Value |  |

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, St. Neot Parish Council 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.

St. Neot Parish Council is not bound to accept the lowest price or any tender. St. Neot Parish Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with St. Neot Parish Council’s internal procedures and St. Neot Parish Council being able to proceed.

12**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with JCT Minor Works form of contract.

# 13. Tender returns

Tenders are to be returned by email to:

[stneotpc@hotmail.co.uk](mailto:stneotpc@hotmail.co.uk)

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 contact email with the following message clearly noted in the Subject box; ‘title of tender and the reference’

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

# 14. Disclaimer

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

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 St. Neot Parish Council or any information contained in St. Neot Parish Council’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 St. Neot Parish Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

St. Neot Parish Council 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 St. Neot Parish Council liable for any costs or expenses incurred by tenderers during the procurement process.

# 15. Enclosures

1. St Neot Community shop design and SOW
2. Proposed plans rev I
3. Section A-A rev A
4. Form of Tender
5. SPF Construction Project Guidance for Contractors V3.1