

Invitation to Tender

Electrical Installation

at

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

Reference: IOSVSP4P-Elec

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 a new electrical system is required to facilitate the sub-division of this 3,500 sq ft warehouse unit into smaller, self-contained units.

The property is being divided into seven separate units. Existing and proposed floorplans are included towards the end of this tender document.

Please note that Bays 3 & 4 will be leased to HM Coastguard Agency, and will be fitted out under a separate contract.

There is currently a single, three-phase electricity supply for the whole unit, entering the building at the rear, right hand corner of Bay 5. This will be retained to serve Stores 1, 2 & 3, the Laundry Room, Office and Kitchen / WC. Three new connections (all three-phase) will be made to serve Bay One, Bay Two and Bays Three & Four. These will terminate within a WPD meter box fitted to the external rear wall of each unit.

The purchase of the proposed electrical installation 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

Interested parties should allow to commence works in January 2017, with completion by 31st March 2017.

Please quote for supply and installation of the following:

Strip out and dispose of existing electrical installation as necessary.

For each of Workshops 1, 2 & 3

- 1 x Meter Pack for sub-metering
- 1 x 7 useable way single-phase consumer unit incorporating 3 x RCBO's, 1 x main switch, 4 x blanks
- 1 x 2 gang surface mounted metal clad light switch
- 2 x LED double strip lights non-corrosive (as per attached Ansell specification, pages 25 & 26, or equivalent)
- 1 x LED outside light on PIR, with internal isolator
- 4 x surface mounted metal-clad double sockets

All wiring to be in 75mm x 75mm metal trunking at high level around unit, with metal conduit to sockets /switches

For Laundry Room / Office / WC / Kitchen

- 1 x Meter Pack for sub-metering
- 1 x 4-way three-phase consumer unit incorporating main switch and RCBOs.
- Re-connect existing sockets / lighting circuits and 3-phase isolator to new consumer unit
- 2 x ceiling mounted LED strip lights (WC and kitchen) (as per attached Ansell specification, pages 21,22,23 & 24, or equivalent)
- 2 x 2 gang light switch either end of kitchen (two way)
- 1 x 1 gang light switch by wc door
- 1 x switched fused spur (for water heater)
- 1 x 15 litre under-sink water heater
- 2 x double sockets (kitchen)

For each of Bays 1 and 2

Workshop Area

- 1 x 12 way three-phase consumer unit with 6 x RCBO's, 1 x main switch and 3 blanks
- 5 x LED low bay fittings (as per attached Ansell specification, pages 3 & 4, or equivalent)
- 8 x surface mounted metal-clad double sockets
- 1 x metal clad switched fused spur (for roller shutter door)
- 1 x 2 gang metal-clad light switch to front (main lights and external flood)
- 1 x 70 watt exterior LED floodlight, switched internally
- 1 x 1-gang metal clad light switch to rear (2 way to front)

All wiring to be in 75mmx 75mm metal trunking at high level around unit, with metal conduit to sockets /switches

Kitchen

- 1 x LED strip light (as per attached Ansell specification, pages 3 & 4, or equivalent)
- 2 x double sockets
- 1 x switched fused spur with neon (under-sink water heater)
- 1 x 15 litre under-sink water heater
- 1 x single gang light switch

Hall

- 1 x LED strip light (as per attached Ansell specification, pages 3 & 4, or equivalent)
- 1 x single gang light switch

WC

- 1 x LED strip light (as per attached Ansell specification, pages 3 & 4, or equivalent)
- 1 x single gang light switch
- 1 x 4 inch extractor fan with timer
- 1 x 3 pole isolator for fan

Outside (Rear)

- 1 x LED bulkhead light on PIR, with internal isolator

Companies interested in submitting a tender should request a copy of the Ansell Lighting specification (Ansell's Lighting Spec 28635 Porthmellon plot 161111) from Sibleys Fuel & Marine Services. This is available in either hard copy or PDF format.

Site inspections can be arranged through Sibleys Fuel & Marine Services.

Tenders should be priced as follows:

1. Strip out and dispose of existing electrical installation, as necessary:
Labour: £.....
2. For each of Workshops 1, 2 & 3:
Labour: £.....
Materials: £.....
3. For Laundry Room / Office / WC / Kitchen
Labour: £.....
Materials: £.....
4. For each of Bays 1 and 2
Labour: £.....
Materials: £.....

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	Monday 5 th December 2016

Last date for raising queries	Monday 12 th December 2016, 5.00pm
Last date for clarifications to queries	Thursday 15 th December 2016, 5.00pm
Deadline to return ITT	Monday 19 th December 2016, 5.00pm
Evaluation of ITT	Tuesday 20 th December 2016
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 Doors.
 - Delivery to Penzance Quay
 - Labour for Fitting
 - 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.

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 19th December 2016

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 – Electrical Installation at Plot 4, Porthmellon industrial Estate, St Marys, Isles of Scilly

Contract Reference Number: IOSVSP4P-Elec

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 12th December. 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







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





