

## SWANAGE TOWN COUNCIL

**Invitation to tender for the proposed construction of an extension to Godlingston Cemetery, Washpond Lane, Swanage BH19 3DH.**

**23 MARCH 2021**

**TGMS1215.2**

**STATUS: TENDER**

REVISION RECORD					
Rev	Date	Description	Prepared	Checked	Approved
0	23-03-21	Document Creation.	RE	MY	MY

# INVITATION TO TENDER

We are pleased to invite your company, on behalf of our client Swanage Town Council, to submit a tender for the provision of the below service.

## Construction of an extension to Godlingston Cemetery

Please find the following Tender Documents comprising:

1. Specification including summary of Contract Preliminaries & Form of Tender (TGMS1215.2 Godlingston Cemetery Extension construction specification 19 02 21 REV2 23 03 21).
2. Tender Drawings:
  - I. Mark Hinsley planting plan 01 11 10.
  - II. TGMS1215.1-1 Godlingston Cemetery Extension – Existing Levels.
  - III. TGMS1215.2-1 Godlingston Cemetery Extension – Proposed Layout Rev3.
  - IV. TGMS1215.2-2 Godlingston Cemetery Extension – Drainage Design Rev1.
  - V. TGMS1215.2-3 Godlingston Cemetery Extension – Access Track.
3. Work Schedules (in Excel - for ease of return); TGMS1215.2 Godlingston Cemetery Extension Work Schedules 19 02 21 REV2 23 03 21.
4. Tender return documents (in Word – for ease of return); TGMS1215.2 Godlingston Cemetery Extension Tender Return Document 23 03 21)
5. Tender assessment criteria (80-20).

Your tender submission should comprise the following:

1. Completed Form of Tender.
2. Completed Work Schedules (in excel).
3. Completed Method Questionnaire.
4. Completed Sub-contractors Questionnaire
5. Completed Past Experience Questionnaire

Please note, the tenders will be assessed on the basis of 80% cost, 20% quality as per the attached criteria.



TGMS and PSD Agronomy are trading names of Professional Sportsturf Design (North West) Ltd.

Company number: 01957538.

Registered Office: Wigan Road, Leyland, Lancashire, PR25 5XW.

Directors: Charles Henderson, Aurélien Le Blan

**IMPORTANT:** A hard copy of the tender submission must arrive by post no later than 17:00 on Friday 16<sup>th</sup> April 2021 at the following address and addressee:

The Town Clerk  
Swanage Town Council  
Unit 5 Anvil Centre  
Prospect Business Park  
Victoria Avenue  
Swanage  
Dorset  
BH19 1EJ

In addition, an electronic version of the tender submission is to be returned by email to [tenders@tgms.co.uk](mailto:tenders@tgms.co.uk) by no later than 17:00 on Friday 16<sup>th</sup> April 2021. Using your email software, please request both delivery and read receipts.

Please note the following:

1. Check the tender documents and notify us immediately if there are any omissions.
2. All items in the Work Schedules are to be priced in GBP. Any costs relating to items which are not priced will be deemed to have been included elsewhere in your tender.
3. Tenderers should note that all bids will be carefully scrutinised and, after making any necessary enquiries, any bids which are considered not to be credible, whether on the basis of price or resourcing, will be eliminated.
4. Any questions you may have regarding any part of these documents are to be presented in email to [tenders@tgms.co.uk](mailto:tenders@tgms.co.uk) by **no later than Monday 12<sup>th</sup> April 2021**. All tenderers will receive a copy of all the questions submitted, together with replies, via email by **Wednesday 14<sup>th</sup> April 2021**.
5. In order to facilitate the proper comparisons of tenders, no unauthorised alterations to the tender documents shall be made. Tenders containing unauthorised alterations or qualifications may be rejected. If you desire to make any changes, your proposals should be submitted to us in time to be considered and, if approved, circulated to all tenderers.

Arrangements for undertaking a site visit during the tender period can be found in Section 2.1.2 of the Specification. It is recommended that Contractors should visit the site to familiarise themselves with site constraints.

N.B. The Client reserves the right to not award a contract from this tender process.



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