**Invitation to Tender**

**Provision and Installation of New AV Systems**

**Ref: BG182 01**

# 1. About Venton Limited

Venton Conference Centre is a purpose built event space, with some of the best technology, catering and located in the heart of Cornwall, just off the A30 - meaning we can offer the whole package.

# 2. Background and Context

The project is needed to support the continued growth of the business and to deliver additional space for clients both as formal conference space for events and informal communal work space clients can utilise before and after their event.

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 undertake the following activities:

**3.1 Room 1 – Multifunctional Space**

1. Large wall mounted 86” commercial display
2. Logitech PTZ camera
3. Wolfvision Cynap Pure for wireless presentation
4. Reduction of speaker quantity to 3 pairs which will provide adequate coverage
5. Addition of a HDMI wall connection plate (for scenarios where cabled connectivity is required, but tables are not)
6. Addition of a second floor box connection point (to accommodate different table configurations)
7. Table box input with retractable cabling to provide HDMI for presentation only, and USB-C for presentation and conferencing (using the room audio and PTZ camera)
8. Change of wall controller to Extron to match the existing meeting room but also provide the additional wall plate/ floor box selection
9. Change of audio DSP and ceiling microphone to Shure from BiAmp
10. Change of audio amplifier and speakers to Extron (which matches what is installed in the current reception area) from BiAmp

**3.2 Room 2 – Boardroom Style**

1. Large wall mounted 75” commercial display
2. Logitech PTZ camera
3. Wolfvision Cynap Pure for wireless presentation
4. Increase of speaker quantity to 2 pairs to provide more even coverage for the room
5. Table box input with retractable cabling to provide HDMI for presentation only, and USB-C for presentation and conferencing (using the room audio and PTZ camera)
6. Change of wall controller to Extron to match the existing meeting room but also provide the additional wall plate/ floorbox selection
7. Change of audio DSP and ceiling microphone to Shure from BiAmp
8. Change of audio amplifier and speakers to Extron (which matches what is installed in the current reception area) from BiAmp

**3.3 Audio Distribution**

1. A more powerful amplifier to replace the existing Extron MPA152 Plus which is installed behind the reception display. The amplifier will provide connectivity for the existing low impedance speakers as well as 100v for the proposed expansion speakers
2. Extron 100v ceiling speakers for the new lobby area

**3.4 Signage**

1. Wall mounted LG 65” commercial display with associated Supersign license

**3.5 Installation and Commissioning**

3.5.1 As per Enclosure 1

**3.6 Pricing Document**

 3.6.1 As per Enclosure 1

4**. Budget**

The total maximum budget available for this commission is £55,000 (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 Venton Limited. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 5 June 2024 |
| Last date for raising queries | 1700: 17 June 2024 |
| Last date for clarifications to queries | 1700: 18 June 2024 |
| Deadline to return ITT | **1700 28 June 2024** |
| Evaluation of ITT | 1 July 2024 |
| Award of Contract  | This is subject to successfully obtaining grant funding and will normally be no later than 30 days from contract evaluation |

# 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. Please ensuret that you include a Conflict Of interest Statement as per Section 8.

6.2 Complete the Pricing Document enclosure 1.

**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 Venton 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 Venton 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 Venton 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:

 Georgie@VentonLtd.co.uk

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

Responses to clarifications will be anonymised and uploaded by Venton 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 Venton 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

Georgie@VentonLtd.co.uk

with the following message clearly noted in the Subject box;

‘Provision and Installation of New AV Systems -BG182’

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

**13.** **Disclaimer**

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

Venton 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 Venton Limited liable for any costs or expenses incurred by tenderers during the procurement process.

# 14. Enclosures

1. Pricing Document