**Invitation to Tender**

**Nearly New Refrigerated Electric Van**

**Celtic Fish and Game Limited St Ives Cornwall**

**Ref:ST100**

# 1. About Celtic Fish and Game Limited Limited

Established in 1985, we are a family run business based in St.Ives Cornwall, supplying the finest and freshest ingredients to everyone across the UK. Dad Geoff, mum Sylvia, daughters Emma, Naomi and Hannah and niece Zoe all play vital roles in the day to day running of Celtic Fish and Game. Geoff, a fisherman with over forty years experience in the catching sector brings a wealth of knowledge about all aspects of the fishing industry.​

Celtic Fish and Game began sourcing fresh fish from local markets (Newlyn, Plymouth, Looe and Mevagissey) and boats and wild seasonal game from local estates. In its early days the product range spanned a single A4 page listing 35 local species of fish and whichever game was in season at the time. Today we stock over 1300 products.

We deliver fresh produce daily Nationwide. In Cornwall we use our own fleet of

vans to complete all deliveries. Those further afield we outsource to DPD.

# 2. Background and Context

We are looking to procure a nearly new refrigerated van as the company moves towards it goal of reducing our carbon equivalent emissions.

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 deliver the following vehicle:

1. Registration no earlier than June 2022
2. Mileage no more than 6000miles
3. Top speed minimum 70mph
4. Wheelbase minimum 2900mm
5. Minimum Battery Capacity 50kWh
6. Pay load minimum 940kg
7. Cargo volume minimum of 4.5m3
8. WLTP minimum 210miles
9. WLTP Combined range Minimum 150miles
10. Fridge conversion
11. Delivery to Cornwall

4**. Budget**

The total maximum budget available for this commission is £41,000 (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 the delivery of the vehicle to our premises. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 7 May 2024 |
| Last date for raising queries | 1700: 15 May 2024 |
| Last date for clarifications to queries | 1700: 16 May 2024 |
| Deadline to return ITT | **1700: 28 May 2024** |
| Evaluation of ITT | 3 June 2024 |
| Award of Contract  | 4 June 2024 |
| Delivery of machine no later than  | 31 July 2024 |

# 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 that demonstrates that you meet or exceed the reuirement detailed at section 3.

6.2 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 Celtic Fish and Game Limited 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 Celtic Fish and Game Limited 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 Celtic Fish and Game Limited 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:

hbullus@celticfishandgame.co.uk

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

Responses to clarifications will be anonymised and uploaded by Celtic Fish and Game Limited 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 Celtic Fish and Game Limited 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

 hbullus@celticfishandgame.co.uk

with the following message clearly noted in the Subject box;

‘ST100’

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

**15.** **Disclaimer**

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

Celtic Fish and Game Limited 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 Celtic Fish and Game Limited Limited liable for any costs or expenses incurred by tenderers during the procurement process.