

Invitation to Tender

Telehandler

Ref: IOSVS:002

## 1 Background/ Introduction

The Isles of Scilly Boat Co Ltd. (IoS Boat Co Ltd) is an island based start-up company, designed to deliver marine engineering and electrical services in a responsive and resilient manner. The primary focus is to support all existing commercial marine and life support transport infrastructure vessels year-round with additional support to visiting vessels as required.

This will be a dedicated capability, island based on St Marys on the Isles of Scilly providing direct support to existing key stakeholders, future marine customers, and suppliers, underpinning and improving the islands existing infrastructure and setting the preconditions for additional marine tourism.

**The purchase of this telehandler is part of a grant funded application process and therefore procurement will be subject to grant approval of the project as a whole. We will compare tenders received on a compliance basis only.**

## 2 Project Specification

We are seeking to purchase a telehandler.

The following MINIMUM machine specific specifications are required:

Steering type	central cab, articulated chassis steering
Minimum lift height	7.55m
Minimum lift capacity	4.5t
Lift to full height	2.0t
Boom cushion	Yes
Hydraulics	150 litres/ min
Engine Output (minimum)	120 hp
Transmission	4 MS
Outrigger	NONE
Delivery	September 2020  Delivered to Porth Mellon, St Marys, Isles of Scilly, United Kingdom , TR21 0JY.

### 3 ITT Timetable

The anticipated timetable for submission of the tender and commission milestones are set out below:

<b>Activity</b>	<b>Date</b>
Date ITT available on Supplier Registration Service	10 March 2020
Last date for raising queries	18 March 2020
Last date for clarifications to queries	20 March 2020
Deadline to return ITT	24 March 2020 1700
Evaluation of ITT	25 March 2020
Award of Contract	This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation

### 4 Conflicts of Interest

Please provide a statement with regards to a conflict of interest for this procurement through the provision of either:-

A Declaration that to your knowledge there is no conflict of interest between your company and IOS Boat Co Ltd 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 their impartiality and independence in the contexts of this procurement procedure.

Or

A Declaration that there is a likely conflict of interest between your company and IOS Boat Co Ltd 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 their impartiality and independence in the contexts of this procurement procedure, please provide details of this connection.

This will permit IOS Boat Co Ltd to take, in the event of a conflict of interest, appropriate steps to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

### **Exclusion**

IOS Boat Co Ltd shall exclude applicants from participation in this procurement procedure where they have established or are otherwise aware that the applicant, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicants company, has been the subject of a conviction by final judgment of one of the following reasons:-

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

### **5 Consortium or sub-contracting**

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant (greater than 25%) role in the delivery of the services under any ensuing Contract.

### **6 Tender Application Requirements**

Please provide paper copies of your application which should include:

1. Confirmation that **you the supplier** are able to meet the requirements outlined in the brief above.
2. A **dated** response which includes **our company's full postal address** (albeit your submission might be by email) and included the **Reference: IOSVS:002**
3. Details of who to **contact** in your company in relation to this tender
4. **Company registration Number and VAT number (if appropriate)**
5. **Total cost** of providing the goods/ services requested.
6. The **appropriate conflict of interest statement** (as detailed in section 4).

## 7 Tender Scoring Criteria

The tender will be scored only on their compliance to the specification set out in section 2 and awarded to the lowest compliant tender.

## 8 Tender Returns

Tenders may be returned by email or post, or by delivery in person.

Tenders are to be returned by:-

Latest date to be returned: 24 March 2020

Latest time to be returned: 1700 pm

If submitting by **email**, tenders should be sent electronically to [jonathan.fielding@falmouthboat.co.uk](mailto:jonathan.fielding@falmouthboat.co.uk) with the following message **clearly noted in the Subject box**;

### Telehandler ref IOSVS:002

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

If submitting by post or in person, the Tender must be enclosed in a sealed envelope, only marked as follows:-

### Tender - Strictly Confidential – Telehandler re IOSVS:002

Addressed to:

Jonathan Fielding  
IOS Boat Co Ltd  
C/O Little Falmouth Yacht Yard  
Flushing  
Falmouth  
Cornwall TR11 5TJ

The envelope should not give any indication to the Tenderer's identity. Marking by the carrier will not disqualify the tender.

If delivery **by hand** please obtain an official Receipt at point of delivery.

## 9 Clarification

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries will be answered. Any clarification queries arising from the Tender Documents which may have a bearing on the offer should be raised as soon as possible in writing. The deadline for clarification questions is 6 days before the submission date. All e-mailed queries should be sent to:-

Name: Jonathan Fielding

E-mail: [jonathan.fielding@falmouthboat.co.uk](mailto:jonathan.fielding@falmouthboat.co.uk)

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 us unless such representation is in writing and duly signed by Jonathan Fielding of IOS Boat Co Ltd. All such correspondence shall be returned with the Tender Documents and shall form part of the Contract.

Tenderers must provide a single point of contact in their organisation for all contact between the Tenderer and IOS Boat Co Ltd.

Responses to any queries will be shared through Supplier Registration Service website.

## **10 Disclaimer**

The issue of this documentation does not commit IOS Boat Co Ltd to award any contract pursuant to the bid process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between IOS Boat Co Ltd or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between IOS Boat Co Ltd and any other party (save for a formal award of contract made in writing by or on behalf of IOS Boat Co Ltd).

Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to bidders by IOS Boat Co Ltd or any information contained in IOS Boat Co Ltd's publications are supplied only for general guidance in the preparation of the tender response. Bidders must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by IOS Boat Co Ltd for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.

Bidders shall be responsible for their own costs and expenses in connection with or arising out of their response. IOS Boat Co 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 IOS Boat Co Ltd liable for any costs or expenses incurred by bidders during the procurement process.

## Appendix 1: Compliance Matrix

Specification requirements		Company responses				
		[Insert Company Name]				
		Compliant response for each part of specification? Yes/ No	Compliant response for each part of specification? Yes/ No	Compliant response for each part of specification? Yes/ No	Compliant response for each part of specification? Yes/ No	Compliant response for each part of specification? Yes/ No
Steering type	central cab, articulated chassis steering					
Minimum lift height	7.55m					
Minimum lift capacity	4.5t					
Lift to full height	2.0t					
Boom cushion	Yes					
Hydraulics	150 litres/ min					
Engine Output (minimum)	120 hp					
Transmission	4 MS					
Outrigger	NONE					
Delivery	Sep-20					
	Delivered to Porth Mellon, St Marys, Isles of Scilly, United					
	Price Excl VAT					
	Price Incl VAT					
Signed: Jonathan Fielding						
Dated:						
Company XXXXXX is the cheapest, complaint tender and is therefore our preferred option.						