

## Invitation to Tender

Seawall Project at Toms Boatyard, Polruan

Ref: BIGTP109

## **1 Background**

C. Toms & Son is a family business based in Polruan near Fowey in Cornwall. We run a boatyard which builds and repairs fishing boats and commercial vessels and also offers a range of services to local and visiting yacht owners. We also operate the Polruan passenger ferry and the Bodinnick car ferry on the River Fowey.

Our boatyard provides a comprehensive range of services for both commercial and leisure customers.

We are able handle all boat maintenance projects of all sizes from a major refit project to a simple lift and scrub. We build new vessels in either steel or wood and can also fit out GRP hulls. In addition, our wide range of associated services includes marine and hydraulic engineering, marine electronics, chandlery, showers and laundry facilities and fuel sales.

Our experienced in-house team includes shipwrights, boat builders, welder fabricators, engineers, GRP specialists and specialist painters. We also work closely with a tried and tested network of specialist suppliers and agents to ensure that we can offer the best possible services and products for your project.

The project is an extension to our boatyard and will include the construction of a new sea wall and the filling in of a section of foreshore. This will widen a section of the site which will enable us to expand the yard allowing us to cater for an additional four refit or new build projects at any one time.

The commissioning of this work is part of a grant funded application process and therefore procurement will be subject to grant approval of the project as a whole. Each Tender will be checked for completeness and compliance with all requirements.

## **2 Project Specification**

A contractor is required to undertake the construction of a seawall extension to the boatyard at C. Toms & Son in Polruan.

The works will include:

- The construction of a new seawall
- Infill behind the new boundary wall
- Slab over infill
- Installation of new landing steps to the north end of the site

The contract will include the supply of all labour, materials and plant.

A design and specification for the works by C. Toms & Son's structural engineers has already been approved. These documents are included within this invitation to tender.

Due to the location of the site, provision will need to be given to tidal working and the scheduling of deliveries around the day to day operations of the boatyard.

It is recommended that all contractors visit the boatyard before pricing. Visits can be arranged strictly by appointment only.

We have set aside 2 days for site visits as follows:

- 18th February 2021
- 19th February 2021

Please email [karen@karentoms.co.uk](mailto:karen@karentoms.co.uk) to book a visit. Strict Covid social distancing and sanitising will be required. Please ensure that all relevant boatyard PPE is worn plus facemasks.

Any questions raised at the site visits will be recorded and answers will be available to all via the Contracts Finder portal along with any other clarifications received in writing.

For your response, please complete the Compliancy Matrix Enclosure 1 as to how you will meet the requirement, the allocated hours for each of the specification items and the cost against each area of the project.

## ***2.1 Supporting evidence.***

Please provide the following:

- 2.1.1 A maximum 2 sides of A4 outlining the contractor's understanding of the project brief detailing an overview of how you will do the job and work alongside C Toms & Son. (25% weighting)
- 2.1.2 Information about your experience with examples of previous comparable work including marine projects – (15% weighting)

### 3 ITT Timetable

The anticipated timetable for submission of the tender and commission milestones are set out below:

Activity	Date
Date ITT available on Supplier Registration Service	10 February 2021
Site visits	18 February 2021 19 February 2021
Last date for raising queries	24 February 2021
Last date for clarifications to queries	26 February 2021
Deadline to return ITT	4 March 2021
Evaluation of ITT	5 March 2021
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 C Toms & Sons 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 C Toms & Sons 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 C Toms & Sons 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

C Toms & Sons 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 specification.
2. A **dated** response which includes **our company's full postal address** (albeit your submission might be by email) and included the **Reference: BIGTP109**
3. Details of who to **contact** in your company in relation to this tender
4. **Company registration Number and VAT number (if appropriate)**
5. **Total cost** of providing the goods/ services requested.

6. The **appropriate conflict of interest statement** (as detailed in section 4).
7. A maximum 2 sides of A4 outlining the contractor's understanding of the project brief detailing an overview of how you will do the job and work alongside C Toms & Son.
8. Information about your experience with examples of previous comparable work including marine projects –

## 7 Tender Scoring Criteria

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 following award criteria:

Acceptable covering letter including confirmation of the requirements detailed in Section 6 points 1-6	Pass/ Fail
Ref Section 6 point 7: A maximum 2 sides of A4 outlining the contractor's understanding of the project brief detailing an overview of how you will do the job and work alongside C Toms & Son.	Total available = 25 marks
Ref Section 6 point 7: Information about your experience with examples of previous comparable work including marine projects	Total available = 15 marks
Budget	60 marks
<p>A <b>fixed fee</b> for the work (exc VAT) including travel and other expenses.</p> <p>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 = <math>60 \times \text{lowest bid} / \text{bid}</math></p>	

Each Tender will be checked for completeness and compliance with all requirements.

During the evaluation period, C Toms & Sons Ltd 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 detailed in the criteria table above.

C Toms & Sons Ltd is not bound to accept the lowest price or any tender. C Toms & Sons Ltd will not reimburse any expense incurred in preparing tender responses. Any contract

award will be conditional on the Contract being approved in accordance with C Toms & Sons Ltd's internal procedures and C Toms & Sons Ltd being able to proceed.

The reviewer will award a percentage of the marks depending upon their assessment of the tenderer's response. The following scoring, or graduations of such, will be used to assess the tenderer's response.

<b>Scoring Matrix for Tender Criteria</b>		
<b>Score</b>	<b>Judgement</b>	<b>Interpretation</b>
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, and resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required supporting 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, and 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, and 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, and 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.

## 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: 4 March 2021

Latest time to be returned: 1700 pm

If submitting by **email**, tenders should be sent electronically to [karen@karentoms.co.uk](mailto:karen@karentoms.co.uk)

with the following message **clearly noted in the Subject box**;

**Seawall Project at Toms Boatyard, Polruan ref BIGTP109**

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 – Seawall Project at Toms Boatyard, Polruan ref BIGTP109**

Addressed to:

Karen Toms  
Toms Yard,  
East Street,  
Polruan,  
Fowey,  
Cornwall,  
PL23 1PB

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: Karen Toms

E-mail: [karen@karentoms.co.uk](mailto:karen@karentoms.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 Karen Toms of C Toms & Sons 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 C Toms & Sons Ltd..

Responses to any queries will be shared through Supplier Registration Service website.

## **10 Disclaimer**

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

Enclosures:

1. Design and detailed specifications (separate adobe document)
2. Scoring Matrix

