

## **INVITATION TO QUOTE**

**QUOTE TITLE: Power Supply and Maintenance for Kielder Observatory Astronomical Society**

**QUOTE REFERENCE: KOAS/POW**

## SECTION 1

### Instructions for Quote Completion

#### 1.1 Request to Quote

Kielder Observatory Astronomical Society ("KOAS") invites you to submit a quote for the execution of the work and/or supply of the goods/services described in this document and any accompanying documents.

#### 1.2 Quote Costs

KOAS shall not be responsible for the payment of any costs or expenses incurred by Suppliers in the preparation/submission of offers.

## SECTION 2

### General Requirements

#### 2.1 Introduction

Kielder Observatory is one of only a few observatories in England located in a dark sky site as designated by the International Dark Sky Association. Opened in 2008, it hosts thousands of people every year, is open 360 days a year and hosts over 700 events a year. It has programs in art, education, science development, sustainability, and dark sky outreach. Further information about KOAS is available from our website at [www.kielderobservatory.org](http://www.kielderobservatory.org)

#### 2.2 Overview

KOAS requires an experienced supplier to provide installation of power upgrades and continual maintenance of power systems at the Observatory site as supported by Northumberland County Council:

- Review of current power installation and usage
- Make recommendations of potential solutions and upgrade options based on findings
- Supply and installation of 24 x ROLLS 2-volt cell batteries or equivalent, to replace existing aged ones
- Maintenance of 2.5kW Wind Generator and Diesel Backup Generator for 3 years
- Maintenance of battery bank and other connected equipment which enables power to be distributed throughout the building(s) for 3 years
- Any relevant training for on-site team.

KOAS operates from a remote location where power from national grid cannot be supplied at an economic cost. Therefore, power needs must be satisfied by current onsite equipment and necessary recommendations made for future potential upgrades as the power demands on-site increase. Given the location, external equipment is subject to harsh conditions with winds of up to 150mph and temps from -20c through to 30c.

Ability to service equipment at haste in the circumstance(s) whereby power is offline, or a fault occurs, is essential. Loss of power would disrupt daily operations, which could result in a loss of revenue. The successful applicant should have flexibility to attend the site at short notice to carry out such repairs as and when required.

The major power requirements are to satisfy the operation of at least 11 desktop computer / macs with monitors, 5 robotic telescope mounts and connected peripherals, 1 radio antenna and robotic mount,

1 antenna control rack with dehumidifier, additional dehumidifier for telescope room, 1 4K Projector, 1 70" QLED TV, 4 raspberry pi's and 4 monitors, 1 hot water urn. Total consumptions and maximum power draw will require your assessment.

This contract is for a minimum of 3 years maintenance of existing and newly installed power distribution and supply equipment and the installation and supply of at least replacement batteries as listed above.

### **2.3 Your submission**

In your submission you should provide:

- Brief details of your experience in carrying out similar work of this kind: references of similar clients in the charity sector; evidence of your company's culture dealing flexibly and proactively with such clients; certifications from trusted sector bodies, and evidence of expertise certifications such as ISO.
- Details on how you would structure/approach the work, and what KPIs would be set for a successful partnership with KOAS.
- Your quote for the work

### **2.5 Evaluation**

Submissions will be evaluated according to:

Experience	50%
Methodology	40%
Price	10%

### **2.6 Timeline**

Deadline for submission	30 <sup>th</sup> May 2022
Evaluation	6 <sup>th</sup> June 2022
Contract start	13 <sup>th</sup> June 2022

The contract is expected to start in June 2022 and last until June 2025 with a review every six months.

### **2.7 Payment and Invoicing**

KOAS will issue a Purchase Order to place an order and this Purchase Order number must be shown on invoices. All invoices should be sent to the following address:

Kielder Observatory  
Unit C, Bewick  
Prestwick Business Park  
Newcastle upon Tyne  
NE20 9SJ

Or preferably as an attachment to an email, sent to:

[accounts@kielderobservatory.org](mailto:accounts@kielderobservatory.org)

Invoices must be accompanied by a timesheet.

### **2.8 Use of Sub-contractors**

Contractors should state if they are to use sub-contractors for any part of this contract, the work to be undertaken by sub-contractors and the sub-contractors to be used. KOAS reserves the right to exclude any sub-contractor that it feels is not acceptable.

### **2.9 Terms and Conditions**

KOAS's Terms and Conditions of Purchase for Services, as attached, shall apply to the resulting.

### **SECTION 3**

#### **Pricing Schedule**

Please quote a fixed price and timetable, inclusive of VAT which includes all travel, accommodation, subsistence, and any other chargeable expenses including training below.

### **SECTION 4**

#### **Offer of Agreement**

Having examined all the documents listed below and, subject to and upon the terms and conditions contained in the said documents, I/We offer to supply the Goods/Services to KOAS at the rates/prices detailed in the Price Schedule enclosed.

I/We agree that any other terms or conditions of contract or any general reservations which may be printed on any correspondence emanating from us/me in connection with this procurement or with any contract resulting from this procurement, shall not be applicable to the Agreement or subsequent contract.

I/We agree that any contract that may result from this procurement shall be subject to the law of England and Wales as interpreted in an English Court. I/We agree that by submitting a quote, I/We agree to the terms and conditions as issued by KOAS with this Invitation to Quote.

The prices quoted are valid and open to acceptance by you for a period of 3 calendar months from the quote return date specified in your Invitation to Quote.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Authorised to sign quotes for and on behalf of \_\_\_\_\_