**Invitation to Tender**

**Projen Holidays Ltd– Solar Panel and Battery System**

**Ref: NZ719**

# 1. About Projen Holidays Ltd

Watergate Bay Touring Park is an AA 5 Pennant graded park, a David Bellamy Gold Award park, a Visit England 4\* park, and a Green Tourism Silver Award park. We are situated four miles north of Newquay, 10 miles south of Padstow, on the B3276 coast road, in beautiful countryside designated by the National Trust as an area of outstanding natural beauty, and only 1/2 mile from the glorious beach of Watergate Bay.

The size of the beach guarantees it is never overcrowded. At low tide the beach is two and a half miles long, and it is possible to walk to Newquay. There are also plenty of rock pools for the children to play in as well as designated safe and life guarded swimming areas in the sea. A free mini-bus is provided during the main school holidays to and from Watergate Bay. This runs five times a day, every day.

The pitches on our park consist of non-electric pitches, 6 amp electric pitches (end of July and August only), 10 amp electric pitches, 16 amp electric pitches and super pitches which are equipped with a 16 amp electric supply and mains water/drainage point. Each of these pitches are approximately 9 metres x 9 metres. There are also large 16 amp electric pitches measuring approximately 9 metres deep by 12 metres across as well as extra large pitches measuring 12 by 12 metres. All the 16 amp pitches have grass and hard standing options.

# 2. Background and Context

We are a camp site that incorporates a waste management protocols and green energy management system. This includes for may years leaving the option of caravan storage to avoid people towing caravans on the road, as well as enabling people to have smaller cars so they do not need to tow caravans. We have installed several solar panel systems over the previous 10 years, as well as more recently EV chargers for our customers. We previously have installed Biomass Wood Pellet boilers to help move away from fossil fuels but due to recent problems with the boilers and new evidence showing they are not as environmentally friendly as first thought, we have had to currently resort back to just using oil boilers. Looking at the near future, we are looking at installing heat pumps to replace the oil boilers when the technology advances enough to cope with the supply and demand we need. We would like to install further solar panel systems but have reached the limit on what our local grid can take. With the previous statements in mind and the local grid limitations, installing battery back up systems to help utilise our current solar generation will help minimise our peak usage of the local grid which would only increase due to the supply needed just for the future heat pumps. Also, the battery storage system will also help with charging of the increasing numbers of Electric cars as due to the nature of our business, the majority of the charging will happen over night when the people are in their tents and caravans asleep.

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 a Most Economically Advantageous Tender.

# 3. Tender requirements

The successful tenderer will be expected to deliver the following Solar PV and batteries to enhance and increase our current system. The existing Solar PV provision is spread across 3 systems. The requirement will be to add additional panels to one roof completing the available coverage. As a result we are also looking to increase our battery storage:

* 1. **General**
     1. Location: TR8 4AD

3.1.2 Roof has slate tiles and pitch approximately

* + 1. Area beneath roof accessible via loft space
    2. **Site Visit** A site visit and structural assessment is strongly recommended to be conducted to ensure that the roof can take the weight caused by having the PV array mounted onto the roof.This is be arranged as per Section 5.

**3.2 Specific Requirements**

1. Installation at our premises (3.1.1) and integration to our electrical supply
2. Install a further 15Kw system to the North facing roof with a further 23.2Kw battery attached to it. We wish to use Jinko Tiger Neo 440W N-Type All Black Mono solar panels fixed using Fastenol Mounting System. Bidders can request alternatives that meet or exceed the specification of these panels via the Clarification process (Section 9)
3. Upgrade the inverters to Solar Hybrid DC linked15Kw 4 in number units. Bidders can request alternatives that meet or exceed the specification of these panels via the Clarification process (Section 9)
4. Four SolarX Master 5.8 and 12 SolarX slaves. Four management modules per battery stack. Bidders can request alternatives that meet or exceed the specification of these panels via the Clarification process (Section 9)
5. Monitoring to confirm PV generation levels. System can identify what the solar array is producing, and how much of the energy is being self-consumed, imported and exported to the grid.
6. A bio-directional meter is a requirement.
7. All work to include:
8. To design new arrays on the pitched roofs where feasible
9. Structural Assessment and Building Regulations Compliance
10. Structural Assessment Report
11. District Network Operator Consent. To conduct the necessary G99 checks and application process with the DNO.
12. System design
13. Scaffolding and safe access system
14. Compound and welfare facilities
15. Mechanical handling of materials
16. Waste Management; waste certificates to be provided as evidence the waste has been disposed of in accordance with any regulatory requirements
17. Supply, installation and commissioning of solar PV system
18. On site client training, instruction and handover

3.3 **Warranties**

1. PV units minimum 10 year product workmanship and 20 year power performance
2. Inverters with minimum 10 year warranty
3. Optimizers with minimum of 20 year warranty
4. Workmanship minimum warranty of 2 years
5. Other equipment employed as part of the installation should clearly specify the length and type of warranties included

**3.4** Certification of installations to building regulations (structural report confirming capability of roof load)

4**. Budget**

The total maximum budget available for this commission is £90,000.00 (ex 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 Projen Holidays Ltd authorised representative. The timetable for submission of the Tender, completion of the programme is set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 29 April 2024 |
| Site Visit to be arranged with graham@watergatebaytouringpark.co.uk | 7 May 2024 |
| Last date for raising queries | 1700: 14 May 2024 |
| Last date for clarifications to queries | 1700: 15 May 2024 |
| Deadline to return ITT | **1700: 28 May 2024** |
| Evaluation of ITT | 29 May 2024 |
| Preferred supplier notified | 3 June 2024 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 60 days from contract evaluation |
| Contract start | 30 September 2024 |
| Contract complete | 1 November 2024 |

# 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 Projen Holidays Ltd 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.
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
   * 1. Professional Indemnity Insurance with a limit of indemnity of not less than two million (£ 2,000,000),
     2. Employers Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000)
     3. Public Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000).
     4. Products Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000).
4. Conflict of interest statement

6.2 Method statement to include the following:

1. Supply, installation and commissioning of the new system/components, following all legal requirements and trade association codes.
2. PV system design practices.
3. Proposed illustrative layout of PV panels on roof.
4. DNO application for grid connection. Responsibility for securing G99 agreement, and G100 if required.
5. Installation of any additional sensors required to meet best practice.
6. Supply of electrical installation drawings to integrate with existing system/3 phase supply.
7. Manufacturer and parts of PV Panels and Inverter. (Section 3)
8. Confirm terms of guarantee for parts and installation. (Section 3)
9. How waste is going to be responsible and legally compliant.
10. Evidence that you are a registered member of both MCS and RECC.
11. Include structural report to confirm roof load capacity.
12. The CV of the HS responsible person.
13. Gantt chart or equivalent demonstrating the project timescales and any payment plan with associated milestones.

6.3 Previous work examples. Two examples of previous contracts of a similar size. Maximum of one side of A4 (pictures can be supplied separately but must contain no other text than labels; website links will not be viewed).

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 Projen Holidays Ltd.

**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 Projen Holidays Ltd 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 Projen Holidays Ltd 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:

[graham@watergatebaytouringpark.co.uk](mailto:graham@watergatebaytouringpark.co.uk)

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

Responses to clarifications will be anonymised and uploaded by Projen Holidays Ltd 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 Projen Holidays Ltd 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 based on 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 Method Statement | 20 |
| a. Supply, installation and commissioning of the new system/components, following all legal requirements and trade association codes.  b. PV system design practices.  c. Proposed illustrative layout of PV panels on roof.  d. DNO application for grid connection. Responsibility for securing G99 agreement, and G100 if required.  e. Installation of any additional sensors required to meet best practice.  f. Supply of electrical installation drawings to integrate with existing system/3 phase supply.  g. Manufacturer and parts of PV Panels and Inverter. (Section 3)  h. Confirm terms of guarantee for parts and installation. (Section 3)  i. How waste is going to be responsible and legally compliant.  j. Evidence that you are a registered member of both MCS and RECC.  k. Include structural report to confirm roof load capacity.  l. The CV of the HS responsible person.  m. Gantt chart or equivalent demonstrating the project timescales and any payment plan with associated milestones. |  |
| Ref 6.3 Previous work examples | 20 |
| Two examples of previous contracts of a similar size. Maximum of one side of A4 (pictures can be supplied separately but must contain no other text than labels; website links will not be viewed). |  |
| Ref 6.4 Budget | 60 |
| A **fixed fee** for this work (ex 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, Projen Holidays 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 in the table above.

Projen Holidays Ltd is not bound to accept the lowest price or any tender. Projen Holidays 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 Projen Holidays Ltd’s internal procedures and Projen Holidays Ltd being able to proceed.

12**. Tender Award**

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

# 13. 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:

[graham@watergatebaytouringpark.co.uk](mailto:graham@watergatebaytouringpark.co.uk)

with the following message clearly noted in the Subject box;

‘Projen Holidays Ltd – Solar Panel and Storage Batteries’

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

# 14. Disclaimer

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

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

Projen Holidays 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 Projen Holidays Ltd liable for any costs or expenses incurred by tenderers during the procurement process.