

Invitation to Tender

Laser Cutting Machine

Ref: ATI

1 Background/ Introduction

Chapman Machinery Ltd was founded in 2010. We are a rapidly growing manufacturing company producing quality equipment for the agricultural, equestrian and horticultural sectors.

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 a laser cutting 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

We are seeking to purchase a second hand (6 years old or younger), fully manufacturer reconditioned with warranty, 4kW CO2 moving optic laser with shuttle table to suit 3mx1.5m sheets. This needs to be a turn-key solution including chiller, extraction unit, delivery, commissioning, 12 month service contract and on-site familiarisation for a minimum of 2 operators. The following machine specific specifications are required:

Max. axis travel	mm	At Least 3000 x 1500 x 900
Max. material weight	kg	At least 900kg
Max. axis traverse speed	m/min	X,Y,Z: At least 100
Max. cutting speed	m/min	At Least 50
Cutting head		Cartridge-type cutting head
Max Power	W	At least 3900
Maximum Laser Gas Consumption	l/h	10
Standard equipment		Fully opening enclosure, CNC assist gas control, CNC focus control, Oil shot, Cut process monitoring, Nozzle cleaner
Delivery		Delivery of the machine needs to be w/c 17/12/18 OR 2/1/19

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	16 th October 2018
Last date for raising queries	22 nd October 2018
Last date for clarifications to queries	25 th October 2018
Deadline to return ITT	31 st October 2018 1200
Evaluation of ITT	31 st October 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. A **dated** response which includes **our company's full postal address** (albeit your submission might be by email) and included the **Reference: ATI**
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 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: 31st October 2018

Latest time to be returned: 1200 pm

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

Laser Cutting Machine: Ref: ATI

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 – Laser Cutting Machine – ATI

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

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 Chapman Machinery Ltd.

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.