



**Lake District
National Park**

**Invitation to tender
for installation of**

Additional solar PV at LDNPA Northern Office

12th June 2025

INFORMATION AND INSTRUCTIONS TO TENDERERS

Introduction and background to the project

You are invited to submit a proposal for the installation of additional* solar photovoltaic panels to our Northern Office at Threlkeld Quarry near Keswick. (*The building already has a 10 kWp system in place.)

The site is the former railway station for Threlkeld and comprises two main buildings: an office building and a workshop. It is the base for around 14 members of staff, and the site's electricity consumption is divided between normal office demands (lighting, computers etc.), workshop functions (power tools etc.) and 10 electric vehicle charge-points.

The issue

The climate crisis is one of, if not the, most pressing crises affecting humanity and the world at large. In order to do what we can to tackle this and in line with our vision to be 'an inspirational example of sustainable development in action', we have an aspiration to become net zero in greenhouse gas emissions across the Authority, and for each site to be as self-sufficient for energy as possible.

Tender objective

The objective of this project is for our Northern Office to be as self-sufficient for electricity and displacing as much grid electricity as possible, by installing additional solar photovoltaic panels on one or both available rooves. This may be supported by battery storage if it can be demonstrated to make a significant difference to self-consumption of solar-generated electricity.

Design considerations

Physical

There are two south-facing rooves suitable for installation of solar PV; the office building and the workshop (see Appendix 1 for aerial photograph and dimensions). The office building already has a solar PV array embedded in half of it, which feeds into an inverter housed in a store-room within the office building.

Electrical

There are two mains electricity supplies to the site:

- **Supply 1** is 3-phase and supplies the office and workshop buildings and a dual EV charge-point (2x 7kW)
- **Supply 2** is 3-phase, 4-wire and supplies 1x dual DC rapid charger (50kW) and 3x dual AC chargers (6x 7.2kW)

Supply 2 represents the greater power consumption (around 33 MWh/yr), so it would be preferable for the additional solar electricity to feed into this supply.

Supply 1 represents around 11 MWh/yr; if the additional solar were attached to this supply, it might restrict the size of the array in order to match the power generated with power consumed on site.

Details of annual, monthly and daily consumption for each supply are attached in Appendix 2

System design

- **Which power supply to feed into:**

As indicated above, it would be preferable to feed into supply 2 with regard to maximising the displacement of grid electricity consumption. However, this would require installing a cable from the buildings across to the electrical shed housing the distribution board for supply 2 (yellow dashed line on map in Appendix 1 showing notional route), which you would need to account for in your tender, both in terms of costs and with regard to how digging the trench can be integrated with depot operations and vehicle movements.

- **System size:**

This needs to be calculated to achieve the optimum renewable power generation that can be consumed on site, given the roof area available, the site's existing power consumption, matching real-time generation to consumption and the possibility of incorporating battery storage.

- **Battery storage:**

It may be that incorporating battery storage would enable a larger system, displace more grid electricity consumption and optimise self-consumption of solar-generated electricity. If your proposal includes battery storage you would need to demonstrate the case for it in these terms.

Additional details are given in Appendix 3.

Planning permission

In order not to be limited by the constraints of permitted development, we will be applying for planning permission for this project as soon as the design is confirmed. We would expect you to produce sufficient technical drawings and documents to enable us to submit a full planning application. Commissioning of the work will therefore be subject to acquiring planning consent, and also the timescales that this involves.

Submission of the tender documents

What you need to do

Your submission should include:

1. Completed form of tender, including breakdown of costs (Annex 1)
2. Declaration of non-collusion (Annex 2)
3. References – these should demonstrate where possible a similar project on a similar site (Annex 3)
4. An indicative programme/schedule of works
5. Details of how you intend to work with LDNPA to produce a solution that provides best value and meets our objectives
6. Details of forecast solar electricity generation and how this optimally reduces our use of grid electricity, including justification for inclusion of battery storage if appropriate
7. Calculations of the expected energy saving and carbon reduction. If cost-saving forecasts are included, these should clarify assumptions made around unit costs, inflation and discount rates etc.
8. Brief CVs of the key personnel who will be undertaking the work (for example, Contracts Manager)
9. Details of your accounts and evidence in relation to financial viability of your business
10. A schedule of day rates for any mutually agreed variations to the contract

11. Details of any aspect of the work that will be subcontracted out
12. If connecting to Supply 2, a method statement for how trenching works for the cable installation can accommodate vehicle movements in and out of the yard
13. Allowance for producing sufficient technical drawings and documents for us to submit a full planning application

Your submission should be a fixed price (excluding VAT) and a complete cost including any prelims, scaffolding etc.. We also expect to see a priced schedule of works and Provisional Costs elements in your costing should be avoided, but if absolutely necessary, included with an explanation and a likely cost range.

Any assumptions made in your submission should be stated, along with what reasonable measures you have taken to test that the assumptions are correct.

It will be the contractor's responsibility to ensure a good design, including suitable ground works if appropriate. The contractor will be responsible for the design of all new structures and the linking of these to the existing structures and supplies.

The appointed contractor will be responsible for the appointment, overseeing, quality of work etc. of any sub-contractors that they use and the details of any sub-contractors to be used should be included within your tender return.

A site visit is essential to understand the logistics of working on this project as well as the site/ground conditions. To request an accompanied tour please use the messaging service on the procurement portal. **You must indicate on your tender response that you have attended the site before you submit your tender (statement contained within the Form of Tender Annex 1).**

The works will be agreed and managed using a standard JCT (2016) Minor Works with Contractor's Design contract. The exact terms of the contract will be subject to a separate agreement and will include an agreed payment schedule based on your tendered costed programme of works and any penalties, for example for late completion. You must indicate on your tender response that you can commit to completing all the works by the end of March 2026 (statement contained within the Form of Tender Annex 1).

All questions relating to this tender must be directed to the LDNPA using The Chest portal.

Before commencing a formal tender evaluation, documents provided by tenderers will be checked to ensure that they are complete (as listed above). At this stage, any non-compliant tenders will be rejected by the Authority. Tender responses which are deemed to meet the eligibility requirements will be shortlisted and these will be evaluated according to the Evaluation Criteria given later in this document.

Tenders must be received by 5pm on 11th July 2025. Tender documents received late, i.e. after the specified date and time, will not be considered.

How to Return the Tender

The tender is to be submitted in electronic format via the Chest procurement portal.

Please raise all queries related to the tender via the Chest messaging system.

Opening of Tenders

Tender documents will remain unopened until after the closing date, after which time they will all be passed to the originating department. All tenders submitted will be verified to ensure that the information requested has been provided before they are evaluated.

Timetable for this project (indicative)

12 th June 2025	Invitation to tender and tender notice
11 th July 2025, 5pm	Deadline for tenders
21 st July 2025	End of evaluation period
21 st July – 22 nd July 2025	Notify award to suppliers and publish contract award notice
22 nd July – 31 st July 2025	Standstill period
1 st August – 22 nd August 2025	Agreement of contract terms
12 th September 2025	Confirmation of project design and supporting documentation
19 th September 2025	Submission of planning application
November / December 2025	Planning consent notification
By 31 st March 2026	Installation

Any changes to the procurement timetable shall be notified to all Tenderers as soon as practicable.

Contact and information

All queries about this tender should be addressed through the relevant system within The Chest.

Tender documents

The following documentation has been included:

- Invitation to Tender document (this document)
- Form of Tender (Annex 1)
- Declaration of Non-Collusion (Annex 2)
- References (Annex 3)

Evaluation of tenders and award criteria

Evaluation criteria

Once verified as complete, tenders will be considered based on the information they have submitted in their tender. The tenders will be evaluated upon the following criteria:-

(PTO)

	Element weighting	Sub-category weighting	Award Criteria/ Category weighting
Price	n/a	n/a	40%
Social, economic and environmental			15%
Social		20%	
1 Avoidance of modern-day slavery issues	100%		
Social subtotal	100%		
Economic		20%	
1 Contribution to Cumbrian local economy	100%		
Economic subtotal	100%		
Environmental		60%	
1 Minimisation of greenhouse gas emissions in project-related transportation	60%		
2 Evidence of environmental considerations in supply chain	40%		
Environmental subtotal	100%		
SSE subtotal		100%	
Quality			45%
Functionality		35%	
1 How much grid electricity will the system displace?	55%		
2 How much renewable electricity will the system generate per year?	45%		
Functionality subtotal	100%		
Methodology		13%	
1 Physical design of system (integration with existing electrics, placement of components, routing of cables etc)	100%		
Methodology subtotal	100%		
Quality of tender		25%	
1 Supplier understanding of objectives of tender	70%		
2 Background and experience of key personnel	15%		
3 Evidence of similar previous projects	15%		
Tender quality subtotal	100%		
Maintenance		5%	
1 Length of warranty and long-term ease of maintenance	100%		
Maintainability subtotal	100%		
After sales assistance and support		2%	
1 Availability of contractor to answer queries and attend to snagging issues	100%		
After sales assistance and support subtotal	100%		
Long-term financial return		20%	
1 Anticipated long-term financial savings from electricity bills	100%		
Financial return subtotal	100%		
Quality subtotal		100%	

Each element is scored as below:

SCORE	CLASSIFICATION
5	Higher level attributes
4	Meets requirements and displays evidence of higher-level attributes
3	Generally meets requirements
2	Needs significant development
1	Below threshold requirements
0	Does not meet requirements

Questions on tender submissions

If tenderers have any questions they wish to ask the Authority, they must submit them via the Chest procurement portal. Any questions received will be made anonymous and responses sent to all tenderers.

Contact and information

For feedback on the outcome of your submission after you have submitted it via the Chest, please contact Martin Sleath; Martin.Sleath@lakedistrict.gov.uk

All other questions relating to your tender must be submitted using the messaging system on the Chest.

Award of Tender

The Authority will decide to whom the contract shall be awarded based on the evaluation criteria above. The Authority does not bind itself to accept the lowest or any tender/quotation and reserves the right to accept the whole, parts or none of the tenders/quotations. The Authority will notify acceptance of the tender to the successful tenderer as soon as is reasonably practicable.

Direct Award

LDNPA reserves the right to direct award future contracts of similar goods and services in accordance with and in reliance on paragraph 8 of Schedule 5 of PA23.

ADDITIONAL TENDER INFORMATION

Confidentiality

The details of these documents and all associated documents are to be treated as private and confidential for use only in connection with the Tender process.

Freedom of Information

The Authority is committed to meeting its legal responsibilities under the Freedom of Information Act 2000 and the UK GDPR and the DPA 2018 Acts. Accordingly, all information submitted to the Authority may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt

of any material marked 'confidential' or equivalent by the public authority should not be taken to mean that the public authority accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

Anti-Fraud and Corruption Policy

The Authority has an Anti-Fraud and Corruption Strategy which sets out the responsibilities of officers and action to be taken in cases of theft, corruption, irregularity, or when damage is suspected. The Confidential Reporting Code, (Whistle Blowing Policy), forms part of this Strategy which provides a mechanism for staff to report suspected wrong doings confidentially. In the event of such an issue, an investigation would be carried out and action taken as necessary.

Costs and Expenses

The Authority will not be responsible for, or pay for, expenses or losses which may be incurred by a tenderer in the preparation of their tender. The Authority does not bind itself to accept any of the tenders as a result of the tendering process including the lowest tender.

Preparation of Tenders

For the preparation of their tender and entering into a contract with the Authority, tenderers must ensure that they have all the information required and must satisfy them of the correct interpretation of terminology used in these documents.

Alterations

None of these documents may be altered by the tenderer. If the tenderer wishes to propose modifications to any of the documents (which they may consider would provide a better way to achieve the contracts objectives) they must provide details in a separate letter accompanying the tender response.

Prices

All prices must be net and, where applicable, carriage paid with all cash and trade discounts allowed for.

VAT

All prices and/or rates shall be exclusive of VAT.

Validity of Tenders

Tenders shall be valid for a minimum of three calendar months from the closing date for receipt of tenders.

Sub-contractors

The names and addresses of any sub-contractors the tenderer proposes to employ must be provided with the tender.

Quality of Goods / Services

Tenderers must possess relevant professional qualifications and experience.

Conflict of Interest

The Authority requires all tenderers to confirm whether any actual or potential conflicts of interest that exist which may prevent them undertaking this work, and a description of measures they would adopt if a potential conflict of interest arose during or following completion of this work.

Treatment of Tender

The acknowledgement of receipt of any submitted tender shall not constitute any actual or implied agreement between the Authority and the tenderer.

Debriefing

All unsuccessful bidders will be offered the opportunity to be given a debriefing. Requests for debriefing are to be made in writing.

The Authority's use of Contract Outputs

The Authority may wish to publicly quote the Contract Outputs such as any policies, figures, training materials, risk assessments etc. Tenders are requested to confirm that the Authority may (at the Authority's own discretion) do so without restriction.

Ownership

The intellectual property rights rest with the Authority, not the tenderer.

Central Digital Platform

Tenderers that wish to participate in this procurement are responsible for ensuring that the Central Digital Platform contains complete, accurate and up-to-date information about their organisation and any associated persons who are relevant for the purposes of this procurement. Tenderers must notify the Authority immediately if they are unable to provide accurate and up-to-date information via the Central Digital Platform.

Supplier warranties

In submitting a Tender and generally taking part in this procurement, the Tenderer warrants, represents and undertakes to LDNPA that:

It understands and has complied with the conditions set out in this ITT;

All information, representations and other matters of fact communicated (whether in writing or otherwise) to LDNPA by the Tenderer, its staff or agents in connection with or arising out of the procurement are true, complete and accurate in all respects, both as at the date communicated and as at the date of the submission of the Tender;

It has made its own investigations and undertaken its own research and due diligence, and has satisfied itself in respect of all matters (whether actual or contingent) relating to the invitation and has not reliance on any information, representation or assumption which may have been made by or on behalf of the LDNPA (with the exception of any information which is expressly warranted by the LDNPA);

It has full power and authority to submit a Tender and to perform the obligations in relation to the contract and will, if requested, promptly produce evidence of such to the LDNPA.

Tenderers should note that the potential consequences of providing incomplete, inaccurate or misleading information include that:

The Authority may exclude the Tenderer from participating in this procurement;

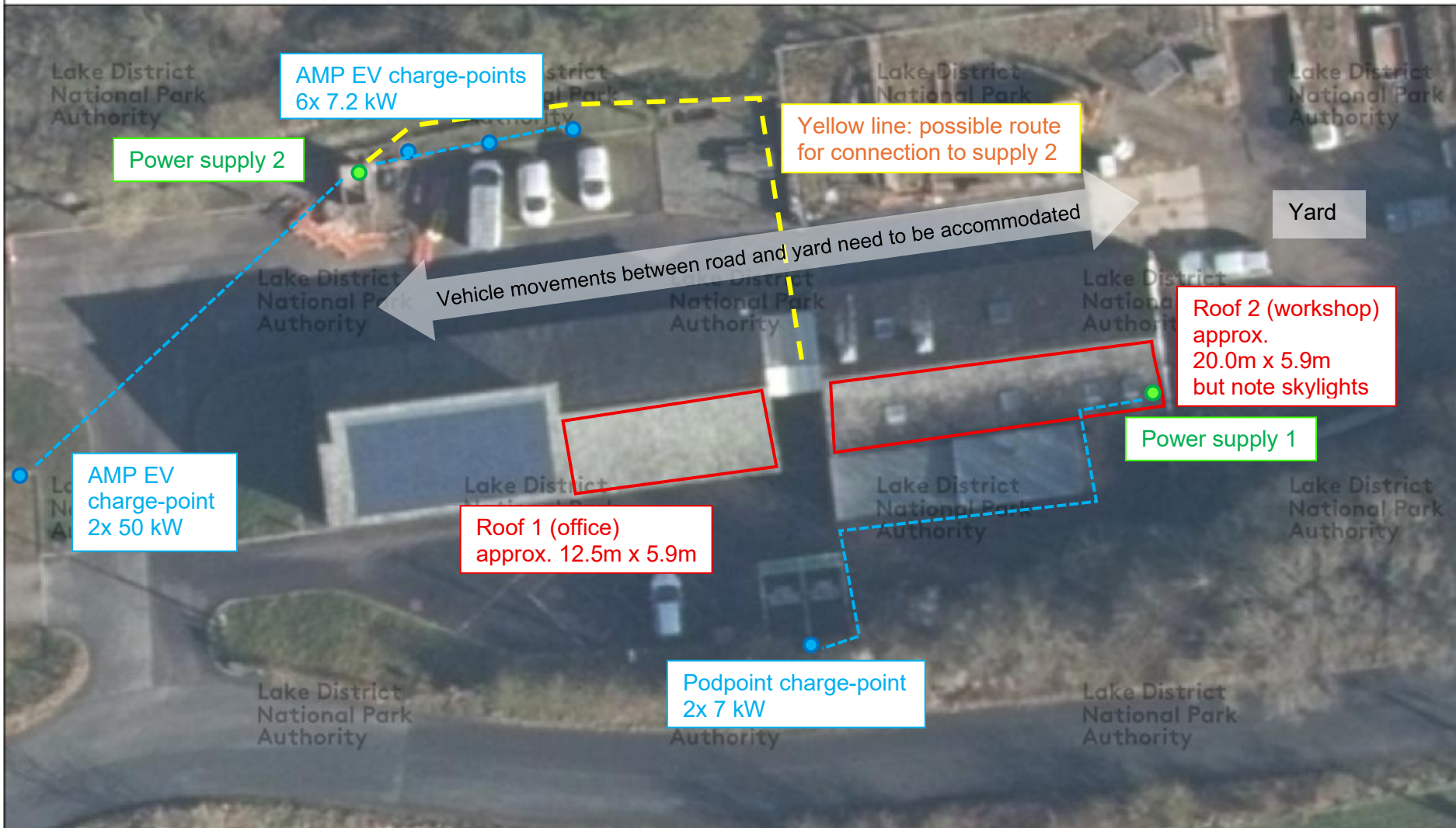
The Tenderer may be excluded from bidding for contracts under paragraph 13 of Schedule 7 to the PA 2023;

The Authority may rescind any resulting contract under the Misrepresentation Act 1967 and may sue the Tenderer for damages;

If fraud or fraudulent intent can be proved, the Tenderer may be prosecuted and convicted of the offence of fraud by false representation under section 2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both). If there is a conviction, then the Tenderer may be excluded from bidding for contracts under paragraph 15 of Schedule 6 to the PA 2023 and may be added to the debarment list.

Appendix 1: Site plan

Roof space at LDNPA Northern Office, Old Station Road, Threlkeld CA12 4TT



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Date Authored:
23/05/2025

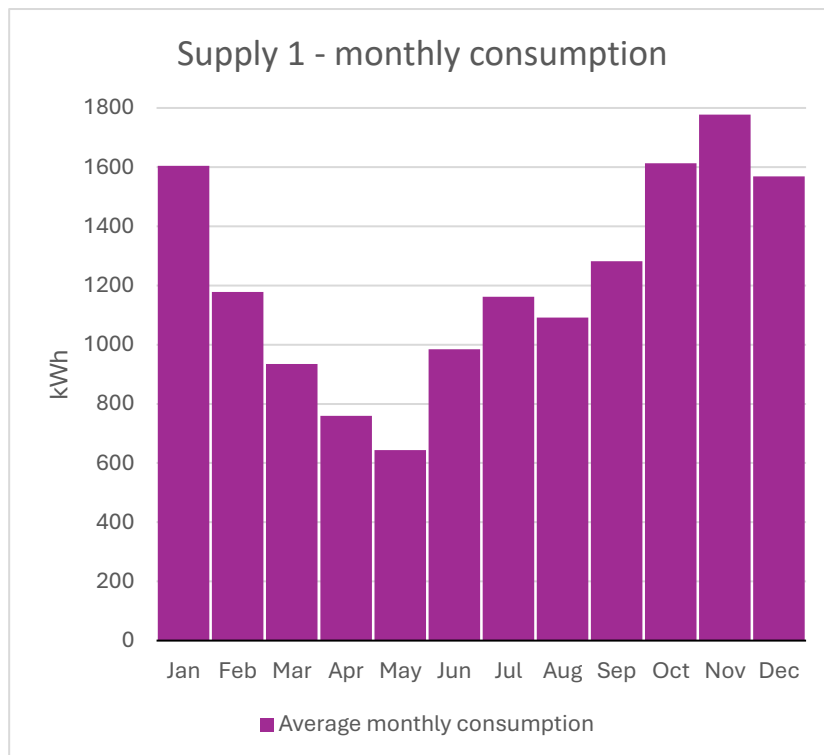
0 5 10 m
Scale at A4: 1:300



Appendix 2: Power consumption

Supply 1 (office and Podpoint charge-point)

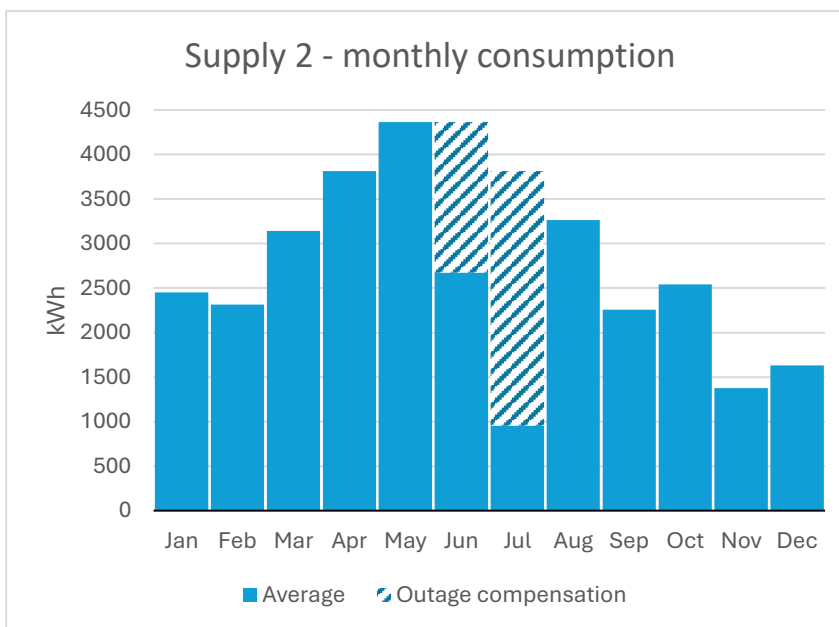
	Average monthly consumption 2022-25 (kWh)
Jan	1,604
Feb	1,178
Mar	935
Apr	760
May	644
Jun	984
Jul	1,162
Aug	1,092
Sep	1,282
Oct	1,613
Nov	1,777
Dec	1,568
Av.	1,217
Total	14,599



Half-hourly data for supply 1 is available on request

Supply 2 (AMP EV charge-points)

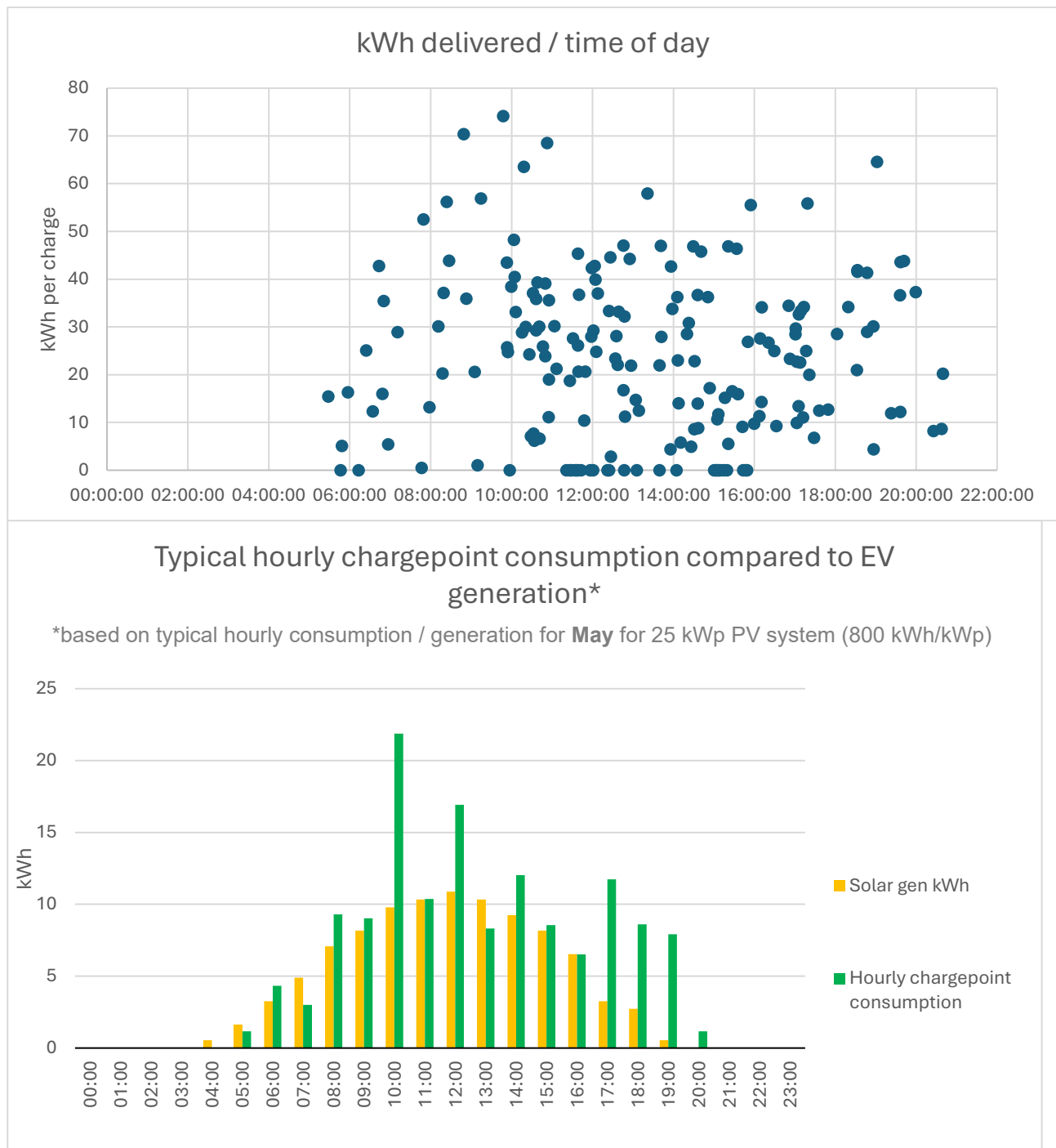
	Average monthly consumption 2023-25 (kWh)
Jan	2,452
Feb	2,315
Mar	3,142
Apr	3,815
May	4,366
Jun	2,675 (+1,691*)
Jul	955 (+2,860*)
Aug	3,264
Sep	2,258
Oct	2,543
Nov	1,378
Dec	1,632
Av.	2,945
Total	35,344



*Note: 'Outage compensation': the 50kW charge-points were out of action for some of June and July, so this is an estimate of their typical consumption

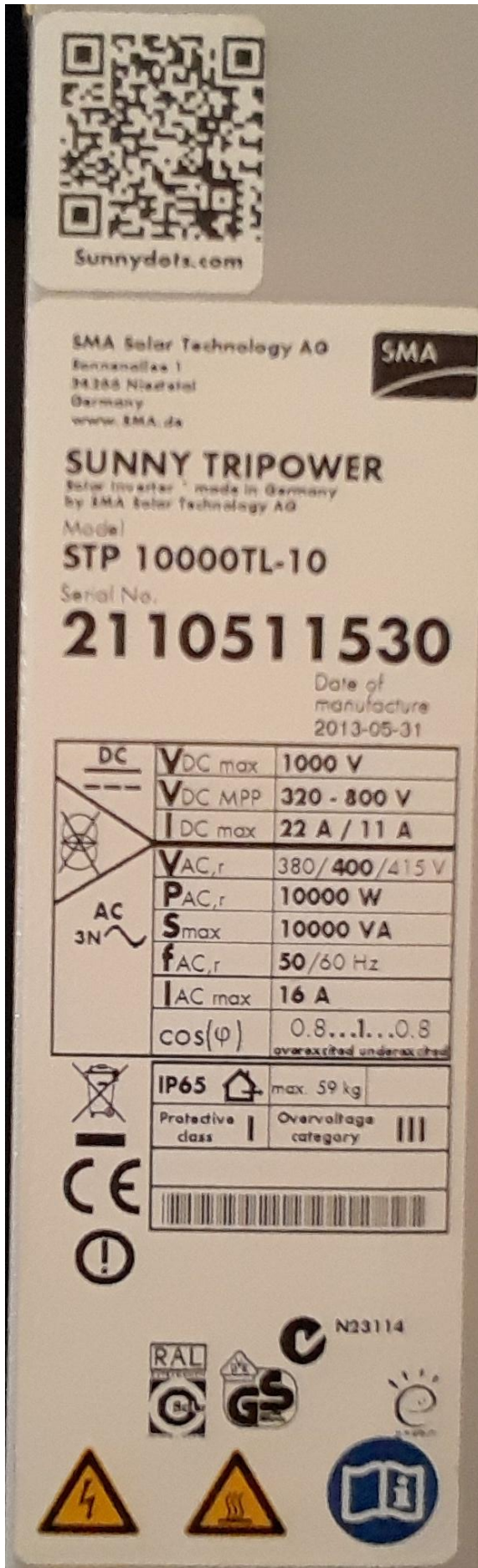
Appendix 2: Power consumption

Hourly charge-point usage (over 2 years):



Appendix 3: Additional details



Current inverter data plate:



The image shows the data plate of an SMA Sunny Tripower STP 10000TL-10 solar inverter. It includes a QR code, the SMA logo, and detailed technical specifications for both DC and AC sides. The plate also features safety warnings, a barcode, and various certification marks.




SMA Solar Technology AG
 Bennentallee 1
 34388 Niestetal
 Germany
 www.sma.de




SUNNY TRIPOWER
 Solar inverter made in Germany
 by SMA Solar Technology AG
 Model
STP 10000TL-10
 Serial No.
2110511530
 Date of manufacture
 2013-05-31

DC	Parameter	Value
	V _{DC max}	1000 V
	V _{DC MPP}	320 - 800 V
	I _{DC max}	22 A / 11 A
	V _{AC,r}	380 / 400 / 415 V
	P _{AC,r}	10000 W
	S _{max}	10000 VA
	f _{AC,r}	50 / 60 Hz
	I _{AC max}	16 A
	cos(φ)	0.8...1...0.8 overexcited underexcited
	IP65	max. 59 kg
	Protective class I	Overvoltage category III

CE

! (Warning symbol)

Current electricity pricing:

Day rate: 24.40 p/kWh;

Night rate: 21.24 p/kWh

Additional solar PV at LDNPA Northern Office



Annex 1 - FORM OF TENDER

CLIENT: LAKE DISTRICT NATIONAL PARK AUTHORITY, KENDAL

I/We having read the Employer's Requirements delivered to me/us and having examined the drawings referred to therein, do hereby offer to execute and complete in accordance with the Conditions of Contract either the whole of the works described for the sum of

£.....

(in words:)

In addition, I/We propose a Contract Period of weeks from the date of site possession.

I/We do hereby confirm that this is a Firm Price Tender, subject to no fluctuation other than by Government Directive or statutory alteration.

I/We confirm that the above price makes no inclusion for Value Added Tax which will be charged at the prevailing rate when accounts are presented.

I/We confirm that the works will be complete and invoiced by 31st March 2026.

Signed:

Company:

Address/Registered Office:

Dated:

Tenders are to be returned via the Chest procurement portal.

No later than 5pm on 12th July 2025.

The Client will not be bound to accept the lowest or any tender.

Annex 2 - DECLARATION OF NON-COLLUSION

To: **Lake District National Park Authority**

The essence of selective tendering is that the Authority shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, I/We certify that this is a bona fide tender, intended to be competitive and that I/We have not and will not (either personally or by anyone on my/our behalf):

- 1) Fix or adjust the amount of the tender (or the rate and prices quoted) by agreement with any other person.
- 2) Communicate to anyone, other than the person calling for this tender, the amount or approximate amount or terms of the proposed tender (except other than in confidence, where essential to obtain professional advice or insurance premium quotations required for the preparation of the tender).
- 3) Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or terms of any tenders to be submitted.
- 4) Canvass or solicit any member, officer or other employee of the Authority in connection with the award of this or any other Authority contract or tender.
- 5) Offer, give or agree to give any inducement or reward in respect of this or any other Authority contract or tender.

Signed (as in Tenders)

duly authorised to sign

For and behalf of

Date

Annex 3 - REFERENCES

Potential suppliers are required to submit details of two organisations with which contracts are or have been held for similar systems. This is so that references may be obtained. If you are currently supplying to other Local Authorities, please include these. The Authority will wish to obtain an email/telephone reference for the successful tenderer prior to the award of the contract.

Reference 1

Comments

Organisation Name		
Contact Name		
Address		
Telephone Number		
Email address		
Estimated contract sum	£	

Reference 2

Comments

Organisation Name		
Contact Name		
Address		
Telephone Number		
Email address		
Estimated contract sum	£	

PLEASE NOTE THAT ALL INFORMATION WILL BE TREATED IN THE STRICTEST
CONFIDENCE AND WILL BE USED PURELY AS A MEANS OF OBTAINING REFERENCES.
