



16th December 2020



European Union
European Regional
Development Fund

Tender Opportunity – Friends of Castle Green CIC

Background – Friends of Castle Green is a Community Interest Company that is committed to respecting the heritage of Castle Green, making more use of the park for today's community and improving and protecting it for future generations. This includes the improvement of the historic building, the Pavilion, for community use.

Opportunity – We wish to install a system of Air Source renewable energy to provide hot water and heating to the building.

- 55 kWp system
- Project completed by 31st March 2021
- Supply, installation and commissioning of all plant required

Site visits if required can be arranged with the project manager detailed below.

Capability – Suppliers are invited to provide examples of similar installations undertaken in the past three years to demonstrate capability to undertake this project.

Selection Criteria – The contract will be awarded to the most cost-effective tender that meets the requirements of the tender and can be delivered within the timescale.

Payment Terms – Payment will be made in stages and agreed as part of the contract discussions. Anticipated payment terms to be included in the prospective supplier's quotation.

Cost – To be stipulated in the prospective supplier's quotation.

- Completed tenders to be received by the company's Project Manager via email no later than 12:00 noon on the 6th January 2021.
- Project timing plan to be included in prospective supplier's tender. Project completion date of 31st March 2021 is non-negotiable.

Please ensure your formal quotation meets the following requirements: -

- Date
- Supplier company details.
- Purchasing company details and contact name.
- Specification of works.
- Quantities required.
- Unit/service cost.
- Total cost.

- Details of any discounts/rebates.
- Delivery information.
- Payment details.
- Any special requirements.
- Lead-time
- Evidence of previous projects carried out of a similar nature.
- Evidence of skills, experience and qualifications of the business.
- Contract Terms and Conditions.
- Health and safety arrangements.
- Estimated lifespan of the System and Components.
- Product Warranty on all parts and services.
- Estimated annual maintenance costs.
- Evidence of Employers and Public liability insurance is compulsory, quotations given without this will not be considered.

Each quotation received will be evaluated on the above criteria and scored based on:

Price 60%
Quality 40%

Contact:

Project Manager: Katie Bott

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