**Invitation to Tender**

**Specialist Gin Bottle Labelling Machine**

Ref:GGH 070

# 1. About Rosemullion Distillery Ltd

Rosemullion Distillery is our small family-run business set in the orchard of an 1870s Cornish house, close to the Helford River. Since launching in 2018 we have won numerous national and international gold awards for our home-produced range of Cornish gins, rums and spirits.

Our business is directly influenced by the area of outstanding natural beauty in which we are fortunate enough to live and work. The Helford rainwater used in the fermentation and distillation process is complemented by local Cornish ingredients, including seasonal fruit from our own orchard and vines, ripened by the Cornish summer sun.

As a small business we are committed to being protectors and perfecters of the distillers’ craft, and so take our role as artisan-producers very seriously. To ensure quality control we only make 100 bottles at a time, and all our spirits are produced by hand using our bespoke copper still.

The Rosemullion Distillery team is made up of family and friends who not only share the harvesting, bottling and labelling processes, but enjoy drinking it too. This is one of the reasons why the growing success of our family business is down to something basic but essential: loving our produce.

# 2. Background and Context

We currently manually apply our labels to our bottles and are now seeking a labelling machine to perform this task for us.

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 lowest compliant Tender.

# 3. Tender requirements

The successful tenderer will be expected to undertake to provide a labelling machine with the following minimum requirement:

3.1Able to apply multiple labels onto round bottles which may be tapered or shaped, square bottles, ovals, rectangular and other shapes and specifically those listed at Enclosure 1.

3.2 To enable controls for centering and level adjustments with a batch counter / quantity pre-set and programmable memory.

3.3 Maximum label height minimum of 160mm and bottle diameters of between 55 to 120mm.

3.4 Capable of processing a minimum of 500 bottles per hour.

3.5 Stations for Back labelling, wrap around neck labelling and top strup labelling.

3.6 Printer for date and lot number.

3.7 Single phase motor

3.8 Smoothing mcolumn and thermic head to apply anti-tamper capsule.

3.9 Peeler cutters and sponge rollers to meet the 3 different existing labelling requirement (as per Enclosure 1).

3.10 delivery to our site

3.11 Commissioning and factory acceptance test.

4**. Budget**

The total maximum budget available for this commission is £40,000 (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 us. The timetable for submission of the Tender, completion of the programme are set out below.

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| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 1 November 2023 |
| Last date for raising queries | 1700:08 November 2023 |
| Last date for clarifications to queries | 09 November 2023 |
| Deadline to return ITT | 1700: 21 November 2023 |
| Evaluation of ITT | 22 November 2023 |
| Preferred supplier notified | 23 November 2023 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 60 days from contract evaluation |
| Setting to work, commissioning at our site and acceptance | Within 5 months of contract award |

# 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 Rosemullion Distillery 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 and its timelines
3. Conflict of interest statement

6.2 Proposal and compliancy matrix at Enclosure 2

6.3 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 Rosemullion Distillery 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 Rosemullion Distillery 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 Rosemullion Distillery 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:

Andy bradbury: enquiries@rosemulliondistillery.com

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

Responses to clarifications will be anonymised and uploaded by Rosemullion Distillery 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 Rosemullion Distillery 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. The award of the contract will be to the LOWEST COMPLIANT BID.

13**. Tender Award**

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

Andy bradbury: enquiries@rosemulliondistillery.com

with the following message clearly noted in the Subject box;

‘Specialist Gin Bottle Labelling Machine’

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

**15.** **Disclaimer**

The issue of this documentation does not commit Rosemullion Distillery 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 Rosemullion Distillery Ltd or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Rosemullion Distillery Ltd and any other party (save for a formal award of contract made in writing by Rosemullion Distillery Ltd or on behalf of Rosemullion Distillery 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 Rosemullion Distillery Ltd or any information contained in Rosemullion Distillery 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 Rosemullion Distillery Ltd for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Rosemullion Distillery 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 Rosemullion Distillery Ltd liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

1. Labelling details of existing products
2. Compliancy Matrix