**Invitation to Tender**

**Fishermens Stores at Padstow Garland R-Mer-Clad HPS200 with new Solar panels and Batteries**

**Ref: 610**

# 1. About Padstow Harbour Commissioners

Padstow is a small commercial port situated 1.5 miles from the sea, within the estuary of the River Camel. Traditionally a fishing port and currently home to a fleet of approximately 20 inshore fishing vessels, the harbour activity has adapted to cater for the busy tourist industry with a wide range of vessels offering an array of trips to suit all would be sea goers.

Padstow Harbour Commissioners are the statutory Trust Port body, established by an Act of Parliament in 1844. The Harbour is governed by 9 elected Commissioners, 3 from each of the 3 parishes surrounding the estuary, Padstow, Rock and Wadebridge, and the Harbour Master who sits at the table as the Lord of the Manor representative, and collectively they manage both the leisure and commercial operations of the port.

# 2. Background and Context

This project involves the installation of a number of solar panels to the roof of the fishermen stores at Padstow. To ensure the efficiency of the works and to safeguard any future repairs to an aged roof, it is proposed that the installation will include a new insulated roof which will cool the stores in the summer months whilst insulating them through the winter. The aim of the project will be to reduce the service charges to our fishermen who lease the stores on a long term basis, and to bring the port into the realms of greener operations. Rising costs of electricity add to the struggles of the inshore fishing fleet who already suffer from the management of the industry being overly complex and inconsistent in its approach as well as ineffective in delivering long term sustainability goals. Escalating costs can lead to a decrease in the safety of vessels through the inability to reinvest in maintenance and equipment. If we are able to reduce the service charges for the fishermen we hope to see any savings reinvested into their business, leading to future proofing, sustainability, increased efficiency and productivity and the overall longevity of the inshore fishing at the Port of Padstow. We have approached three companies for the installation of solar panels with one of the companies offering an overall package of roof and panel installation. It is proposed that the works will be carried out by the chosen contractor who will arrange for all the necessary means for installation. This will also ensure that the products fitted to the stores will be delivered with a suitable warranty, limiting the possibilities of additional costs in the future.

We will assess tenders received on a Most Economically Advantageous Tender.

# 3. Tender requirements

The successful tenderer will be expected to undertake the following activities at our site: The Fisherman’s Stores South Quay Padstow PL288BL

* 1. **Roof**

1. Area approximately 800m2
2. Installation of a new Garland R-Mer-Clad HPS200 Coated steel metal sheeting overclad system with Insulation and new metal box gutters.
   1. **Photovoltaic System**

Installation of the following system on the roof installed as per 3.1

1. 48.16 kWp w
2. 35.2k Wh Battery
3. Grid connection
4. Electrical connections
   1. **Warranty**

Minimum of 20 year single point manufacturer’s warranty

* 1. **Shared Prosperity Fund Branding and Publicity Guidance** [***https://ciosgoodgrowth.com/wp-content/uploads/2023/06/UK-SPF-\_-Branding-and-Publicity-V7.pdf***](https://ciosgoodgrowth.com/wp-content/uploads/2023/06/UK-SPF-_-Branding-and-Publicity-V7.pdf)

The bidder’s attention is drawn to:

*Plaques and Billboards: All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*. ‘This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.’*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

Padstow Harbour Commissioners will provide the Plaque and Billboard but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

4**. Budget**

The total maximum budget available for this commission is £180,000 (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 the client. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 19 November 2024 |
| Site Visit. An appointment is to be made by email to: [harbourmaster@padstow-harbour.co.uk](mailto:harbourmaster@padstow-harbour.co.uk) | 20-26 November 2024 |
| Last date for raising queries | 1700: 27 November 2024 |
| Last date for clarifications to queries | 1700: 28 November 2024 |
| Deadline to return ITT | **1700: 8 December 2024** |
| Evaluation of ITT | 9 December 2024 |
| Preferred Supplier Notified | 10 December 2024 |
| Contract Starts | 11 December 2024 |
| Contract completes no later than | 31 January 2025 |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

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

1. A single point of contact for all contact between the tenderer and Padstow Harbour Commissioners during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and complete the full delivery of the requirements by no later than 31 January 2025.
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Professional Indemnity Insurance with a limit of indemnity of not less than ten million (£10,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than five million (£5,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000).
7. Conflict of interest statement
8. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see 3.11 above)
9. Confirmation the supplier is a Garland Approved Supplier

6.2 Details of 4 similar projects of value and size of which 2 must be at least 5 years old. Each example should be no more than 2 sides of A4; links to websites will not be viewed.

6.3 Project Method Statement. This should include:

a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).

b. Demonstrate compliance with sections 3.1 to 3.3

c. Programme of work.

d. Design proposal

6.4 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 Padstow Harbour Commissioners.

**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 Padstow Harbour Commissioners 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 Padstow Harbour Commissioners 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:

[harbourmaster@padstow-harbour.co.uk](mailto:harbourmaster@padstow-harbour.co.uk)

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

Responses to clarifications will be anonymised and uploaded by Padstow Harbour Commissioners 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 Padstow Harbour Commissioners 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. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 Examples | 20 |
| Details of 4 similar projects of value and size of which 2 must be at least 5 years old. Each example should be no more than 2 sides of A4; links to websites will not be viewed. |  |
| Ref 6.3 Project Method Statement | 20 |
| a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).  b. Demonstrate compliance with sections 3.1 to 3.3  c. Programme of work.  d. Design proposal |  |
| Ref 6.4 Budget | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 60 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 60 x lowest bid / bid |  |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |  |  |
| --- | --- | --- |
| **Scoring Matrix for Award Criteria** | | |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, Padstow Harbour Commissioners reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Padstow Harbour Commissioners is not bound to accept the lowest price or any tender. Padstow Harbour Commissioners will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Padstow Harbour Commissioners ’s internal procedures and Padstow Harbour Commissioners being able to proceed.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this tender and the supplier’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

[harbourmaster@padstow-harbour.co.uk](mailto:harbourmaster@padstow-harbour.co.uk)

with the following message clearly noted in the Subject box;

‘Tender response’

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

# 15. Disclaimer

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

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 Padstow Harbour Commissioners, or any information contained in Padstow Harbour Commissioners ’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 Padstow Harbour Commissioners for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Padstow Harbour Commissioners 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 Padstow Harbour Commissioners liable for any costs or expenses incurred by tenderers during the procurement process.