

Invitation to Tender

Construction of Garden Room and Store

Ref: BIGTP131

Background

Founded in 2019, Treseren Ltd offers small weddings from its licensed venue premises for couples wishing to create intimate gatherings of closest family and friends. Recognised by Cornwall Tourism with an award for Best New Business in 2019, and a Gold Award for Wedding Venue of the Year and Silver in Tourism Innovation, February 2021 the business has quickly built a strong reputation. Once a niche market, small weddings have become a growing trend and with the advent of Coronavirus restrictions, the demand for our services has increased exponentially. This has meant an expansion of our wedding planning team.

We badly need an office to create a good working environment for the team, which will enhance our productivity. The required timescales will be: confirm order December 2021 – project complete end of February 2022.

The commissioning of this work is part of a grant funded application process and therefore procurement will be subject to grant approval of the project as a whole. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

Tender requirements

2.1 To supply and fit timber frame garden room 6.78m x 4.88m encompassing the following criteria:

2.1.1 Timber framing: 38mmx140mm CLS Profile Treated Softwood at maximum 600mm centres.

- Sheathing: 1 Layer of 9mm OSB or similar.
- Cladding: Siberian Larch Shadow Gap vertically fixed
- Insulation: 140mm Rockwool/or equivalent
- Breather Membrane: Reflective Breather Membrane
- Vapour Control Layer: Reflective VCL

2.1.2 Internal finish

- Insulated plasterboard with plaster skim (except for where there is tongue and groove cladding)
- Tongue and groove cladding on right inside wall (Unpainted)
- Fix skirting boards/architrave in place

- Paint 3 x coats trade white emulsion

2.1.3 Partition

- Timber framing: 38mmx90mm CLS Profile Treated Softwood at
- Maximum 600mm centres.
- Insulation 90mm Rockwool/ or equivalent
- Standard plasterboard with plaster skim

2.1.4 Roof

- Rafters 47mm x 200mm C24 Treated Kiln Dried Timber at max 400mm centres
- Eaves Overhang: Maximum 1000mm on front
- Insulation: 140mm Rockwool/or equivalent
- Fascia UPVC Grey
- Soffits Larch
- 18mm OSB
- EPDM Firestone rubber roof with 20 year manufacturer's guarantee
- Gutting and downpipe

2.1.5 Floor

- 47mm x 100mm C12/24 Treated Timber bearers/joists presumed fit to concrete base
- Insulation: 75mm Celotex
- Caber Floor
- Finish: Laminate over underlay

2.1.6 Windows/Doors

- Anthracite Grey on Grey
- 1 x 4600mm W x 1950mm H Aluminium Bifold Doors, sliding left to right

- 1 x 1200mm W x 1000mm H, UPVC double window, clear glass, trickle vents
- 1 x 600mm W x 600mm H UPVC window, top hung, obscure glass, trickle vents

2.2 To supply and fit Timber frame garden room store – 3.0m x 2.0m – pent roof, timber frame

2.2.1 Timber framing:

- 38mm x 90mm CLS Profile Treated Softwood at maximum 600mm centres.
- Sheathing: 1 Layer of 9mm OSB or similar.
- Cladding: Siberian Larch vertically fixed
- Insulation: 90mm Rockwool/or equivalent
- Breather Membrane: Reflective Breather Membrane
- Vapour Control Layer: Reflective VCL
- Trickle Vent
- Internal finish: Ply 12mm

2.2.2 Roof

- Roof Rafters 47mm x 147mm C24 Treated Kiln Dried Timber at max 400mm centres
- Eaves Overhang: Maximum 400mm on front
- Insulation: 140mm Rockwool/or equivalent
- Fascia UPVC
- Soffits Larch
- EPDM Firestone rubber roof with 20 year manufacturer's guarantee
- Guttering and downpipe

2.2.3 Floor

- 47mm x 100mm C24 Treated CLS Softwood timber joists/bearers presumed fit to concrete.
- Insulation: 75mm Celotex
- Finish: WBP Ply 18mm

2.2.4 Windows/Doors UPVC

- Anthracite Grey on White
- 1 x 900mm W x 1950mm H French Door, Tongue and Groove panel
- (no glass)

2.3 Supply and build in the office:

2.3.1 Birch Ply 18mm Desk to run along the back and right wall 600mm deep

2.3.2 Internal floor to ceiling double cupboard no more than 1200mm wide for washing machine/dryer in bathroom, with shelves. Constructed from 4 x 2 C16 timber and 18mm Birch Ply.

2.3.3 Kitchen: 3 x 600 base units. From window: under counter sink /integrated under counter fridge / cupboard. Plus 3 x overhead wall cupboards.

2.3.4 Downstairs toilet and plumbing fit out (sanitary ware will be supplied by customer) including connection (services are available immediately adjacent to the building).

2.3.5 Storage cupboard with shelves to be located on the left-hand wall between the front and the bathroom wall. Constructed from 4 x 2 C16 timber and 18mm Birch Ply.

2.4 Supply and fit in the Store Room:

2.4.1 Shelves on three walls Constructed from 4 x 2 C16 timber and 18mm WBP Ply

3 Budget

The total maximum budget available for this commission is £60000 (exc VAT) but inclusive of all expenses.

Tenders that exceed the total budget will not be considered.

4 Tender and commission timetable

The timetable for submission of the Tender, completion of the programme are set out below.

Milestone	Date
Date ITT available on Contracts Finder	4 October 2021
Last date for raising queries	11 October 2021
Last date for clarifications to queries	13 October 2021
Deadline to return ITT	22 October 2021
Evaluation of ITT	25 October 2021
Award of Contract	This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation

5. Tender submission requirements

Please include the following information in your Tender submission.

5.1 Confirmation that you, the supplier, are able to meet the requirements outlined in the brief above.

5.2 A dated response which includes our company's full postal address and included the Reference: BIGTP131

5.3 Details of who to contact in your company in relation to this tender

5.4 Company registration Number and VAT number (if appropriate)

5.5 Lead in and build times

5.6 Warranty period

5.7 Payment schedule

5.8 Validity of your quote must be for a minimum of 90 days

5.9 Conflict of interest statement (as detailed in Section 7)

5.10 Confirmation that the tenderer or designing subcontractor holds Professional Indemnity Insurance of £1M; evidence to be provided upon award of contract.

5.11 The tenderer is requested to provide details of 2 previous projects undertaken of a similar nature. These must have been completed within the last 5 years and details of a contact for each project who will act as a referee should be provided. (max 2 single sided A4 per example allowed)

5.12 Your design proposal to include outline drawings to Section 2.

5.13 Detail how your design proposal (5.12) is energy efficient and exceeds the minimum building regulations.

5.14 Price to include all materials and labour

6 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 TRESEREN Limited.

7 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 TRESEREN Limited 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 TRESEREN Limited 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.

8 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@treseren.co.uk

in accordance with the Tender and Commission Timetable in section 4.

Responses to clarifications will be anonymised and uploaded by TRESEREN Limited 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 TRESEREN Limited 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.

9 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 on the basis of the following tender award criteria

Ref 5.1 Covering Letter	Pass/ Fail
Acceptable covering letter including confirmation of the requirements detailed at 5.1	
Ref 5.11	20 Marks
The tenderer is requested to provide details of 2 previous projects undertaken of a similar nature. These must have been completed within the last 5 years and details of a contact for each project who will act as a referee should be provided. (max 2 single sided A4 per example allowed)	
Ref 5.12	30 Marks
Your design proposal to include outline drawings to Section 2.	
Ref 5.13	10 Marks
Detail how your design proposal (5.12) is energy efficient and exceeds the minimum building regulations.	
Ref 5.14 Budget	50 Marks
A fixed fee for this work (exc VAT) including travel and other expenses	
The lowest bid will be awarded the full 50 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 = 50 x lowest bid / bid	

10 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, TRESEREN Limited 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.

TRESEREN Limited is not bound to accept the lowest price or any tender. TRESEREN Limited will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with TRESEREN Limited's internal procedures and TRESEREN Limited being able to proceed.

11 Tender Award

Any contract awarded as a result of this tender process will be in accordance with the attached TRESEREN Limited standard terms and conditions.

12 Tender returns

Please submit the Tender document by email or post or in person by 17:00 on 22 October 2021.

If submitting electronically, please send by email to:

info@treseren.co.uk

with the following wording in the subject box: "Tender TEN BIGTP131Strictly Confidential Construction of Garden Room and Store"

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

Tender TEN BIGTP131Strictly Confidential Construction of Garden Room and Store
Treseren
Shepherds House
Shepherds
St Newlyn East
Cornwall
TR8 5NW

13 Disclaimer

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

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 TRESEREN Limited or any information contained in TRESEREN Limited'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 TRESEREN Limited for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

TRESEREN Limited 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 TRESEREN Limited liable for any costs or expenses incurred by tenderers during the procurement process.