**Invitation to Tender**

***Fentenfenna Farm CIC – Solar Panel and Storage Batteries***

**Ref: CLUP 05 16\_1**

# 1. About Fentenfenna Farm CIC

Fentenfenna Farm was established in 2020 to support Cornwall’s rural economy through the provision of space for new entrants into the agri-food sector. The farm has three operating platforms: a rural enterprise hub, a food skills training centre, and a food hub. The goal of the farm is to support micro and small regenerative agri-food enterprises, deliver food skills training, and provide food aid to the community.

# 2. Background and Context

The Fentenfenna Farm Food Hub exists to contribute towards a resilient food system for Cornwall. It does this in two ways: by providing a food storage and logistics solution for Mid-Cornwall that supports local producers, wholesale customers, and community organisations, and by combining salvaged waste food with organically grown local produce to create high nutrient density products for donation and retail. The Food Hub’s primary function is to provide food aid to those most in need by salvaging waste food, packing it, and distributing it to community partners.

As part of this exciting venture, we are seeking to install a 50kw solar array, with 24 kw of battery storage to ensure long term financial and energy resilience.

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 undertake the following activities:

**3 General**

1. Location: Fentenfenna Farm, Ruthvoes, Cornwall, TR9 6HT
2. Roofs measure 20m x 10m and 25m x 25m and pitches approximately 12.5 and 15 degrees from horizontal. Eaves height 3.5 metres (all measurements to be confirmed by site survey).
3. Fentenfenna Farm CIC annual consumption is 45,000 kWh
4. **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. Fentenfenna Farm CIC has identified its preferred products but suppliers can offer an alternatives are acceptable providing the specification of the alternative product meets or exceeds the preferred products. Please note the warranties must also meet or exceed hose offered by the preferred manufactures.
3. Preferred manufacturers:
4. Solar Panels: Longi 435 Watt Panels (LR5-54HTB-435M)
5. Inverter: Solis Ningbo Ginlong Technologies S5-GR3920k
6. Inverter: Fox Ess KH9
7. Battery: Fox Ess ECS2900-H4
8. Maximum installed capacity 50 kW
9. Maximum export capacity 10 kW
10. 2 x 11.5kw battery storage included, with capability to add more in future upgrades.
11. 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.
12. A bio-directional meter is a requirement.
13. 1 x EV charging points (22 kW).
14. All necessary scaffolding and skips
15. Removal of waste from installation; waste certificates to be provided as evidence the waste has been disposed of in accordance with any regulatory requirements.

3.3 **Warranties**

1. Solar Panels: REC Certified Solar Professionals with 25 year warranty for REC products, their performance and installation labour. With a maximim annual degradation of 0.25% with a pro trust warranty with both guarantee performance and Product warranty for 25 years warranty.
2. Inverter: Minimum 5 years
3. Inverter: Minimum 10 years
4. Battery: Minimum 10 years
5. Minimum of 10 years workmanship

**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 £55,000.00 (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 Fentenfenna Farm CIC 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 | 16 April 2024 |
| Site Visit to be arranged with Fentenfenna Farm CIC info@fentenfenna.co.uk | 23 April 2024 |
| Last date for raising queries | 30 April 2024 |
| Last date for clarifications to queries | 1 May 2024 |
| Deadline to return ITT | **1700: 14 May 2024** |
| Evaluation of ITT | 15 May 2024 |
| Preferred supplier notified | 16 May 2024 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 60 days from contract evaluation |

# 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 Fentenfenna Farm CIC 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:
4. Professional Indemnity Insurance with a limit of indemnity of not less than one million (£ 1,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than two million (£2,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than two million (£2,000,000).
7. Conflict of interest statement

6.2 Method statement to include the following:

1. Manufacturer and parts of PV Panels and Inverter. (Section 3)
2. Confirm terms of guarantee for parts and installation. (Section 3)
3. Confirm method for fixing of PV panels to tiled roof. (Section 3)
4. Proposed illustrative layout of PV panels on roof.
5. Evidence that you are a registered member of both MCS and RECC.
6. include structural report to confirm roof load capacity.
7. The CV of the HS responsible person.
8. 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 Fentenfenna Farm CIC

**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 Fentenfenna Farm CICor 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 Fentenfenna Farm CIC 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:

info@fentenfenna.co.uk

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

Responses to clarifications will be anonymised and uploaded by Fentenfenna Farm CIC 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 Fentenfenna Farm CIC 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. Manufacturer and parts of PV Panels and Inverter. (Section 3)  b. Confirm terms of guarantee for parts and installation. (section 3.3)  c. Confirm method for fixing of PV panels to concrete tiled roof. (Section 3.2.7)  d. Proposed illustrative layout of PV panels on roof.  e. Confirmation the work will conform to RECC and the MCS standards.  f. Include structural report to confirm roof load capacity  g. The CV of the HS responsible person  h. 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, Fentenfenna Farm CIC 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.

Fentenfenna Farm CIC is not bound to accept the lowest price or any tender. Fentenfenna Farm CIC will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Fentenfenna Farm CIC’s internal procedures and Fentenfenna Farm CIC 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:

[info@fentenfenna.co.uk](mailto:XXxx@xxxx.co.uk)

with the following message clearly noted in the Subject box;

‘Fentenfenna Farm CIC – 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 Fentenfenna Farm CIC 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 Fentenfenna Farm CIC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Fentenfenna Farm CIC and any other party (save for a formal award of contract made in writing by Fentenfenna Farm CIC or on behalf of Fentenfenna Farm CIC).

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

Fentenfenna Farm CIC 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 Fentenfenna Farm CIC liable for any costs or expenses incurred by tenderers during the procurement process.