

Invitation to Tender

The Supply & Installation of under-purlin cladding & associated materials

at

Plot 4, Porthmellon Industrial Estate, St Marys, Isles of Scilly

Reference: IOSVSP4P-UPCladding V2

1 Background/Introduction

Plot 4 Porthmellon Industrial Estate is a steel portal frame building, having rendered timber framed panel walls and double-skin, insulated roof with profiled sheet covering. The installation of the under-purlin cladding is required to facilitate the sub-division of this 3,500 sq ft warehouse unit into smaller, self-contained units.

Under-purlin cladding will be required throughout the building, with the exception of a small office / kitchen / wc area at the front right hand side of the property.

Additional purlins will also be required, either side of the roof apex.

Within each bay, sections of transparent panels will be required to lay immediately below the existing rooflights.

The purchase / installation of this cladding 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 Specifications

Please tender for either or both of the following:

Lot One

Supply only (to Penzance Quay) all cladding, light panels, purlins and fixings required, appropriately sized for (i) shipping, (ii) purlin spacing (iii) roof dimensions within each bay, and (iv) ease of handling on site.

Under purlin cladding to be finished in white polyester or equivalent finish, maximum profile 35mm, thickness 0.7mm.

Lot Two

Installation of the supplied materials.

Please confirm lead time from receipt of order to supply and/or installation.

Exclusions from Tender

The following should be excluded from your tender price, as these will be paid for by the customer directly:

1. Freight from Penzance to Isles of Scilly.
2. Haulage from St Marys Quay to site.
3. Air travel for your staff in the event of installation under Lot Two (please advise how many staff will be required).

4. Bed & Breakfast accommodation on Scilly in the event of installation under Lot Two (please advise how many nights required).
5. Provision of necessary lifting equipment in the event of installation under Lot Two (scissor lift / fork lift truck, etc).

3 ITT Timetable

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

Activity	Date
Date ITT available on www.sibleysonscilly.com website	Tuesday 24 th January 2017
Last date for raising queries	Friday 27 th January 2017, 5.00pm
Last date for clarifications to queries	Monday 30 th January 2017, 5.00pm
Deadline to return ITT	Monday 6 th February 2017, 5.00pm
Evaluation of ITT	Tuesday 7 th February 2017
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 Sibleys Fuel & Marine Services 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 Sibleys Fuel & Marine Services 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 Sibleys Fuel & Marine Services, that in the event of a conflict of interest, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

Exclusion

Sibleys Fuel & Marine Services 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. Have included the Reference requested be used with all Tenders
3. Details of who to contact in your company in relation to this tender
 - Total cost of providing the goods/services requested in the format required with a breakdown to include:
 - Supply of Materials.

- Delivery to Penzance Quay
- Labour charge for fitting
- Any other charges

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 within that Lot.

8 Tender Returns

Tenders may be returned by post, or by delivery in person. Tenders are to be returned by:-

Latest date to be returned: Monday 30th January 2017

Latest time to be returned: 5.00 pm

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

Tender - Strictly Confidential – The Supply & Installation of under-purlin cladding & associated materials at Plot 4, Porthmellon industrial Estate, St Marys, Isles of Scilly.

Contract Reference Number: IOSVSP4P-UPCladding V2

Addressed to: Ian Sibley, Sibleys Fuel & Marine Services, Porthcressa, St Marys, Isles of Scilly TR21 0JQ.

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 Monday 30th January 2016. All e-mailed queries should be sent to:-

Name: Ian Sibley

E-mail: ian@sibleysonscilly.com

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 Ian Sibley of Sibleys Fuel & Marine Services. 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 Sibleys Fuel & Marine Services.

Responses to any queries will be shared through Sibleys Fuel & Marine Services website.

10 Disclaimer

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

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 Sibleys Fuel & Marine Services or any information contained in Sibleys Fuel & Marine Services' 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 Sibleys Fuel & Marine Services 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. Sibleys Fuel & Marine Services 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 Sibleys Fuel & Marine Services liable for any costs or expenses incurred by bidders during the procurement process.

Supporting Information

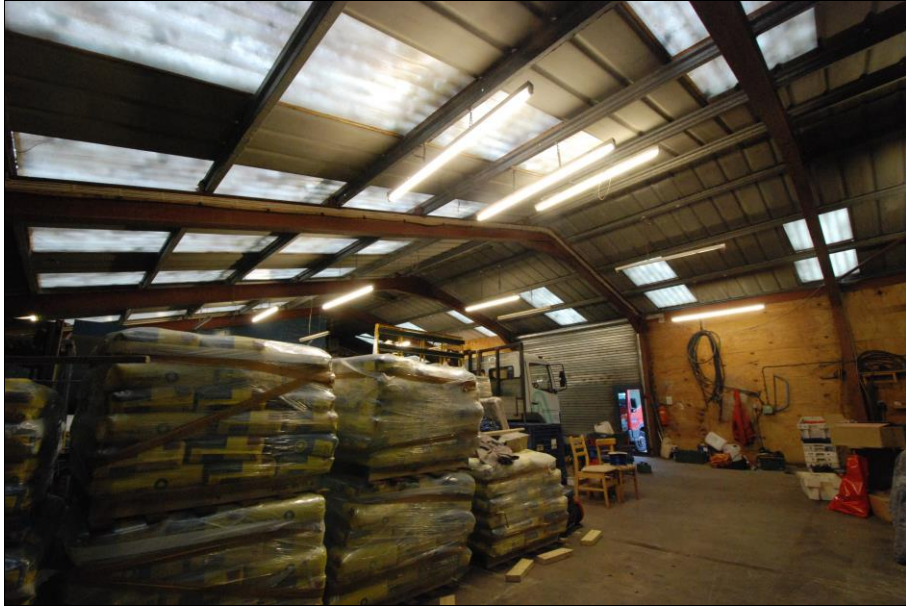
Photographs of the property as existing



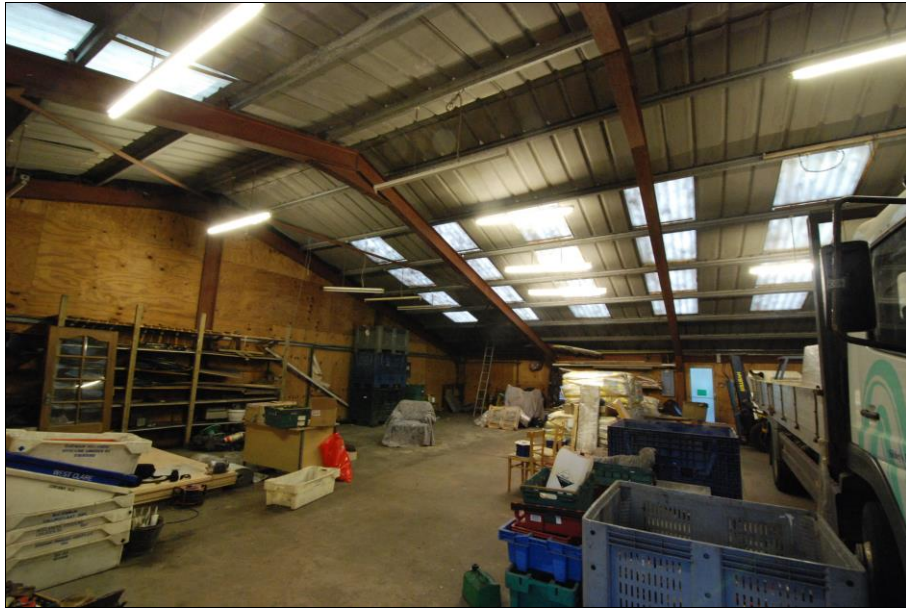


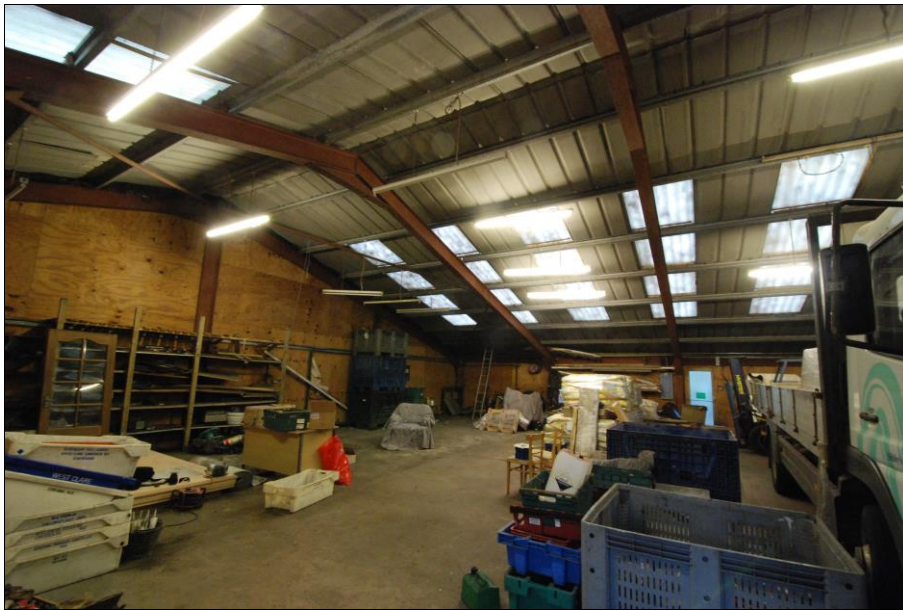












**PLOT 4, PORTHMELLON INDUSTRIAL ESTATE
ROOF INFORMATION, UNDER-PURLIN CLADDING**

	Width between Portal Frames	Length Apex to Eaves	Total Area	Required Light Panels
BAY ONE				
Rear Slope	3.81 m	10.4 m	40 sq m	1m width x 5.50m length (5.5 sq m)
Front Slope	3.81 m	4.8 m	18 sq m	-
BAY TWO				
Rear Slope	3.81 m	10.4 m	40 sq m	1m width x 5.50m length (5.5 sq m)
Front Slope	3.81 m	4.8 m	18 sq m	1m width x 2.76m length (2.8 sq m)
BAY THREE				
Rear Slope	4.15 m	10.4 m	43 sq m	1m width x 5.50m length (5.5 sq m)
Front Slope	4.15 m	4.8 m	20 sq m	1m width x 2.76m length (2.8 sq m)
BAY FOUR				
Rear Slope	3.98 m	10.4 m	41 sq m	1m width x 5.50m length (5.5 sq m)
Front Slope	3.98 m	4.8 m	19 sq m	1m width x 2.76m length (2.8 sq m)
WORKSHOP ONE	3.98 m	5.2 m	21 sq m	-
WORKSHOP TWO	3.98 m	5.2 m	21 sq m	
WORKSHOP THREE	3.98 m	5.2 m	21 sq m	
LAUNDRY	3.98 m	5.6 m	22 sq m	1m width x 2.8m plus 0.7m width x 2.8m (4.76 sq m)
TOTAL			324 sq m	35 sq m

Notes:

Purlins are 140mm x 70mm light steel channel section

Purlins are spaced at 1,380mm centres

Require additional purlins either side of ridge. Total length approximately 60m.

Existing & Proposed Floorplans, & Sections Follow on the pages below

