

Invitation to Tender

HORIZONTAL BALANCING MACHINE

**BIG2174**

## 1 Background/ Introduction

Chapman Machinery Ltd was founded in 2010. We are a small but rapidly growing company manufacturing quality equipment for the agricultural, equestrian and horticultural sectors, designed for ease of use, simplicity and robustness, to ensure a long service life and reliability. As a dedicated design and manufacturing Company, we know our products inside-out and hold a huge amount of spares and components to ensure the continued serviceability of any of our machines.

All products are manufactured at our UK base, which means we can always ensure our exacting quality standards are exceeded, and ensures that we can respond to any queries or problems extremely quickly. Our dedicated manufacturing team work hard to ensure every machine produced is of the finest quality, and supplied ready to go to work.

To enable our business to keep growing, we wish to purchase an horizontal balancing machine.

**The purchase of this 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

<b>Rotors Limitation</b>			
1	Weight for symmetrical rotor	KG	1000 to 1200
2	<b>Rotor diameter over bedplate</b>	mm	1400 to 1600
3	Distance between centreline of pedestals with 3200mm bedplate. End drive	mm	2000 to 2400
4	Min. distance between centreline of pedestals End drive	mm	60 to 80
5	Journal diameter with std. carriages	mm	10 to 100
<b>Prime Mover</b>			
1	Balancing Speed	RPM	125 to 10000
	Min. unbalance that can be measured	gr.mm	2
	Min. achievable residual unbalance (using ISO 2953 test rotor or equivalent)	<u>gr.mm</u> Kg	0.5
	Unbalance reduction ratio after one spin with rotor standardised, after the dimensional calibration.	%	95
	Angular precision achievable with instruments	±	1°
<b>Machine Components</b>			
	COLOUR PRINTER Located in a cabinet with a door. To print balancing reports of one or more measurements, on A4 format paper.		

	END DRIVE SYSTEM End drive with carden shafts; one for light rotors and one for heavier rotors.		
	ONE PAIR OF RIGID PEDESTALS To support the rotor to be balanced, on a pair of roller carriages. Inside the pedestals are fitted the piezo electric force transducers.		
	SAFETY INTERLOCK A safety guard with suitable micro-switch with magnetic interlock prevents guard opening while the rotor is still rotating.		
	COMMISSIONING OF MACHINE AND FAMILIARISATION ON USE AT SITE		
	SAFETY GUARD ACCORDING TO CE STANDARDS A switch prevents guard opening while the rotor is still rotating.		

### 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	22nd January 2018
Last date for raising queries	29 <sup>th</sup> January 2018
Last date for clarifications to queries	30 <sup>th</sup> January 2018
Deadline to return ITT	7th February 2018 1200
Evaluation of ITT	7th February 2018 1400
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 Chapman Machinery 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 Chapman Machinery 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 Chapman Machinery 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**

Chapman Machinery 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:

1. Confirmation that **you the supplier** are able to meet the requirements outlined in the brief above.

2. **Dated** your response, used our company's full postal address (albeit you submission might be by email) and included the **Reference: BIG2174**
3. Details of who to **contact** in your company in relation to this tender
4. **Company registration Number and VAT number (if appropriate)**
  - Total cost of providing the goods/services requested.
5. The appropriate conflict of interest statement (as detailed in section 4).

## 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 or post, or by delivery in person.

Tenders are to be returned by:-

Latest date to be returned: 7th February 2018

Latest time to be returned: 1200 pm

If submitting by **email**, tenders should be sent electronically to [james@chapman.co.uk](mailto:james@chapman.co.uk) with the following message **clearly noted in the Subject box**;

### **Horizontal Balancing Machine – BIG2174**

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 – Horizontal Balancing Machine – BIG2174**

Addressed to:

James Chapman  
Chapman Machinery Ltd  
Hele Barton  
Week St Mary  
Holsworthy  
EX22 6XR

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 6 days before the submission date. All e-mailed queries should be sent to:-

Name: James Chapman

E-mail: [james@chapman.co.uk](mailto:james@chapman.co.uk)

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 James Chapman of Chapman Machinery 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

Responses to any queries will be shared through Contracts Finder website

## **10 Disclaimer**

The issue of this documentation does not commit Chapman Machinery 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 Chapman Machinery Ltd or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Chapman Machinery Ltd and any other party (save for a formal award of contract made in writing by or on behalf of Chapman Machinery 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 Chapman Machinery Ltd or any information contained in Chapman Machinery 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 Chapman Machinery 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. Chapman Machinery 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 Chapman Machinery Ltd liable for any costs or expenses incurred by bidders during the procurement process.