

## Worcestershire Projects Tender Opportunity Template

As the total value of your item/service is £25,000 or above, please complete the template below with details of your tender opportunity.

Email your completed template to [info@worcestershiregrowthhub.co.uk](mailto:info@worcestershiregrowthhub.co.uk) for your tender opportunity to be advertised for two weeks at <https://worcestershiregrowthhub.co.uk/tender-opportunities/>. Please title your email **Tender Opportunity**.

An example completed template is below for your information.

<b>Organisation Name</b>	Redditch United Football Club Limited
<b>Brief background information on organisation</b>	Community football club hosting a range of football and non-football activities and events. A stadium footfall of 6,000 people per week.
<b>Information on the tender opportunity</b>	Upgrade our existing kerosene boiler system to an air source heat pump system to improve efficiency and reduce carbon output.
<b>Responses to the tender should include</b>	<p>A visit to the site is essential. The work will most likely need to include new pipework and water storage tanks.</p> <p>Quotes should include costs for supply, installation, and commissioning. Proposals must also include the specification of the plant to be installed.</p> <p>Suppliers are invited to provide the most cost effective and energy efficient solution. Examples of similar installations undertaken in the past three years to demonstrate capability to design, install and commission this project are welcomed.</p>
<b>Selection criteria</b>	Speed to complete works is a major consideration as works are required immediately. The contract will be awarded to the most cost-effective tender that meets the requirements of the company and can be delivered within the planned timescales
<b>Payment terms</b>	Anticipated payment terms to be included in the prospective supplier's quotation.
<b>Closing date</b>	22 <sup>nd</sup> May 2024
<b>Contact at your organisation for further information</b>	<p>David Faulkner  <a href="mailto:David.Faulkner@redditchunited.co.uk">David.Faulkner@redditchunited.co.uk</a>            07968435412</p>

## Example Completed Template

<b>Organisation Name</b>	Company X
<b>Brief background information on organisation</b>	Company X works within extrusion, conversion, printing, and re-grinding of plastics. A recent business review has identified the need for XX measure to reduce energy consumption and cost in their production facility.
<b>Information on the tender opportunity</b>	Company X currently operates old, inefficient machines. We are looking to replace the inefficient machines with a new bag-making machine incorporating fully automatic non-stop winding section. The machine must seal and perforate polyethylene bags, which are to be wound on plastics or cardboard cores and automatically unloaded on rolls.  Additionally, upper and lower profiles are to be heated by means of a heating element whilst controlled via thermo regulator and operational panel. The controls should be capable of being remotely controlled through internet connection.
<b>Responses to the tender should include</b>	Costs for supply, installation, and commissioning.  Proposals must also include the specification of the plant to be installed.  Suppliers are invited to provide the most cost effective and energy efficient solution. Examples of similar installations undertaken in the past three years to demonstrate capability to design, install and commission this project.  Site visits if required can be arranged with the project manager detailed below.
<b>Selection criteria</b>	The contract will be awarded to the most cost-effective tender that meets the requirements of the company and can be delivered within the planned timescales.
<b>Payment terms</b>	Payment will be made in 3 tranches and agreed as part of the contract discussions. Anticipated payment terms to be included in the prospective supplier's quotation.
<b>Closing date</b>	Completed tenders to be received by Company X's Project Manager via email, no later than 12:00 noon on the 11 May 2024. The project installation will need to be completed within 4 weeks.
<b>Contact at your organisation for further information</b>	Project Manager name, email address, telephone number.