**Invitation to Tender**

**3 Tier Racking**

**Ref: BG2224**

# 1. About Swift Catering Supplies Ltd

Swift Catering Supplies Limited is Cornwall’s premier supplier of janitorial and catering products. We have a simple philosophy.

“Quality products at competitive prices and most importantly,

a first class service to ALL of our customers.”

If you are buying your products from different suppliers, Swift Catering Supplies can help you streamline your business by becoming your one-stop-shop. We can save you time and money, and we’re confident that we can beat or match your current prices from other suppliers.

As part of the Jangro Group we have thousands of catering and cleaning products to choose from, and at some great prices! Our website is updated daily with new products and information, so be sure to revisit.

Swift Catering Supplies was established in May 2003 by the owner Tresco Richards. Since then our client base and number of dedicated staff has grown incredibly. Swift Catering Supplies really is the best place in Cornwall for companies to get their janitorial and catering supplies

# 2. Background and Context

The business has been running for over 20 years and we currently employ 17 people and are growing rapidly. We have reached a point where we have outgrown our current unit and would like to develop the one we have recently bought. We wish to fit out the new unit so collecting deliveries and dropping off is a smooth process. As part of this development we wish to purchase some 3 tier racking.

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

The successful tenderer will be expected to de;iver and construct the following racking at our new premises at Formal Business Park, Trewithian, Camborne:

1. Ground Floor
2. 32 No bays, each bay being 2720 mm wide x 1100 mm deep x 3200mm high. Each bay will be complete with 1 shelf levels with a UDL of 1000Kg.
3. First Floor

3.2.1 22 No bays, each bay being 2720 mm wide x 1100 mm deep x 2300mm high. Each bay will be complete with 3 shelf levels with a UDL of 1000Kg.

1. Second Floor

3.3.1 24 No bays, each bay being 2720 mm wide x 1100 mm deep x 1956mm high. Each bay will be complete with 3 shelf levels with a UDL of 1000Kg.

3.4 General

1. 2no. Safety Pallet Gates are included to load/offload the structure
2. A nominal height of 3260, 5603 mm raised (Pedestrian Only) walkways will give access to the picking faces of the racks with an aisle width of 2000 mm.
3. The raised walkways to be of ribbed/perforated steel decking panels supported by decking support beams, which areto be connected to the rack uprights.
4. Access to the raised areas is to be via 2 integrated single flight staircases of industrial quality.
5. All exposed edges of the raised floors to be protected by hand, knee and kick rails.
6. The rear of the two outer most runs of racking will be clad with mesh on first and second floor only.
7. Loadings
8. Each bay to have a total useable load capacity of at least 13,000 Kg
9. Walkways will have a uniformly distributed load capacity of a minimum of 500 Kgs per m2
10. Scissor lift to be included
11. Drawings, design and specification inc compliance/CE marking where applicable
12. RAMS, Project Manager and Completion Certificate
13. Supplier to be Joint Supply Chain Accreditation Register (JOSCAR) and Amas Worksafe registered.
14. To be delivered and installed at our premises.

4**. Budget**

The total maximum budget available for this commission is £90,000.00 (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 | 12 December 2024 |
| Last date for raising queries | 1700: 19 December 2024 |
| Last date for clarifications to queries | 1700: 20 December 2024 |
| Deadline to return ITT | **1700: 5 January 2025** |
| Evaluation of ITT | 6 January 2025 |
| Award of Contract  | 7 January 2024 |
| Delivered and installed no later than | 31 January 2025 |

# 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 Provide a Conflict of Interest conflict 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 Swift Catering Supplies Ltd.

**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 Swift Catering Supplies Ltd 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 Swift Catering Supplies Ltd 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:

andrew@swiftcateringsupplies.co.uk

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

Responses to clarifications will be anonymised and uploaded by Swift Catering Supplies Ltd 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 Swift Catering Supplies Ltd 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

andrew@swiftcateringsupplies.co.uk

with the following message clearly noted in the Subject box;

‘Ref: BG2224 response’

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

**13.** **Disclaimer**

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

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 Swift Catering Supplies Ltd or any information contained in Swift Catering Supplies Ltd’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 Swift Catering Supplies Ltd for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Swift Catering Supplies Ltd 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 Swift Catering Supplies Ltd liable for any costs or expenses incurred by tenderers during the procurement process.