**Invitation to Tender**

***St Newlyn East Village Hall*** ***New Roof, Wall Insulation and Refurbishment***

**Ref:CLUP05-01 TEN 1**

# 1. About St Newlyn East Village Hall

St Newlyn East Village Hall is a well loved community building in the centre of our village in Cornwall. The hall was originally opened in 1985 and was wholly financed and built by the villagers after extensive community led fundraising. The hall has been run by volunteers in the community for the community for nearly 40 years and is home to a number of regular user groups - local children and pensioner groups; wheelchair dancing troupe, toddler group, craft, sport and hobby clubs etc. In addition, the hall is the focus of regular annual community events such as our village Feast celebration, Parish Show, local carnival, as well as community commemoration of national events such as the Coronation and Jubilee and of course a great many local family celebrations. The hall also hosts regular local fundraising events, such as music concerts, cream teas, plays, coffee mornings, games evenings etc which are crucial to the survival of local clubs and institutions.

The hall is an essential lynchpin of community life and has (and does) play a huge part in bringing our community together. This has been particularly evident since the Coronovirus outbreak and has proved fundamental in building our community resilience and allowing our neighbours to mutually support and problem solve, through what for many, has been the most challenging of times.

# 2. Background and Context

Our project vision is to nurture an inclusive, vibrant network of local innovators, able to connect, support, problem solve and enable our community to flourish into the future. We will achieve this by developing our existing village hall into a vibrant community hub that acts as a catalyst to attract youth, NHS and wellbeing services into our locality. Our Hall, Our Future will create a versatile, digitally up-to-date work hub suitable for individuals, meetings, conferences, Teams meetings alongside work from home people and students. We will open our doors to attract, welcome, and become a home to, satellite services such as youth, NHS and community wellbeing services allowing local people to reach their potential, nurture ideas, create local leaders and strengthen the foundations of our community.

To achieve this we intend to commission the following:

1. general refurbishment (Tender CLUP05-01 Ten 1 Lot 1)
2. thermally insulate the roof (Tender CLUP05-01 Ten 1 Lot 2)
3. thermally insulate the walls (Tender CLUP05-01 Ten 1 Lot 3)
4. install solar panels and battery storage and replace the inefficient oil boiler with air source heating. provide community electric vehicle charging ports (Tender CLUP05-02 Ten 2)

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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

This tender is for the following 3 Lots. Suppliers may bid for each and all of the Lots as each bid will be assessed separately, in accordance with Section 6. St Newlyn East Village Hall will be appointing an overall programme manager to coordinate the programme but suppliers will be expected to undertake any element of this project in a helpful and cooperative manner. A further Tender CLUP05-01 Ten2 is live on Contracts Finder for the provision of heat pumps and solar panels.

The successful supplier will be expected to undertake the following activities:

3.1 General Preliminaries

3.1.1Enclosure 1 Village Hall-Schedule of Works-Preliminaries v0 and Enclosure 1a Asbestos Report

3.1.2 Shared Prosperity Fund Branding and Publicity Guidance

<https://ciosgoodgrowth.com/wp-content/uploads/2024/02/UK-SPF-_-Branding-and-Publicity-V12.pdf>

The supplier’s attention is drawn to:

*Plaques and Billboards All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*. ‘This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.’*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

3.2 Lot 1 General Works

3.2.1 Enclosure 2 Drawing Set Vill Hall T-General Works v0

3.2.2 Enclosure 3 Village Hall-Schedule of Works-General v0

3.3 Lot 2 Roof

3.3.1 Enclosure 4. Drawing set Vill Hall T-Roof Works v0

3.3.2 Enclosure 5. Village Hall-Schedule of Works-Roof v0

3.4 Lot 3 Wall Insulation

3.4.1 Enclosure 6 Drawing set Vill Hall T-Walls Insulation v0

3.4.2 Enclosure 7 Village Hall-Schedule of Works-Walls v0

4**. Budget**

The total maximum budget available for this commission is:

Lot 1: £50,000.00 (exc VAT) but inclusive of all expenses.

Lot 2: £80,000.00 (exc VAT) but inclusive of all expenses.

Lot 3: £55,000.00 (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 until acceptance by St Newlyn East Village Hall. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 2 April 2023 |
| Site visit to be agreed with Rosalyn Symonds by email thepheas@aol.com | 8 April 2024 March 2024 |
| Last date for raising queries | 1700: 15 April 2023 |
| Last date for clarifications to queries | 1700: 16 April 2024 |
| Deadline to return ITT | **1700: 25 April 2024** |
| Evaluation of ITT | 29 April 2024 |
| Preferred supplier notified | 30 April 2024 |
| Contract award is subject to obtaining grant funding | 1 May 2024 |
| Contract start (assuming grant funding) | 3 June 2024 |

# 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 supplier and St Newlyn East Village Hall during the tender selection process, and for further correspondence.
2. Confirmation that the supplier has the resources available to meet the requirements outlined in this brief and its timelines
3. Confirmation that the supplier 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
8. Acceptance of the General Preliminaries at Section 3.1.1 (Enclosure1)
9. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance Section 3.1.2
10. Completed with your submission the relevant Schedule of Work

6.2 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed.

6.3 Project Method Statement. This should include:

a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).

b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.

6.4 Environment and Sustainability. The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as:

a. Attitude to collaborative problem solving within a defined team structure

b. Anticipate and note the likely challenges and how they would be accommodated

c. How you will reduce energy and fuel consumption in the provision of the contract

d. How you will re-use resources

e. How you will increase recycling levels and reduce the amount of waste

f. How you will use environmentally friendly and ethically sourced goods

g. How you will contribute to reducing the carbon footprint

h. How you will contribute to pollution reduction

6.5 Budget

**7. Sub-contracting**

Suppliers 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 St Newlyn East Village Hall.

**8. Conflicts of Interest**

Suppliers 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 St Newlyn East Village Hall 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 St Newlyn East Village Hall 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:

[thepheas@aol.com](mailto:thepheas@aol.com)

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

Responses to clarifications will be anonymised and uploaded by St Newlyn East Village Hall to Contracts Finder and will be viewable to all suppliers.

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 St Newlyn East Village Hall unless such representation is in writing and duly signed by a Director/Partner of the supplier. 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 on the basis of 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 Examples | 20 |
| Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed. |  |
| Ref 6.3 Project Method Statement | 5 |
| a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).  b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones. |  |
| Ref 6.4 Environment and Sustainability | 15 |
| The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as |  |
| Ref 6.5 Budget | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full xx 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, St Newlyn East Village Hall reserves the right to seek clarification in writing from the suppliers, 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.

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

13**. Tender Award**

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

# 14. Tender returns

Tenders are to be returned by email for each individual Lot.

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

[thepheas@aol.com](mailto:thepheas@aol.com)

with the following message clearly noted in the Subject box;

**‘Ref: CLUP05-01 TEN 1 Lot 1’**

**Or**

**‘Ref: CLUP05-01 TEN 1 Lot 2’**

**Or**

**‘Ref: CLUP05-01 TEN 1 Lot 3’**

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

# 15. Disclaimer

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

Suppliers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the suppliers by St Newlyn East Village Hall or any information contained in St Newlyn East Village Hall’s publications is supplied only for general guidance in the preparation of the tender response. Suppliers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by St Newlyn East Village Hall for any loss or damage of whatever kind and howsoever caused arising from the use by suppliers of such information.

St Newlyn East Village Hall 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 St Newlyn East Village Hall liable for any costs or expenses incurred by suppliers during the procurement process.

# 16. Enclosures

1. Village Hall-Schedule of Works-Preliminaries v0

1a Asbestos Report

2. Drawing Set Vill Hall T-General Works v0

3. Village Hall-Schedule of Works-General v0

4. Drawing set Vill Hall T-Roof Works v0

5. Village Hall-Schedule of Works-Roof v0

6. Drawing set Vill Hall T-Walls Insulation v0

7. Village Hall-Schedule of Works-Walls v0