**Invitation to Tender**

**Electric Van for Cornish Camels**

**Ref:****NZ2311**

# 1. About Cornish Camels

Set on the breathtakingly beautiful Lizard Peninsula, Cornish Camels offers a magical location for civil weddings, naming ceremonies and special events. The magnificent 250 acre 16th century Rosuick Organic Farm is home to three licensed venues: The Corn Chamber; The Wagon House and The Camel Centre, providing facilities for up to 200 guests indoors and unlimited guests outdoors.

We have been planning and hosting bespoke civil wedding ceremonies since 2009, and offer a range of wedding packages starting with simple ceremonies all the way up to our “Just Bring the Dress” package.

# 2. Background and Context

As part of our plans to reduce our carbon emissions, we are looking to purchase an electric van.

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 Tenderd item does not have to meet the exact specification as some options may not be available as a stock item.

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

1. Supply Volkswagon ID Buzz Cargo 210Kwh Commerce Plus Auto 5 doors 3 seat option
2. 4L6 – Auto Dimming Rear View Mirror

3.3 Metallic paint

1. Towbar
2. Ceramic vehicle coating
3. Delivery to Rosuick farm TR12 6DZ
4. Registration fee
5. Servicing and warranty over 3 years including; 3 Inspection service, 1 x MOT, 3 x Brake fluid change, 3 x Pollen Filter change, courtesy car provided when servicing.

4**. Budget**

The total maximum budget available for this commission is £42,000 (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 delivery and acceptance by Cornish Camels. The timetable for submission of the Tender, completion of the programme are set out below.

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| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 20 December 2024 |
| Last date for clarifications to queries to be raised | 1700: 5 January 2025 |
| Last date for response to clarifiations to be posted on Contracts Finder | 1700: 6 January 2025 |
| Deadline to return ITT | **1700: 15 January 2025** |
| Evaluation of ITT | 16 January 2025 |
| Award of Contract | 17 January 2025 |
| Delivery | 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 Please provide a conflict of interest statement as per section 8.

6.3 Copy of your company’s Terms and Conditions and Payment Plan

**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 Cornish Camels.

**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 Cornish Camels 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 Cornish Camels 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:

[jan@cornishcamels.com](mailto:jan@cornishcamels.com)

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

Responses to clarifications will be anonymised and uploaded by Cornish Camels 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 Cornish Camels 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

[jan@cornishcamels.com](mailto:jan@cornishcamels.com)

with the following message clearly noted in the Subject box;

‘Response to NZ2311’

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

**13.** **Disclaimer**

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

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 Cornish Camels or any information contained in Cornish Camels’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 Cornish Camels for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Cornish Camels 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 Cornish Camels liable for any costs or expenses incurred by tenderers during the procurement process.