**Invitation to Tender**

**Rennovation of The Honey Pot Penzance**

**Ref: PZ-00029**

# 1. About The Honey Pot PZ Ltd

After working for Kath Hawkins, the previous owner and founder of The Honey Pot, I took on the business in July 2017. From as early as I can remember, my life has revolved around food – and the jobs I was drawn to from the age of 16 involved producing, cooking or serving it – so falling into the café scene at the eager age of 25 was hardly a surprise. My aim in taking on The Honey Pot, a small café in the heart of Penzance was to maintain the incredibly high standards set by Kath – in the flavours of the cooking, the quality of service and attention to detail – and to make sure the ethos of the business was respected and continued into the next generation.

# 2. Background and Context

To renovate the building and redesign the kitchen and restaurant in order to overcome significant limitations. The layout of the kitchen is inefficient and has been poorly designed with much wasted space. Cramped workspace limits the number of staff I can employ and restricts the capacity for growing the business. I want to open up the restaurant to create a usable space for workshops, events and community projects.

This 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 the following activities:

1. **Background**. We need to update the interior of the historical building of The Honey Pot to make it fit for business with today’s market in mind:
   1. To change the internal layout of the kitchen to make better use of all the space available
   2. To move the main working kitchen to improve ventilation
   3. To move the customer toilet
   4. To remove the internal staircase to the flat above the café, replacing it with an external staircase
   5. To upgrade domestic kitchen equipment to commercial standard

It is essential that we close the café for as short a time as possible in the winter when we are less busy, to minimise loss of income and disruption of jobs, and have the work carried out by reliable local contractors.

1. **Site Visit.** 5 Parade St, Penzance TR18 4BU. The Contractor is to contact [thehoneypotpz@gmail.com](mailto:thehoneypotpz@gmail.com)

to arrange to visit site before submitting his tender in order that information may be obtained, and an understanding/acquaintance of the site can be made. The Contractor is to make themselves thoroughly conversant with the nature of the work to be carried out and must allow in his tender for checking all dimensions and levels where necessary for the proper completion of the works.

1. Drawings are at Enclosure 1, 2 and 2a. note 2a is the final alterations based on Enclosure 2.
2. Schedule Of Work (SOW) is at Enclosure 3
3. Form of Tender – Please note that a Provisional Sum of £10,000 has been added for unforeseen activity due to the age of the building. Enclosure 4

4**. Budget**

The total maximum budget available for this commission is £90,000 (exc VAT) but inclusive of all expenses.

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 untilacceptance by The Honey Pot Pz. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 16 December 2024 |
| Site Visit to be arranged with [thehoneypotpz@gmail.com](mailto:thehoneypotpz@gmail.com) | 17 December 2024 – 5 January 2025 |
| Last date for raising queries | 1700: 5 January 2025 |
| Last date for clarifications to queries | 1700: 6 January 2025 |
| Deadline to return ITT | **1700: 15 January 2025** |
| Evaluation of ITT | 16 January 2025 |
| Award of Contract | 17 January 2025 |
| Completion no later than | 31 March 2025 |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Please provide your proposal and any necessary technical or specification sheets.

6.2 Conflict of Interest statement in accordance with section 8.

6.3 Completed Form of Tender

**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 The Honey Pot PZ 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 The Honey Pot PZ 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 The Honey Pot PZ 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:

[thehoneypotpz@gmail.com](mailto:thehoneypotpz@gmail.com)

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

Responses to clarifications will be anonymised and uploaded by The Honey Pot PZ 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 The Honey Pot PZ 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.

11**. Tender Award**

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

# 12. 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

[thehoneypotpz@gmail.com](mailto:thehoneypotpz@gmail.com)

with the following message clearly noted in the Subject box;

**‘Tender return for PZ-00029’**

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

**13.** **Disclaimer**

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

The Honey Pot PZ 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 The Honey Pot PZ Ltd liable for any costs or expenses incurred by tenderers during the procurement process.

# 14. Enclosures

1. Current Drawing
2. Alteration drawing

2a Final alteration drawing

1. Schedule Of Work (SOW)
2. Form of Tender