

Invitation to Tender

Chocolate Bar Wrapping Machine

Ref: GGH BUS

1. About Parker Confectionery Limited

Josh's Chocolate is the trading name of Parker Confectionery Limited, a family run business that started in 2019 by Josh and his wife Alexa. Josh's affinity for Cornwall was something they wanted to weave into the chocolate they make. For this, they turned to the very talented St Ives based illustrator, Joanne Barry, tasking her with producing a suite of gorgeous illustrations depicting the idyllic outdoor/Cornish lifestyle of which they are so fond. The results were beautiful and have been used as the packaging for Jos's Chocolate range of chocolate bars.

Josh's Chocolate now offers a range of dark and milk chocolate bars, over eight of which are flavoured with thoughtfully considered inclusions, gigantic chocolate buttons, creamy hot chocolate spoons and egg-squisite Easter eggs. Premium chocolate, capturing cherished moments, handmade here in Cornwall.

The current factory is based in four repurposed shipping containers based alongside Josh's childhood home, Callestick Farm. We have a dedicated, close-knit team making and packing in our 'melt and mould' operation, combining with additional flavour essences, caramel, fruit, nuts, and ginger inclusions. The range consists of eight 100g bars, the famous gigantic chocolate buttons and hot chocolate stirring spoons.

2. Background and Context

We are looking for a specialist artisan chocolate bar wrapping machine.

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 meet or exceed the following requirements:

- 3.1 Machine capacity to wrap minimum of 20 bars / minute.
- 3.2 Basic machine must have ability, with further change parts, to wrap chocolate bars with a minimum size of 30mm and a maximum of at least 200mm in length (longest edge).
 - a. The machine must be able to cope with changes to the height (thickness) of bar without the need for further change parts.
- 3.3 Must be able to pack bars with inclusions with sizes between 2-10mm such as dried fruit, nuts (whole and broken), hard and soft caramels as well as biscuit.
 - a. The machine and all change parts must be able to cope with irregular and uneven surfaces on the bottom of the bar (open side of mould).

- 3.4 Quick and simple transition between size change parts and can be conducted within 15 minutes by operate with minimal technical / engineering experience.
- 3.5 Chocolate bars to be fed from conveyor in single layer, wrapped with inner and outer in single stage process. Application of hot glue and able to accommodate size change parts allowing bars of the following sizes;
 - a. Length: 30-200 mm
 - b. Width: 25-100 mm
 - c. Height: 5-25 mm
 - d. Moulded tolerances +/-0.5mm
- 3.6 Application of hot glue with fully integrated controls on main control panel.
- 3.7 Must be able to wrap using both premium and sustainable packaging materials.
- 3.8 Tablet with two layers of packaging material
 - a. 1st layer: Aluminium or any other material with a fat block and good folding capacities
 - b. 2nd layer: Paper with brand name and other info.
 - c. Banderol or full envelope fold
- 3.9 Packaging materials:
 - Inner layer: From bobbin
 - a. Max. outer diameter: 250 mm
 - b. Core diameter: 76 mm
 - c. Min. width: 80 mm
 - d. Max. width: 300 mm
 - e. Alu foil: 12-15 micron
 - f. Alu/paper laminate
 - Outer layer:
 - g. Pre-cut labels from stack.
 - h. Paper 70-100 gr/m²
- 3.10 Manual and all supporting documentation to be written in English.
- 3.11 Support engineers able to converse and explain all necessary information in English.
- 3.12 Full electrical wiring diagrams in English to comply with a minimum of EN60204.
- 3.13 Colour touchscreen for programming.
- 3.14 Automatic start / stop / reset and emergency buttons
- 3.15 Shipment to our premises in Truro, Cornwall.
- 3.16 Factory Acceptance Test and commissioning including operator training at our premise.
- 3.17 Must be compliant with Machine Directive 2006/42/EC or equivalent UK standards.

4. Budget

The total maximum budget available for this commission is £130,000 (exc VAT and any taxes) 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 the successful Factory Acceptance Test. The timetable for submission of the Tender, completion of the programme are set out below.

Milestone	Date
Date ITT available on Contracts Finder	18 October 2023
Last date for raising queries	1700:25 October 2023
Last date for clarifications to queries	26 October 2023
Deadline to return ITT	1700: 8 November 2023
Evaluation of ITT	9 November 2023
Preferred Supplier notified	11 November 2023
Award of Contract	This is subject to successfully obtaining grant funding and will normally be no later than 60 days from contract evaluation
Equipment delivery	20 weeks from award of contract.

6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

- a. A single point of contact for all contact between the tenderer and Parker Confectionery Limited during the tender selection process, and for further correspondence.

- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
- c. Conflict of interest statement

6.2 Proposal and compliancy matrix Enclosure 1

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 Parker Confectionery 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 Parker Confectionery 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 Parker Confectionery 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:

josh@parkerconfectionery.co.uk

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

Responses to clarifications will be anonymised and uploaded by Parker Confectionery 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 Parker Confectionery 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.

13. Tender Award

Any contract awarded as a result of this tender process will be in accordance with this ITT and the tenderer's response.

14. 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 Josh Parker:

josh@parkerconfectionery.co.uk

with the following message clearly noted in the Subject box:

'Chocolate Bar Wrapping Machine Ref: GGH BUS'

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

15. Disclaimer

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

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

16. Enclosures

1. Compliancy Matrix