

## **Invitation to Quote**

Date: (15th May 2019)	Ref: BEECP	<b>Return by:</b> 31st May 2019
From: Iain Clements	Tel: 07734389366	E-mail: <a href="mailto:iain.clements@cloudursa.co.uk">iain.clements@cloudursa.co.uk</a>   <a href="mailto:cloud.ursa@gmail.com">cloud.ursa@gmail.com</a>
Contact Address (for return of quotations):  The Bungalow, Witcham Gravel Bridge Drove, Hive Road, Ely, CB6 2LE		

Dear

You are invited to submit a quotation for “the supply of roof fitted solar panels, battery storage, and associated connectivity” as specified in the document that follows. Please return a completed quotation by the date shown top right.

This procurement process is being run in conjunction with the Business Energy Efficiency Cambridge & Peterborough (BEECP) programme. If your quotation is accepted, a formal Purchase Order will be issued. Unless specified otherwise, you should assume that delivery will be to the address stated above. This request for quotation does not form any commitment to buy, and any subsequent orders will be governed by the terms and conditions set out in Cloud Ursa’s procurement policy.

Cloud Ursa may take up credit references if you choose to quote.

**Please refer to the Invitation to Quote -Specification document that follows for full details of what is required and how to respond.**

Yours Sincerely

Iain

Name: Iain Clements

Director, Cloud Ursa Ltd

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# Invitation to Quote - Specification

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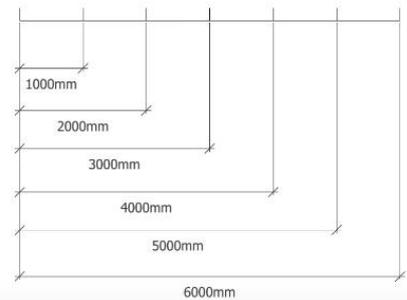
## 1. Invitation to Quote

Cloud Ursa invites quotations for "the design and install a fully operational min 9kWp Solar Photovoltaic system and 20-30KWH battery storage for new headquarters". The scope of supplies to be provided and the manner in which you should respond to this invitation are defined below.

Here is the current design overview of the new building. The building is: **11.5 x 7.5m** in size overall and the builder has advised that the roof length will be:

### Building Dimensions

5.4M x 11.8M along ridge length. The builder has estimated **63.7m<sup>2</sup>** roof area using these sizes. The building will be due south facing on this side.



<https://pa.eastcambs.gov.uk/online-applications/>

Full details about the proposed building can be found by searching the planning applications on the East Cambs website - our reference is: *18/01024/FUL | Construction of office building on the site of a former pole barn | The Bungalow Hive Road Witcham Ely Cambridgeshire CB6 2LE*

## 2. Background

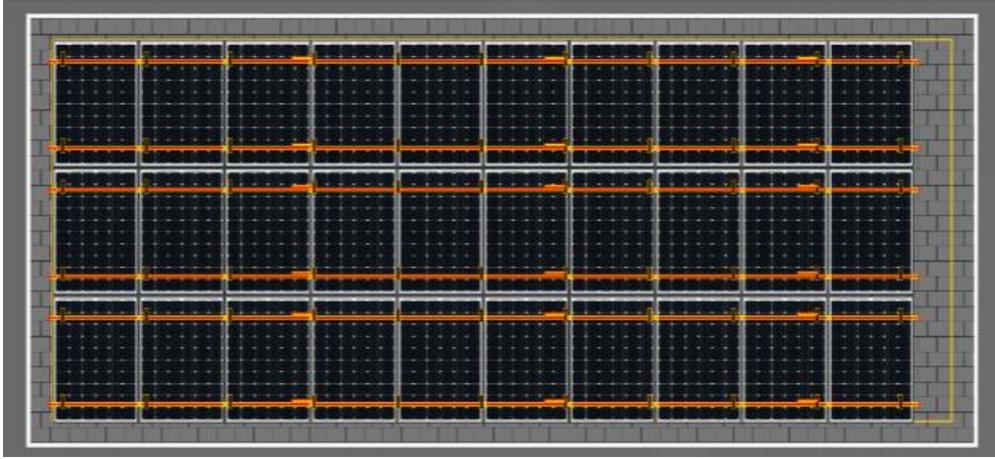
Cloud Ursa Ltd is a information technology based in Ely Cambridgeshire. This building will serve as a registered head office.

## 3. Tender Details

The contracting authority for the purpose of this invitation to quote is Cloud Ursa Ltd, The Bungalow, Witcham Gravel Bridge Drove, Hive Road, Ely, CB6 2LE

#### 4. Specification of Work

The supplies to be provided are set out in the table below:

<u>Quantity</u>	<u>Description</u>
<b>Solar PV Power and Battery Storage</b>	
Targeting 30 standard size panels	<p>We estimate that 30 standard size panels could be fitted to this new roof. We have selected an average output of 300w per panel and therefore are targeting 9KW capacity for this system.</p> 
GSE (or similar integrated roof system)	The office is a new build structure so we have the opportunity of adding the panels at the same time as build. Scaffolding will be in place for construction and we welcome suggestions for a suitable in-roof system for mounting the panels. The planned roof will be slate tile effect.
1 or 2 Victron Multiplus 5KW Inverter	There is an existing Victron Multiplus 5KW unit powering the site (less than 12 months old). We are proposing connecting together an additional Victron unit (or compatible type such as Fronius) and having them run in parallel with a maximum output of 10KW. Please factor in upgrades to firmware/connection material required to achieve this.
2/3 Victron MPPT Solar Charge Controllers	Please quote for a suitable number of Charge Controllers to allow the new Solar Panels to efficiently charge the proposed battery solution. Victron or other charge controllers that would be compatible with the ColorGX monitoring (such as Fronius) solution would be preferred.
1 x remote monitoring configuration/setup	There is an existing Victron ColorGX in use at the premises - please factor in an additional monitoring solution for the new Victron unit and/or connecting into the existing one.

Battery Storage - targeting 20-30KwH	<p>Based on the new office's anticipated energy needs (LED lights, laptops, monitors, printers and kettles etc we could like a robust storage solution capable of powering the building for 2 to 3 days of autonomy once fully charged. This should help prevent generator usage.</p> <p>The highest energy need for the new office is an electrical heat pump which we plan to use for hot water.</p>
Battery Storage Capacity	Rather than specify a particular brand of battery we are looking for suggestions on having approximately 20-30 KwH of usable battery storage available to us. No maintenance units would be preferred, as would be the option of adding additional capacity in future.
Cables, Connections, Enclosure	<p>Please quote for the required MC4 cabling, fuses, connectors, grounding required for this project.</p> <p>We also anticipate the need for some sort of shed/store to house this battery bank, the charge controllers, and our standby generator (which is already in place). We would like this storage cupboard to meet all appropriate regulations for fire safety, electrical health &amp; safety etc.</p>
<b>Hot Water and Heating</b>	
Heat Pump / Hybrid Heat Unit	<p>In addition to the electricity storage and generation we are also tendering for a unit to provide hot water and heating to the building.</p> <p>In keeping with our desire to run 'off grid' we would like quotations for an electrical based water heating system such as a heat pump. However, on days where solar yield is too low to run such a system we would like the flexibility of using LPG gas for instant hot water/heating.</p> <p>This could be via a Hybrid Heat Pump unit or a combination of a standard heat pump with an LPG boiler connected separately.</p>
Radiators / Hot Water cylinder / connectors / pipework	Based on the design of the new office please factor in sufficient radiators/piping/connectors for the overall system and a tank size large enough to supply the building with hot water.

## 5. Quotation Requirements

We are now inviting companies to submit a proposal for this work. Your proposal should include:

- a) A brief description of your company
- b) Examples of/ references for previous work which is relevant if you feel this appropriate

- c) A detailed breakdown of costs. Prices should include packaging, delivery, installation (if applicable), and any other charges. The total price should be shown both exclusive and inclusive of VAT. Please include the following details where relevant;
- Discounts available
  - Lead Time
  - Your quote should be valid for at least 90 days
  - Please ensure your quotation includes relevant contact information
- d) A proposed workflow to show the interaction between yourself and Cloud Ursa from the time an order is placed to the installation of the supplies.

## 6. Contract Term

All work relating to this quotation must be completed and signed off by 31st May 2019.

## 7. Payment Terms

Cloud Ursa Ltd is prepared to pay an initial deposit amount for this work, with the bulk of the invoice payable on successful completion of the installation.

## 8. Contract Management

Standard terms and conditions will apply to the successful organisation; a copy of which is available upon request. Special terms may come into force as the contract is negotiated. amend/delete in line with your company policy

## 9. Quality Assurance

Please briefly outline your procedures for quality assuring your work. Please detail any recognised quality management certification you may have, for example Microgeneration Certification Scheme-certified, Renewable Energy Consumer Code (RECC), NIC EIC <http://www.niceic.com>, or Carbon Trust Accredited Supplier.

All necessary components must be fit for purpose, of the best quality required for the project and supplied with maximum manufacturer's warranty. A five year workmanship warranty is required too. The panels specified should have a Performance Guarantee certificate.

## 10. Award Criteria

The contract will be awarded to the most economically advantageous quotation evaluated against the following criteria.

Criteria	Weighting %
Price – value per kWh of generation and storage - best balance overall	70
Relevant experience and track record / time to install estimate	30

## 11. Queries

To ensure a fair and transparent process no approach of any kind in connection with this quotation should be made to any other person within, or associated with, Cloud Ursa other than the named contact. Failure to comply may result in disqualification from the process.

**12. Quotation Return**

The completed quotation and any associated documents must be submitted to Iain Clements either by email to [cloud.ursa@gmail.com](mailto:cloud.ursa@gmail.com) or in hard copy to the following address: The Bungalow, Witcham Gravel Bridge Drove, Hive Road, Ely, CB6 2LE

**13.Closing Date:** 31st May 2019 allow a minimum of 10 working days after invitation is issued

**14.Award Date:** 5th June 2019.

