

Request for Quotation

Date: 6 th January 2021	Ref No: EFLTG upgrade	Return by 20th January 2021 16:00 hours
From: Tony Parkinson	07771 808810	Tony.parkinson@e-factor.co.uk
Due to Covid19 all tenders should be submitted by email and sent to Tony.parkinson@e-factor.co.uk And Natalie Cresswell@e-factor.co.uk		

You are invited to submit a quotation for three Lots as described below, and **any tenderer can bid for any individual Lot or a combination of each of the Lots.**

LOT 1 - The supply and installation of upgraded lighting to energy efficient modern lighting as outlined in the specification in **Appendix LOT 1** for the two sites:

- a) Business Hive, 13 Dudley St, Grimsby, DN31 2AW
- b) E26 Reception Building, Enterprise Village, Prince Albert Gardens, Grimsby, DN31 3AT

LOT 2 - Supply and installation of Cascade controls of two 37.8 KW Condensing Gas boilers as detailed in the specification shown in **Appendix LOT 2**

LOT 3 – Installation of 7 x 5Kw Solar PV Systems at the Enterprise Village Units E27 to E33 all as detailed in the specification requirements and tender document in **Appendix LOT 3.**

Quotations should be returned by **20th January 2021 by 16:00 hours.**

This procurement process is being run in conjunction with a grant application to the Smart Energy Greater Lincolnshire (SEGL) programme. The programme is part funded by European Regional Development Fund (ERDF) A supplier will be appointed subject to a grant being awarded by SEGL. If your quotation is accepted, a formal Purchase Instruction will be issued. Unless specified otherwise, you should assume that delivery will be to the addresses stated above.

The contract will be awarded to the supplier (s) who have provided the most economically advantageous quotation evaluated against 45% price and 55% quality criteria as detailed in the specification attached. This request for quotation does not form any commitment to buy.

Any subsequent orders will be governed by the terms and conditions set out in E-Factor Group's procurement policy.

E-Factor Group may take up credit checks and/or references if you choose to quote.

Please refer to the Invitation to Quote -Specification document that follows for full details of what is required and how to respond.

Yours Sincerely



Estates /Performance Manager

Request for Quotation – Specification

1. Invitation to Quote

E-Factor Group invites quotations for

LOT 1 - The supply and installation of upgraded lighting to energy efficient modern lighting as outlined in the specification in **Appendix LOT 1** for the two sites:

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The scope of requirements to be provided and the manner in which you should respond to this invitation are defined below.

2. Background

E-Factor is a not-for-profit business support organisation that aims to inspire and encourage enterprise across Grimsby, Immingham, and Cleethorpes. The business provides support and encouragement to individuals who believe that self-employment and enterprise offer them real opportunities to achieve personal dreams and aspirations. Additionally, we provide business advice and support the operating SME's across the North East Lincolnshire region.

For this project we are working within the Smart Energy Greater Lincolnshire (SEGL) programme that provides free support to SME's across the Greater Lincolnshire LEP area (GLLEP) and has been developed by North East Lincolnshire Council (NELC) and IfaS and is part funded by the European Regional Development Fund (ERDF).

3. Tender Details

The contracting authority for the purpose of this invitation to quote is E-Factor Group Ltd. Enterprise Village, Prince Albert Gardens, Grimsby, DN31 3AT

4. Specification

The requirements to be provided are set out in the following documents

LOT 1 - The supply and installation of upgraded lighting to energy efficient modern lighting as outlined in the specification in **Appendix LOT 1** for the two sites:

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5. Quotation

Your quotation (s) should include:

- a) A brief description of your company, which should include:
 - Your Insurance levels
 - Quality Registration achieved
 - Technical certifications
 - Safety record and a safety statement on how the work will be carried out in an operating office
- b) Examples of/references for previous work which is relevant
- c) As there are two sites involved in Lot 1 of this project, should you provide quotation for this Lot, we require a detailed breakdown of costs for each site.
- d) For each lot we require full specification details of what is being proposed to be installed. Prices should cover delivery, installation and commissioning and all required certifications. The total price should be shown exclusive of VAT. Please include the following details where relevant:
 - Lead Time and confirmation that you can complete the project by 8th March 2021
 - Your quote should be valid for at least 30 days
 - Please ensure your quotation includes relevant contact information

6. Contract Term

All work relating to this quotation must be completed and signed off by 8th March 2021

7. Payment Terms

We require that you submit your invoice for work completed no later than 8th March and payment will be made by 16th March.

8. Contract Management

All instruction or proposed changes must be confirmed in writing by the estates manager before any changes are implemented

9. Quality Assurance

Please briefly outline your procedures for quality assuring your work.

Please detail any recognised quality management certification you may have, for example BS/EN/ISO9000.

10. Award Criteria and Evaluation

The contract will be awarded to the most economically advantageous quotation evaluated against the following criteria.

Criteria	Weighting %
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Price – value for money	45
Relevant experience and track record	25
Understanding of project requirements and ability to deliver	30

A simple scoring mechanism

A relatively simple scoring system has been adopted, as explained below:

- 0** Exceptionally Poor or Missing
- 1** Poor – major failings to meet the documented requirements
- 2** Unsatisfactory – only meets some of the documented requirements
- 3** Satisfactory – meets the documented requirements with only minor shortcomings
- 4** Good – meets the documented requirements
- 5** Exceptional - meets the documented requirements and offers enhanced performance

The highest scoring bid against the quality criteria will be assigned the full %, as detailed above, for quality and all other tenderers scores will be scaled appropriately.

The lowest price will be assigned the maximum % for cost and all scores will be scaled against that accordingly.

11. Queries

To ensure a fair and transparent process no approach of any kind in connection with this quotation should be made to any other person within, or associated with, E-Factor Group other than the named contact. Failure to comply may result in disqualification from the process. Answers to any queries raised will be given to all tenderers to ensure comparability of understanding.

The E-Factor Group reserves the right to terminate the procurement process at any time prior to award without compensation.

12. Quotation Return

The completed quotation and any associated documents must be submitted to Tony Parkinson and Natalie Cresswell by email to tony.parkinson@e-factor.co.uk & Natalie.cresswell@e-factor.co.uk

13. Closing Date: 20th January 2021 16:00 hours

14. Award Date 25th January 2021

REQUEST FOR COMPANY INFORMATION

Company details

You are requested to provide the following written information about your company:

Name and address of company for all correspondence	
Telephone number/ Fax number	
Email address	
Is the company a sole trader, partnership, private limited company, public limited company, or other (please state)?	
If your company is a limited company, please supply the following additional information as applicable: <ul style="list-style-type: none">• Date of registration and registration number under the Companies Act 1985• Date of registration and registration number under the Industrial and Provident Societies Act 1965-1978• If a member of a group of companies, the names and addresses of the ultimate holding company and all other subsidiaries	
Please give information about the person applying on behalf of the company: <ul style="list-style-type: none">• Name & position in the company• Telephone number / Fax number• Email address	

The following information will be requested from the successful supplier

Financial information

Please provide the following summary of the last three years annual trading results of your company and your parent company, if your company is a subsidiary: <ul style="list-style-type: none">• Annual Report and Full Accounts for your latest submitted tax year;• Net assets; Turnover for the two years preceding your last tax year;• Profit before tax for the two years preceding your last tax year.	
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Insurance

Include the minimum limits as per your company policy. The following minimum amounts are required limit:

- Employer's Liability Insurance; £2M
- Public Liability (Third Party) Insurance; £2M

Quality

Does your company have any accreditations e.g. ISO; British Standards; Investors in People? If so, please give details.	
Does your company have an Equal Opportunities/ Equalities policy? If so, please provide a copy.	

Environmental sustainability criteria

Does your company have an environmental/sustainability policy or operate an Environmental Management System? If so, please provide details of any certification such as ISO14001/EMAS and a copy of your policy.	
What evidence does your company have to show that it is seeking to minimise or reduce its environmental impact? You should include a brief statement demonstrating how you are seeking to reduce negative environmental impacts (e.g. carbon emissions) associated with the delivery of this contract.	

Undertaking of Confidentiality

E-factor Group Limited undertakes to use reasonable endeavours to hold confidential, any information provided by you in your tender submission, subject to its obligations under law, including the Freedom of Information Acts. Should you wish any of the information supplied by you in your submission not to be disclosed because of its sensitivity, you should, when providing the information, identify the same and specify the reasons for its sensitivity. E-factor NEL Limited will consult with you about this sensitive information before making a decision on any Freedom of Information request received. If no information is identified as sensitive, with supporting reasons, then it is likely to be released in response to an FOI request.

Appendix LOT 1 (a)

Specification Business Hive

The type and quality of your proposed lighting fittings should be detailed along with the energy performance details.

You should also provide details of cost of any lighting that could be effectively controlled by motion sensors to ensure lights are used efficiently and effectively

Please set out any quote for emergency lighting in a separate table and sperate section in the quote for both a) and b). Please ensure your quote is detailed and includes breakdown of equipment and installation costs as well as equipment supplied.

Existing Lighting Business Hive

Current (old) Lighting Situation - The Business Hive						
Room ID	Existing	Quantity	Watts per Unit	Total installed Watts	Estimated Operating hours	Electricity consumption
		[x]	[W]	[W]	[h/a]	[kWh/a]
Entrance porch & wc	CFL 2D/square	6	28	168	1,750	294
Reception	T8 2-ft (4 panel) 600x600	11	84	924	1,750	1,617
Office 3	T8 2-ft (4 panel) 600x600	3	84	252	1,500	378
Copy room	T8 2-ft (4 panel) 600x600	1	84	84	1,500	126
Office 6	T8 2-ft (4 panel) 600x600	3	84	252	1,500	378
Office 7	T8 2-ft (4 panel) 600x600	3	84	252	1,500	378
Store	T8 2-ft (4 panel) 600x600	1	84	84	250	21
Office 4	T8 2-ft (4 panel) 600x600	3	84	252	1,500	378
Office 5	T8 2-ft (4 panel) 600x600	3	84	252	1,500	378
Stairs	T8 6-ft twin	2	161	322	1,500	483
Up stairs landing	T8 2-ft (4 panel) 600x600	4	84	336	1,500	504
Up stairs landing	T5 2-ft (4 panel) 600x600	5	60	300	1,500	450
Conference room a	T8 2-ft (4 panel) 600x600	5	84	420	900	378
Meeting room 1	T8 6-ft twin	1	161	161	900	145
Store room up	CFL 2D/square	1	16	16	1,250	20
Conference room b	T8 6-ft twin	6	161	966	1,000	966
Plant room	T8 6-ft twin	1	161	161	500	81
Kitchen	T8 6-ft single	1	81	81	1,250	101
Office 12	T8 6-ft twin	1	161	161	1,750	282
E factor office	T8 2-ft (4 panel) 600x600	3	84	252	1,750	441
Offic 9	T8 2-ft (4 panel) 600x600	4	84	336	1,750	588
Office 8	T8 2-ft (4 panel) 600x600	3	84	252	1,750	441
Office 1 (migraine)	T8 2-ft (4 panel) 600x600	3	84	252	1,750	441
Office 2	T8 2-ft (4 panel) 600x600	3	84	252	1,750	441
Office 10	T8 2-ft (4 panel) 600x600	3	84	252	1,750	441
Total		80		7,040		10,150

Appendix LOT 1 (b)

Specification Enterprise Village

Table 10: Summary of lighting survey of The Enterprise Village

Current (old) Lighting Situation - The Enterprise Village						
Room ID	Existing	Quantity	Watts per Unit	Total installed Watts	Estimated Operating hours	Electricity consumption
		[x]	[W]	[W]	[h/a]	[kWh/a]
Ladies down	CFL 2D/square	1	28	28	625	18
Gents down	CFL 2D/square	1	28	28	625	18
Disabled down	CFL 2D/square	1	28	28	625	18
Ladies up	CFL 2D/square	1	28	28	625	18
Gents up	CFL 2D/square	1	28	28	625	18
Disabled up	CFL 2D/square	1	28	28	625	18
Front stairs	CFL 2D/square	1	28	28	1,250	35
Landing	T8 2-ft (4 panel) 600x600	4	84	336	1,250	420
Landing	CFL 2D/square	1	28	28	1,250	35
F5	T8 2-ft (4 panel) 600x600	4	84	336	1,750	588
F6	T8 2-ft (4 panel) 600x600	6	84	504	1,750	882
F1	T8 2-ft (4 panel) 600x600	6	84	504	1,750	882
F2	T8 2-ft (4 panel) 600x600	6	84	504	1,750	882
Corridor up	CFL 2D/square	3	28	84	1,250	105
F3	T8 2-ft (4 panel) 600x600	6	84	504	1,750	882
F4	T8 2-ft (4 panel) 600x600	8	84	672	1,750	1,176
Back stairs	CFL 2D/square	4	28	112	1,250	140
G3	T8 2-ft (4 panel) 600x600	6	84	504	1,750	882
Training room	T8 2-ft (4 panel) 600x600	16	84	1,344	750	1,008
G7	T8 2-ft (4 panel) 600x600	4	84	336	1,750	588
G6	T8 2-ft (4 panel) 600x600	4	84	336	1,750	588
1 Meeting room	T8 5-ft twin	2	133	266	875	233
2 Meeting room	T8 5-ft twin	2	133	266	875	233
3 Meeting room	T8 5-ft single	1	67	67	875	59
G8	T8 2-ft (4 panel) 600x600	4	84	336	1,750	588
G4	T8 2-ft (4 panel) 600x600	6	84	504	1,750	882
G10	CFL 2D/square	2	16	32	1,750	56
G2	T8 2-ft (4 panel) 600x600	6	84	504	1,750	882
G1	T8 2-ft (4 panel) 600x600	6	84	504	1,750	882
Server	T8 5-ft single	1	67	67	375	25
Kitchen	T8 5-ft single	1	67	67	1,125	75
Total		116		8,913	1,125	13,113

Appendix LOT 2

Cascade Control of the Gas Boilers

Current Status: Heating at the Enterprise Village is currently provided by two 37.8-kW condensing gas boilers. These are regular boilers used mainly for space heating purposes. Based on the age and model, the seasonal efficiency rating of the boilers is approximately 89.2 %.



The requirement is that an additional cascade control system is installed to interlink the boilers. When boilers are linked, they communicate with each other and work in tandem to increase or decrease heat output as and when needed.

The cascade control system will increase the modulation ratio of the heating systems. This will add to the system flexibility and responsiveness, which in turn will optimise the boilers' performance, improves energy efficiency, and enable energy savings.

One of the boilers should be designed to operate continuously while the second remains in standby until the first boiler reaches a certain percentage of its maximum load (normally adjusted according to the efficiency curve load of the boiler). At this point, the cascade control system will dictate the operation of the next boiler in order to provide more heat output and maintain the desired indoor temperature. When the system recognizes that less heat is needed, the second boiler can gradually cycle off until it is needed again.

Appendix LOT 3

Solar PV

Installation of a photovoltaic system at New Enterprise Village Extension

Due to the quantity of files for **LOT 3**, please see the attached file "**LOT 3 Solar PV Tender Specifications.zip**" that includes all the addition required files and information for the tender. Please see the "Invitation to Tender" document for a detailed description of the project.

Estimated orientation and inclination

Orientation: 103° (South east)

Inclination: approximately 6° (roof width 12.5m difference between lower and upper edge 1.3m)

These will require checking.