

## Invitation to Tender

### Construction of Mezzanine

Ref: BIGTP139(3)

## 1 Background

Tom Raffield are a Lighting and Furniture manufacturer in Falmouth, Cornwall, specialising in steam bent wooden products. With consistent recent growth we have recently moved premises and are looking to increase our production area with a mezzanine structure.

This commission is to supply and install a small mezzanine structure on one of our units and provide building services to create working spaces.

The build must be completed and invoiced by 18<sup>th</sup> March 2022.

The commissioning of this work is part of a grant funded application process and therefore procurement will be subject to grant approval of the project as a whole. We will compare tenders received on a compliance basis only.

## 2 Project Specification: F2 Mezzanine and working space build brief

### 2.1 Install Mezzanine above kitchen to drying room

- Construct a 7x11m mezzanine to go above a kitchen structure in unit F2 with steps down to ground floor. As part of build the ceiling in the kitchen structure will need replacing with suitable fireproof material to meet building regs that allow mezzanine to be used as working space.

### 2.2 Build working space on above mezzanine in F2

- Construct a 7x10x3m stud frame cage to mezzanine structure with plaster board surround. Plaster board and tape seams to on to one 10x3m walls.
- Supply 6 x double 13amp plug sockets. Basic strip working light.

### 2.3 Fire proof ceiling to machine room

- Install fire proof ceiling to 12x6m machine room as part of meeting building regs for workshop use above.
- Lighting to newly installed ceiling

### 2.4 Structural engineering and building regs

- Provide structural engineers report on existing machine room as part of obtaining building regs for workshop use above
- Obtain building reg approval on use of new structure and existing machine room workshop

### 2.5 Fire and intruder alarm

- Fire alarm to connect both units
- Intruder alarm to both units

### 3 ITT Timetable

The anticipated timetable for submission of the tender and commission milestones are set out below:

Activity	Date
Date ITT available on Contracts Finder	5 November 2021
Site visit – please contact Chris Pritchard to arrange	11 <sup>th</sup> November 2021
Last date for raising queries	13 <sup>th</sup> November 2021
Last date for clarifications to queries	15 <sup>th</sup> November 2021
Deadline to return ITT	19 <sup>th</sup> November 2021
Evaluation of ITT	22 <sup>nd</sup> November 2021
Award of Contract	This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation

### 4 Conflicts of Interest

Please provide a statement with regards to a conflict of interest for this procurement through the provision of either:-

A Declaration that to your knowledge there is no conflict of interest between your company and TOM RAFFIELD Ltd 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 their impartiality and independence in the contexts of this procurement procedure.

Or

A Declaration that there is a likely conflict of interest between your company and TOM RAFFIELD Ltd 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 their impartiality and independence in the contexts of this procurement procedure, please provide details of this connection.

This will permit TOM RAFFIELD Ltd to take, in the event of a conflict of interest, appropriate steps to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

### Exclusion

TOM RAFFIELD Ltd shall exclude applicants from participation in this procurement procedure where they have established or are otherwise aware that the applicant, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicants company, has been the subject of a conviction by final judgment of one of the following reasons:

- Participation in a criminal organisation

- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

## **5 Consortium or sub-contracting**

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant (greater than 25%) role in the delivery of the services under any ensuing Contract.

## **6 Tender Application Requirements**

Please provide paper copies of your application which should include:

- 6.1 Confirmation that you the supplier are able to meet the requirements outlined in the brief above.
- 6.2 A dated response which includes our company's full postal address and included the Reference: BIGTP139(3)
- 6.3 Details of who to contact in your company in relation to this tender
- 6.4 Company registration Number and VAT number (if appropriate)
- 6.5 Your response to section 2 and completed Compliancy Matrix (Annex 1)
- 6.6 Lead in and build times
- 6.7 Warranty period
- 6.8 Payment schedule
- 6.9 Length of time your quote is valid (ideally 90 days)
- 6.10 Conflict of interest statement (as detailed in Section 4)
- 6.11 Price to include all materials, equipment and labour

## **7 Tender Scoring Criteria**

The tender will be scored only on their compliance to the specification set out in section 2 and awarded to the lowest compliant tender.

## **8 Tender Returns**

Tenders may be returned by email.

Tenders are to be returned by:

Latest date to be returned: 19<sup>th</sup> November 2021

Latest time to be returned: 1700 pm

Tenders should be sent electronically to [chris@tomraffield.com](mailto:chris@tomraffield.com)

with the following message **clearly noted in the Subject box:**

**Mezzanine ref BIGTP139(3)**

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting by post or in person, the Tender must be enclosed in a sealed envelope, only marked as follows:-

**Tender - Strictly Confidential – Mezzanine ref BIGTP139(3)**

Addressed to:

Chris Pritchard  
Tom Raffield Ltd  
F3 Church View Business Park  
Bickland Water Rd  
Falmouth  
TR11 4FZ

The envelope should not give any indication to the Tenderer's identity. Marking by the carrier will not disqualify the tender.

If delivery **by hand** please obtain an official receipt at point of delivery.

## **9 Clarification**

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries will be answered. Any clarification queries arising from the Tender Documents which may have a bearing on the offer should be raised as soon as possible in writing. The deadline for clarification questions is as per the timetable in Section 3. All queries should be emailed to:-

Name: Chris Pritchard

E-mail: [chris@tomraffield.com](mailto:chris@tomraffield.com)

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 us unless such representation is in writing and duly signed by Chris Pritchard of TOM RAFFIELD Ltd. All such correspondence shall be returned with the Tender Documents and shall form part of the Contract.

Tenderers must provide a single point of contact in their organisation for all contact between the Tenderer and TOM RAFFIELD Ltd.

Responses to any queries will be shared through Supplier Registration Service website.

## **10 Disclaimer**

The issue of this documentation does not commit TOM RAFFIELD Ltd to award any contract pursuant to the bid process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between TOM RAFFIELD Ltd or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between TOM RAFFIELD Ltd and any other party (save for a formal award of contract made in writing by or on behalf of TOM RAFFIELD Ltd).

Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to bidders by TOM RAFFIELD Ltd or any information contained in TOM RAFFIELD Ltd's publications are supplied only for general guidance in the preparation of the tender response. Bidders must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by TOM RAFFIELD Ltd for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.

Bidders shall be responsible for their own costs and expenses in connection with or arising out of their response. TOM RAFFIELD 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 TOM RAFFIELD Ltd liable for any costs or expenses incurred by bidders during the procurement process.

Annex 1:

### **1. Compliancy Matrix**