

REQUEST FOR TENDER – *SUPPLY, DELIVERY & INSTALLATION OF FULLY AUTOMATIC ROASTER*

Bell Lane Coffee Roasters

1. SPECIFICATION OF REQUIREMENTS

Bell Lane Coffee Ltd. Unit 19A, Mullingar Business Park, Clonmore, Mullingar, Co.

Westmeath, N91 A096 are seeking tenders for the ***Supply, Delivery & Installation of fully Automatic Roaster***

Specification Required...

A fully automatic roaster with a capacity of 60kg per batch of green coffee with a minimum of 4 batches per hour and MUST include the following:

- Integrated roasting management software
- Indirect gas burner
- Integrated green coffee loader and destoner
- Roasting Profile Control
- Chaff collector
- Double function heating chamber
- Vortex System
- Variable drum speed
- Air recycling system with an integrated after burner
- Integrated destoner
- Green Coffee Loader
- Minimum 12-month warranty
- Quote must include **ALL EXPENSES** i.e.,
 - The supply, delivery and installation of the roaster
 - Customs Duty as applicable

PLEASE QUOTE ONLY FOR SPECIFICATION NOTED ABOVE, VARIATIONS FROM THIS OR INCLUSION OF A RANGE OF OPTIONS IN SUBMISSIONS MAY DISQUALIFY YOUR QUOTE.

2. INSTRUCTION TO TENDERERS

- **Quotes** must be for equipment that meets the specification above and be:
 - A FIXED TOTAL PRICE
 - In Euro ONLY
 - Remain valid for 6 months from the date of submission
 - Have a clear VAT rate and value and a valid Inclusive and Exclusive VAT quote.

Please complete Appendix I Form of Tender. FAILURE TO DO SO WILL DEEM QUOTES INVALID. Please note: The EX VAT Form of Tender quote as submitted will be the quote evaluated.

- **Specification of items** – Suppliers must submit, with their tender, visuals for their proposal which must clearly show proposals meet IN FULL the specification as outlined at Appendix I. ***Please include warranty terms as applicable and ease of accessing parts, emergency telephone assistance in the case of a breakdown etc.*** Minimum warranty requirements is 12 months. ***This forms part of the award criteria & is essential for evaluating submissions, if this is omitted tenders will not be evaluated***
- **Tax Affairs** – the winning supplier will be required to have their tax affairs in order i.e., Evidence of Tax Compliance, which will be confirmed by providing a current tax reference number and e Tax Clearance access number
- **Delivery** –please provide delivery timelines to – *Bell Lane Coffee Ltd. Unit 19A Zone C, Mullingar Business Park, Mullingar, Co Westmeath N91 A096*
- **Track record** – References of supplying the product to previous clients may be requested from shortlisted suppliers and will be mandatory

Failure to include any of the above information may result in exclusion from the competitive process and your tender may not go to evaluation.

APPENDIX I FORM OF TENDER HAS BEEN PROVIDED IN WORD FORMAT

3. AWARD CRITERIA

The evaluation criteria used will be the Most Economically Advantageous Tender [MEAT] by reference to suitability and cost.

Marks will be awarded under the following criteria [scored from 100 marks weighted as indicated below]

Tenders will be required to score a minimum of 60% to stay in the competition:

➤ **Addressing the Specification of Requirements 60 marks (60%)**
[Addressing the Specification of Requirements will be assessed on the basis of meeting the specification, warranty terms, as outlined at Section 1 of this document]

➤ **Cost 40 marks (40%)**
[Cost will be assessed on the basis of a valid quote as detailed in the Form of Tender]

Tenders must demonstrate how they meet all of the above criteria in their tender submission in order to enable the awarding authority to assess fully the extent of their offers.

Bell Lane Coffee LTD is entitled, but not obliged, to seek clarification of tenders in the course of the evaluation process. No change in the price or substance of the tender shall be sought, offered or permitted

Please note tenderers who meet the tender assessment minimum score may be required to formally present their tender proposals as part of the evaluation process

For full transparency and clarity please note the below scoring mechanism and rationale will be operated by Bell Lane Coffee LTD for non-cost criteria:

Score	Interpretation
81% - 100% of the marks	Excellent response that fully meets or exceeds specification and provides comprehensive and convincing assurance that the Tenderer will deliver to an excellent standard.
61% - 80% of the marks	A very good response that demonstrates real understanding of the specification and provides convincing assurance that the Tenderer will deliver to a very good or high standard.
51% - 60% of the marks	A satisfactory response which demonstrates a reasonable understanding of specification and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.
31% - 50% of the marks	A response where reservations exist. Lacks detail and does not provide confidence to Bell Lane Coffee LTD that the required services will be successfully delivered.
30% of the marks	A response where serious reservations exist. This may be because, for example, insufficient detail is provided, or the response has fundamental flaws, or is seriously inadequate or seriously lacks detail with a high risk of non-delivery
0	No response or partial response only and poor evidence provided in support of it, failure to meet the specification

4. TIMETABLE

Queries: Tenderers shall immediately notify Bell Lane Coffee LTD should they become aware of any ambiguity, discrepancy, error, or omission in the Tender Documents. Bell Lane Coffee LTD will, upon receipt of such notification, issue a clarification via eTenders in respect of any such ambiguity, discrepancy, error, or omission.

Queries: Any queries must be submitted via e tenders messaging facility only to be received **NO LATER than Friday 13th August 2021 @ 4pm**
Unless otherwise advised queries after this date will not be responded to.

Submissions: A digital copy of the tender must be submitted to the e-tenders post box **NO LATER than Friday 20th August 2021 @ 4pm**

5. ADDITIONAL INFORMATION

- Bell Lane Coffee LTD reserves the right to terminate contracts with providers who are underperforming or in breach of the terms and conditions of their Contract Agreement
- If for any reason it is not possible to award the contract to the designated successful tenderer emerging from this competitive process, or if having awarded the contract the

contracting authority considers that the successful tenderer has not met its obligations, the contracting authority reserves the right to award the contract to the next highest scoring tender on the basis of the terms advertised. This shall be without prejudice to the right of the contracting authority to cancel this competitive process and/or initiate a new contract award procedure as its sole discretion.

- Any conflicts-of-interest involving a tenderer must be fully disclosed to Bell Lane Coffee LTD. Failure to disclose a conflict-of-interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict-of-interest comes to light
- Detailed pricing of all Tenders will be examined for arithmetical errors and the following approach to the correction of such errors will apply:
 - Where there is a discrepancy between amounts in figures and words, the amount in words shall apply.
 - Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern unless, in the opinion of Bell Lane Coffee LTD there is a gross mathematical error in the unit price, in which event the total amount as quoted will govern
- Bell Lane Coffee LTD reserves the right (but shall not be obliged) to request Tenderers to attend interviews. These interviews will be for the purpose of clarification only. If this proves necessary, Tenderers will be informed as soon as possible with regard to the proposed date for interviews.
- If a Tender fails to comply in any respect with the requirements set out in this Invitation to Tender or is ambiguous, Bell Lane Coffee LTD shall be entitled at its absolute discretion, (but shall not be obliged):
 - To reject the Tender as non-compliant;
 - Without prejudice to the Contracting Authority's right to reject the Tender, to meet with, raise issues and/or seek clarification from the Tenderer in respect of the relevant Tender;
 - Without prejudice to the Contracting Authority's right to reject the Tender, to request the Tenderer to provide the Contracting Authority with information or items which have not been provided or have been provided in an incorrect form; and/or
 - Without prejudice to the Contracting Authority's right to reject the Tender, to waive a requirement which, in the opinion of the Contracting Authority, is not material and/or is procedural.

PLEASE NOTE: this contract is subject to funding,

APPENDIX I - FORM OF TENDER

THIS FORM OF TENDER MUST BE COMPLETED ON HEADED PAPER AND RETURNED BY ALL TENDERERS. *Failure to submit a fully completed & signed Form of Tender will invalidate the offer*

To:	Bell Lane Coffee Ltd. Unit 6/7 The Enterprise Technology & Innovation Centre, Clonmore, Mullingar, Co. Westmeath, N91 RR62
From:	
For	Supply, Delivery & Installation of fully Automatic Roaster

I/We have examined the tender documentation and thereby offer to provide the services in accordance with the details contained within this document and confirm this quote will remain valid for up to 180days from date of tender submission and for the duration of the contract.

ITEM*		COST €	
A fully automatic roaster with a capacity of 60kg per batch of green coffee with a minimum of 4 batches per hour meeting specification as detailed at Section 1 of this document <i>Includes supply, delivery, installation & customs duty where applicable - ALL COSTS INCLUDED</i>			
TOTAL COST EX VAT [FOR EVALUATION PURPOSES]			
VAT Rate % & Value €			
TOTAL COST INCL VAT			
Signed:			
Name (in Capital Letters) & Contact Details:			
On behalf of :			
Address:			
Telephone:		Date:	

***PLEASE NOTE: PLEASE PROVIDE DETAILS OF SPECIFICATION WITH VISUALS AS RELEVANT– THIS FORMS PART OF THE AWARD CRITERIA**