

Invitation to Tender

Polymermedics Ltd Chiller Replacement

1. About Polymermedics Ltd

Polymermedics is the go-to, all around service provider for your moulding and assembly requirements. Specialising in the manufacture of medical and technical products, we create bespoke solutions and operate 24/7 in order to meet the most complex demands and tightest deadlines. As a supplier to high-tech industries Polymermedics guarantees the utmost precision and superior quality exemplified by our ISO 13485, 45001, 14001 and 9001 accreditations.

With over 45 years of experience supplying into the medical and technical market for precision plastic parts, Polymermedics is a trusted partner to multiple well known companies.

2. Background and Context

Polymermedics Ltd require a replacement chilled water system for use at its St Austell facility. The chiller should comprise of a Free Air-Cooling unit system and refrigerant chiller that can fully accommodate the requirements set out below. The system should have new process pumps that are inverter/VSD controlled to reduce energy costs and a new 4000lt nominal capacity weir tank. An offline filtration system should be offered for review at time of quote. The new system should replace the existing free air/chiller units feeding mould shop 1 and also a smaller 125Kw chiller feeding mould shop 2. It should also have the required capacity and design to have the addition of a 3rd mould shop that is in planning phase now.

3. Tender requirements

The successful tenderer will be expected to undertake the following activities:

3.1 Decommission and remove existing chilled water system. Ensure minimal disruption to operations and compliance with environmental disposal regulations.

3.2 Provide evidence that the solution provided will meet the technical specifications found in the URS. Include performance data, energy efficiency ratings, refrigerant type (e.g., low GWP), and control system capabilities

3.3 Provide evidence of other installations similar to those required at Polymermedics Ltd

3.4 Warranty & Support

Detail Warranty terms for all major components, Outline aftercare and support services, including response times, Maintenance Schedules and availability of parts

4. Budget

The total maximum budget available for this commission is £390,000 (exc VAT) but inclusive of all expenses.

Tenders that exceed the total budget will not be considered.

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the 31/12/2025. The timetable for submission of the Tender, completion of the programme are set out below:

Milestone	Date
Date ITT available	17/09/2025
Last date for raising queries	26/09/2025
Last date for clarifications to queries	01/10/2025
Deadline to return ITT	03/10/2025
Evaluation of ITT	10/10/2025
Award of Contract.	15/10/2025
Contract Start date	20/10/2025
Contract Completion	31/12/2025

6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

- a. A single point of contact for all contact between the tenderer and Polymermedics Ltd during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
- c. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:

- i. Professional Indemnity Insurance with a limit of indemnity of not less than Five million (£5,000,000),
 - ii. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
 - iii. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
 - d. Conflict of interest statement
- 6.2 Fully detailed technical quotation detailing cooling loads and equipment selected for the purpose of the quotations for review against detailed RFQ.
- 6.3 Drawing Plan of the chiller to show how it will be installed in the space provided.
- 6.4 Budget Adherence.
- 6.5 Warranty and Support

7. Sub-contracting

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Polymermedics Ltd.

8. Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Polymermedics Ltd or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Polymermedics Ltd to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

Lee.Curtis@polymermedics.com in accordance with the Tender and Commission

Timetable in section 5.

Responses to clarifications will be anonymised and sent to all suppliers in receipt of the ITT.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Polymermedics Ltd unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

Tender returns will be assessed on the basis of the following tender award criteria

Ref 6.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 6.1	Pass/ Fail
Ref 6.2 Quotation	
The quotation meets the requirements in the detailed URS.	Scoring Matrix
Ref 6.3 Installation	
The proposed solution will fit in the provided space for the chiller system	Pass/ Fail
Ref 6.4 Budget	
A fixed fee for this work (exc VAT) including travel and other expenses	Scored
The lowest bid will be awarded the full 10 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = $10 \times \text{lowest bid} / \text{bid}$	
6.5 Warranty and Support	
The proposal will be based on support services & warranties	Scoring Matrix

11. Assessment of the Tender

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Polymermedics Ltd reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Polymermedics Ltd is not bound to accept the lowest price or any tender. Polymermedics Ltd will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Polymermedics Ltd.'s internal procedures and Polymermedics Ltd being able to proceed.

13. Tender Award

Any contract awarded as a result of this tender process will be in accordance with the attached Polymermedics Ltd standard terms and conditions

14. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to info@polymermedics.com with the following message clearly noted in the Subject box; 'Polymermedics Ltd Chiller Replacement

Tenderers are advised to request an acknowledgement of receipt of their email.

15. Disclaimer

The issue of this documentation does not commit Polymermedics Ltd to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Polymermedics Ltd or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Polymermedics Ltd and any other party (save for a formal award of contract made in writing by Polymermedics Ltd or on behalf of Polymermedics Ltd).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Polymermedics Ltd or any information contained in Polymermedics Ltd publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Polymermedics Ltd for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Polymermedics Ltd reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Polymermedics Ltd liable for any costs or expenses incurred by tenderers during the procurement process.

16. Enclosures

1. Contract Terms and Condition