



Moors for the Future Partnership
Invitation to Tender MFF 63
Supply and Delivery of
Green climber LV500 & LV600 or
Flailbot Original or Extra with
standard flailhead

for use in remote sites in the Peak District and the South Pennines

Tender return date: 5pm 9th July 2018



Section 1: Project Objectives, Detailed Specification and Conditions

Part A. Contract Objectives

1. This Invitation for Tender is to supply & delivery of a Green climber or Flailbot and trailer (the Machinery) to the Peak District National Park Authority.

Part B. Detailed Conditions

1. Supply and Delivery

Please indicate in the tender the lead in time for delivery.

2. Delivery Sites

2.1. The Delivery site is The Moorlands Centre in Edale S33 7ZA

2.2. Contractor access is to be restricted to normal working hours, Monday to Friday

3. Health and Safety

The Health and Safety Data sheet & the recommended maintenance schedule must be submitted with the Tender.

4. Warranty

A manufacturer's warranty is required in respect of the Machinery. Terms and conditions of the warranty and its duration must be supplied with the Form of Tender.

Part C: Itemised Costs

Itemised Costs:- please provided a brochure if this is more suitable indicating the Machinery tendered for

General Items and Preliminaries

1.	Work Required - <u>Contractual Requirements</u>	Unit	Quantity	Rate per Unit (£)	Total Cost (Ex VAT) (£)
	Cost of (please state Make & Model)	Item			
		Item			
				Total	
2.	Additional Information				
	Delivery date				

PART D: Tender evaluation

1. Tender Evaluation

1.1 Tenders will first be evaluated against the following requirements which will be scored on a pass/fail basis. Any Tender that scores "Fail" against any of these requirements may be deemed non-compliant and rejected without further evaluation.

- Whether the Tenderer is subject to any enforcement or legal action or other pending investigations by either the Authority or other public agencies.

1.2 The successful Tenderer will be selected based on an evaluation using the criteria set out below:

Price (50% of the total score value);

- $50 \times (\text{Lowest Tender Price}) \div (\text{Tenderer X's Price})$

Quality criteria (50% of the total score value):

- Short delivery turnaround.

Criteria	Weighting	Evaluation Criteria
Price	50%	$50 \times (\text{Lowest Tender Price}) \div (\text{Tenderer X's Price})$
Quality Criteria	50%	10 x score (see table below)

Quality Criteria responses will each be marked against the following scoring methodology

0	The Tenderer has given no or inadequate response.
1	There are major weaknesses or gaps in the information provided.
2	The response is sketchy with little or no detail given of how the Tenderer will meet the criteria.
3	The proposal has addressed the majority of our requirements but will lack some clarity or detail in how the proposed solutions will be achieved.
4	The proposal has addressed, in some detail, all or the majority of our requirements.
5	As well as addressing all our requirements the Tenderer demonstrates a deep understanding of the project and / or may present innovative ideas (where appropriate).

Tenderers scores for Quality and Price will then be added together to produce an overall score and the Tenderer with the highest overall score will be awarded the contract.

Rejected or eliminated tenders will not be scored.

PART E:
FORM OF TENDER (To be completed by the Tenderer)
RELATING TO THE SUPPLY OF REMOTE CONTROLLED MOWER,

We offer to supply the Machinery described in your Invitation to Tender for the rates set out in the Itemised Costs.

1. We confirm that we have not communicated and will not communicate to any person under any agreement or arrangement, the amount of this Tender and that the amount of this Tender has not been adjusted under any agreement or arrangement with any person.
2. The rates for provision of services are fixed for Year 1 of the Contract. The rates for provision of services for Years 2-4 of the Contract are indicative only.
3. We undertake to supply within the time stated in the Invitation to Tender.
4. Unless and until the Contract is prepared, executed and completed we agree that any Purchase Order (which shall incorporate the Invitation to Tender and the Form of Tender) shall constitute a binding contract between us;
5. We understand that you are not bound to accept the lowest or any tender you may receive.

Name of Contractor:.....

Of:..... (if a Limited Company, please state address of Registered Office).

The Tender should be submitted by post or by electronic means if so instructed by the Authority 5pm on the 5th July 2018

Signature.....

(for and on behalf of the Tenderer)

Date.....

SECTION 2: INSTRUCTIONS ON SUBMITTING A TENDER (SUPPLY OF MACHINERY)

Tenders should be submitted in accordance with the following instructions.

1. Invitation to Tender

The Authority is seeking tenders from suitably experienced Contractors to supply & deliver the Machinery

2. Tendering procedure

2.1. THE DEADLINE FOR RECEIPT OF TENDERS IS 5PM ON THE TENDER RETURN DATE.

2.2. No tender received after the specified time on the Tender Return Date shall be considered.

2.3. The Tender shall be made on the Form of Tender. It must be accompanied by the following information:

2.3.1. Itemised Costs;

2.3.2. Any other information requested in the Section 1 (Specification and Detailed Conditions).

2.4. The Form of Tender must be signed, where the Tenderer is an individual, by that individual. Where the Tenderer is a partnership, by an authorised partner. Where the Tenderer is a company, by at least one director or by a director and company secretary.

2.5. No tender will be deemed to be received unless it is in an envelope which bears no name or mark indicating the sender. If delivered by hand a receipt will be issued.

2.6. Tenders must be delivered on weekdays between the hours of 9.00 am and 5.00 pm and marked for the attention of the Chief Finance Officer as follows:

TENDER MFF 63 Supply and delivery of Flailbot or Green climber

F.A.O The Chief Financial Officer
Peak District National Park Authority
Aldern House
Baslow Road
Bakewell
Derbyshire
DE45 1AE.

3. Tender queries

3.1. Any queries concerning the information contained in this specification should be sent to: Fiona Draisey

Email: Fiona.draisey@peakdistrict.gov.uk

3.2. There should be no other contact with the Authority on this matter. Any direct contact shall result in your exclusion from this ITT. Following submission of the Tender return, an opportunity may be given for suppliers to make a presentation to the Authority.

3.3. Please be aware that your query, together with our response may, to ensure transparency and fairness, be circulated to all undertakings expressing an interest on an anonymized basis. If you consider that your query discloses commercially confidential information you must, with or upon your query,

clearly indicate which information you consider is commercially confidential and why. The Authority will then exclude this information from any circulation. Blanket statements indicating commercial confidentiality will be ignored.

4. Errors in completed tenders

- 4.1. The Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the correctness and sufficiency of its Price and Itemised Costs.
- 4.2. Where examination of a Tender reveals arithmetical errors these will be corrected on the basis that the rates entered into the Price and the Itemised Costs are correct and the Tenderer will be afforded the opportunity of confirming the revised totals (in writing) or withdrawing its Tender within 7 days.

5. Sufficiency of Tender

The Tenderer shall be deemed to have undertaken all inspections, examinations and all other enquiries reasonable or necessary in connection with the terms and subject matter of the Tender. The Tenderer acknowledges and confirms that it has the requisite expertise, experience and equipment to perform its obligations under the Contract. The Authority will not accept and shall not be liable for any claims that are based upon a Contractor's failure to obtain or have due regard for any information necessary to prepare a fully compliant and complete tender.

6. Period of Validity

Tenderers are required to keep their tenders valid for acceptance for a period of 30 working days from the Tender Return Date.

7. Award of Contract

- 7.1. The Authority anticipates (but does not guarantee) to award a Contract within 30 working days of accepting a Tender.

8. Accuracy

Information supplied to Tenderers by the Authority (whether in these documents or otherwise) is supplied for general guidance in the preparation of the tenders. Tenderers must satisfy themselves by their own investigations with regard to accuracy of any such information and no responsibility is accepted by the Authority for any inaccurate information obtained by Tenderers.

9. Confidentiality

All information supplied by the Authority in connection with this Invitation to Tender shall be regarded as confidential by the Tenderer except that such information may be disclosed for the purpose of obtaining sureties and quotes necessary for the preparation of the Tender.

10. Canvassing

Tenderers face automatic disqualification if they canvass for the supply of the Machinery by approaching any Member or Officer of the Authority with a view to gaining more favourable consideration of their tender. Tenderers should state whether Members or Officers of the Authority have any direct or indirect interests in their organisation.

11. MoorLife2015-20

This Invitation to Tender relates to a number of projects including for the purposes of the Moor LIFE project (LIFE14/NAT/UK/000070) "MoorLIFE 2020".