

REQUEST FOR TENDER FOR:

THE DESIGN AND INSTALLATION OF ALL INCLUSIVE PLAY PARK

ST NEOTS TOWN COUNCIL

Request for tender Document release date: 28/06/2021

Return date: 26/07/2021

Please note electronic copy is required to arrive as soon as is practicable, but no later than 23:59 (BST) on 26/07/2021

Please make quotations out to St Neots Town Council.

Return of documentation by email to helen.broughton@stneots-tc.gov.uk

If you wish to return hard copies to, please do so to:

F.A.O Helen Broughton
Locum Town Clerk
St Neots Town Council
The Priory
St Neots
Cambridgeshire
PE19 2BH

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SECTION 1 – BACKGROUND AND CONDITIONS OF THE PROJECT

1.1 ABOUT THE PROJECT

This is an invitation to install an all-inclusive play at a site owned by St Neots Town Council.

The works proposed under this request relate to the installation of an all-inclusive play park at Brickhills, a site owned by St Neots Town Council.

The aim is to bring much needed play value to the site and for it to be as near to 100% inclusive as possible with equipment such as swinging, rocking, spinning, climbing and sensory.

Preferably there will be an access path from the main foot path nearby,

There is no requirement for fencing and gates as existing fencing is in place.

The tender will be evaluated on the basis of:

- The proposed timeliness of delivery
- The quality of the response
- The cost competitiveness of the tender response

St Neots Town Council is the local government authority for St Neots, Eynesbury, Eaton Socon and Eaton Ford. The Council is responsible for the majority of operations in the town including maintenance of cemeteries, churchyards, public toilets, allotments, play areas & open spaces and lighting. The Council also operated a number of buildings across the town including: Priory Centre, a large events and conference building with café; Eatons Community Centre, a mid-sized events and conference centre with on-site children's nursery; Operations Depot, a storage and office space specifically for the Operation Team and their equipment.

It is intended that the installation of the play area will take place as soon as possible and ideally during the summer 2021. The project will be funded by St Neots Town Council via funding available to them as a local authority, and the quotations should be made out to St Neots Town Council.

1.2 CONTRACT REQUIREMENTS

The intention is to enter into a fixed price contract for the design, supply, installation of a play area. The intention is to contract for the best tender provided.

1.3 SCOPE OF SUPPLY

The scope of works should include:

- If you believe the works to be notifiable under local planning permission requirements, then you must quote to act as the appointed agent in relation to all planning permission liaison.
- The following works:

Compulsory Response Required

- Design of play park
- Supply of play equipment

1.4 PROJECT LOCATION

The installation will be on Brickhills, Eynesbury

Lat: 52.217565. Long: -0.257350

The land is owned by St Neots Town Council suitable access can be arranged.

We are aware that a visit to the site may be required before the tender response is submitted. If required, please contact Ian Webb, Operations Manager email address on page 1. At this site visit, the tenderers will be given access (as so far as is practical) to the site and access routes and will be expected to ensure that they go away with sufficient information to provide a finalised fixed-price quotation. A final tenderer will then be selected on the basis of the results of these.

1.5 TENDER PROCESS AND PROJECT TIMETABLE

The tendering process will be as follows:

1.	Request for tender documents issued	28/6/2021
2.	Tenders returned – the tenderer will supply a compliant tender including a fixed price for the entire scope of supply including cabling and connection	As soon as possible but no later than 26 th July 2021
3.	Notification of successful tenderer	TBC

1.6 TENDER ASSESSMENT CRITERIA

For a tender to be assessed, the tenderer must:

- complete all of the information requested in the format provided (supplementary material may also be submitted); and
- be accredited to provide the required services.

Compliant tenders will be assessed on the basis of the information provided by the tenderer, placing emphasis on the following criteria:

- The proposed timeliness of delivery
- The quality of the response
- The cost competitiveness of the tender response

1.7 TENDER REQUIREMENTS

The tenderer agrees to comply with the following tender conditions:

- 1 The tenderer must notify in writing if any of the submitted tender information changes or if the tenderer becomes aware that information provided in response to, or in relation to, this request for tender is inaccurate, incomplete or misleading.
- 2 The installation will comply in all respects with the specifications and performance information set out in the tender and be an installation that fulfils the needs of the customer.
- 3 The tenderer must not hold itself out as an agent of St Neots Town Council (other than for planning permission applications) and/or Energise Ltd or make any representations that would lead people to believe that St Neots Town Council or any of its companies, and/or Energise Ltd guarantees the products and/or services offered by the tenderer.
- 4 The tenderer must gain St Neots Town Council or any of its companies' prior written agreement to any publicity in connection with this contract.
- 5 The tenderer acknowledges that St Neots Town Council and any of its companies reserve the right to deem that all tenders may not fulfil the business need and review alternative procurement routes.

By signing below the tenderer agrees to be bound by the Tender and confirms that the information set out in its submitted tender documentation document is true and accurate in all respects:

Signed: _____

For and on behalf of *[insert tenderer name]*

Name: _____

Position: _____

Date: _____

SECTION 2 – BACKGROUND AND CONDITIONS OF THE PROJECT

2.1 COMPANY INFORMATION

Organisations can also partner to compete for a bid. In this case, please provide below the details of the lead bidder and how this organisation will ensure a high standard of installation is achieved with its tenderer partners/subcontractors.

a. Address Details:

Company name:			
Address:			
Town:		Postcode:	
Registered Office (if different from above):			
Phone:		Fax:	
Easy-access contact (i.e. local office, 24/7 hotline)		Website:	
Person to contact regarding this tender:			
Position:			
Direct line:		Mobile:	
E-mail:			

b. Company Details:

Legal status (e. g. Sole Trader, Partnership, Private Limited Company, Public Limited Company or other):			
Details of any outstanding claims or litigation against the Company:			
VAT registration number:		Date established or registered:	
Name of Parent Company or details of Group Structure			
Include details of other organisations when bid is on behalf of a group of organisations:			

2.2 CHECK LIST OF DOCUMENTS TO INCLUDE IN THE TENDER

Please provide the following documents in addition to your quote/completed questionnaire and the completed parts of Section 1.7 and 2.1.

- ☐ Contractual terms and conditions including payment terms
- ☐ Full details of warranties and guarantees
- ☐ Itemised quotation detailing costs broken down into at least the following components:
 - ☐ Labour
 - ☐ Material
 - ☐ Plant/Equipment
 - ☐ Other Project Costs
 - ☐ Design, Project Management and Other Management Costs
- ☐ Separate itemised quotation for Optional Additional Items detailing costs broken down into at least the following components:
 - ☐ Labour
 - ☐ Material
 - ☐ Plant/Equipment
 - ☐ Other Project Costs
 - ☐ Design, Project Management and Other Management Costs
- ☐ Any plans or documents that you feel are needed for us to be able to review your response

PLEASE REMEMBER TO COMPLETE AND SIGN THE DECLARATION IN SECTION 1.7 AND 2.1 AND INCLUDE THIS WITH YOUR RETURNED TENDER DOCUMENTATION. SUBMITTED SIGNATURES MUST BE ORIGINALS IN HARD COPY.