**Withyham Parish Council**

Withyham Parish Council

Request for Quotation

for

Groombridge Recreation Ground Play Area Rejuvenation:

(Play area Equipment & Fencing & Surfacing)

Ref WPCGRG/RFQ/032021

Date 15 March 2021

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**Associated documents:**

Appendix 1 Detailed Specification of Requirements relating to each of the three components

Appendix 2 Architects’ drawings relating to planning application

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1 Introduction

The Council has existing fenced play facilities for children up to 12 years old at Groombridge Recreation Ground.

The facilities have been in situ for many years and, although well maintained, are dated by today’s standards.

An architect has designed a concept which utilises high fencing like ramparts, with equipment contained within the fenced areas (Appendix 2). This has received planning permission from Wealden District Council WD/2019/2359/F.

A group of members of the community developed the concept with the architect, have supported the development of these documents, will take part in the shortlisting, and will lead on fundraising.

The Request for Quotation (RFQ) seeks submissions for the replacement of:

1 Play area equipment

2 Fencing

3 Surfacing

Contractors may quote for all or one or two elements.

2 The Purchasing Authority

The purchasing authority is Withyham Parish Council, a rural parish council with around 3,000 residents.

The parish is located in Wealden District, East Sussex with Tunbridge Wells to the North East and Crowborough to the South.

The representative for the purposes of this RFQ is the Clerk, to whom all correspondence should be sent.

The quotation must be sent by post in an addressed and marked envelope obtained from the Clerk. All other correspondence may be by email to: [clerk@withyhamparishcouncil.org.uk](mailto:clerk@withyhamparishcouncil.org.uk) and <groombridgeplayground@gmail.com>

The location of the play area where the work is to be undertaken is Groombridge Recreation Ground, Station Road, Groombridge TN3 9QY.

Request for Quotation

Part A: Conditions of Quotation

Withyham Parish Council (“The Council”) invites you to bid for the requirements detailed below in accordance with the conditions outlined within this document and appendices.

**General Conditions**

1. Your submission must be in accordance with our terms and conditions, without qualification, attached as Appendix 4 to this document. Submission of your quotation will signify your acceptance of these.
2. The Council is not bound to accept the lowest or any bid or to accept you as a sole supplier.
3. Prices you quote are to remain fixed for the duration of the agreement of at least up to 12months from the acceptance of the tender.
4. The Council reserves the right to extend or cancel the quotation process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process or for any other costs incurred by those quoting for this Contract.
5. The Council reserves the right to negotiate with the top 3 bidders.

**Confidentiality & Publicity**

1. The contents of this Request for Quotation (RFQ) and of any other documentation sent to you in respect of this process are provided on the basis that they remain the property of the Council and must be treated as confidential.
2. You may not undertake any publicity activities with any part of the media or other third party in relation to the Contract or this RFQ process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

**Freedom of Information**

1. As part of the Council’s duties under various legislation (including the Freedom of Information Act 2000), we may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.
2. If you consider that any of the information provided in your bid is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as "Not for disclosure to third parties” together with valid reasons in support of the information being exempt from disclosure under relevant legislation.

**Contact Details and Deadline for Submission**

1. The Council's contact details are:

The Clerk

Withyham Parish Council

The Old Station

Groombridge

East Sussex

TN3 9RD

Tel: 01892 864557

email: [clerk@withyhamparishcouncil.org.uk](mailto:clerk@withyhamparishcouncil.org.uk) and [groombridgeplayground@gmail.com](file:///\\WPC-SERVER\Shared%20Folders\Company\Groombridge%20Playground%20Renewal\Tender\Mar%202021\groombridgeplayground@gmail.com)

1. When suppliers ask questions relating to this RFQ you need to be aware that the Council is obliged to share the answer(s) with all bidders.
2. Your quotation must be submitted and received by The Council via post in an addressed and marked envelope obtained from the Clerk no later than the return date.

The **timetable** for evaluation and delivery shall be as follows:

**RFQ posted on Contracts Finder**: Monday 15 March 2021

**Expressions of interest**: please confirm your interest in responding to this RFQ by Monday 19 April 2021

**Deadline for questions**: Monday 26 April 2021

**Deadline for quotations**: Monday 17 May 2021

**Appointment of contractor(s):** The Council aims to name a preferred contractor by late Summer 2021

**Preparation of Bid**

1. Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Bids. Bidders are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their Bid and all other stages of the selection and evaluation process. Under no circumstances will the Council be liable for any costs or expenses borne by Bidders, sub-contractors, suppliers or advisers in the process.
2. Bidders are required to complete and provide all information required by the Council in accordance with the conditions of Bid and the Request for Quote. Failure to comply with the Conditions and Request for Quote may lead the Council to reject a submitted Bid.

**Submission of Bid**

1. The Council relies on Bidders’ own analysis and review of information provided. Consequently, Bidders are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Bids and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement process.
2. Bidders must form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate, regarding the suppliers/ services of goods and services and their Bids, without reliance upon any opinion or other information provided by the Council or their advisers and representatives. Bidders should notify the Council promptly of any perceived ambiguity, inconsistency or omission in their RFQ, any of its associated documents and/or other information issued to them during the procurement process
3. The Bid must be submitted in the form specified in the Form of Bid instructions in para 23 below. Failure to do so will render the response non-compliant and it will be rejected.
4. The Council may at its own absolute discretion extend the closing date and the time for receipt of Bids specified under Paragragh 12. Any such extension will be granted to all Bidders.
5. Price and any financial data provided must be submitted in/converted into pounds sterling.
6. Bids will be accepted any time up to the deadline stated above. Bids received before this deadline will be retained unopened until the pening date. Bids received after the deadline will not be opened or considered.
7. Any Bid received after deadline for receipt of Bids will be rejected.
8. Bids should be sent by post to the following address using an addressed and marked envelope obtained from the Clerk: The Clerk, Withyham Parish Council, The Old Station, Station Road, Groombridge, East Sussex TN3 9RD.

Documents required for submissions

1. The following documents must be included as part of your quotation

|  |  |
| --- | --- |
| **No** | **Item** |
| 1 | Method Statement  This is a detailed description of how you propose to fulfil the requirements set out in this documents and appendices. Please use the same headings in your response. |
| 2 | Price Breakdown (provision of equipment)  You are required to explain the breakdown of your prices included in your submission, inclusive of indirect costs such as travel expenses.  This can be provided on a separate spreadsheet. |
| 3 | Price Breakdown (ongoing maintenance)  You are required to explain the breakdown of expected average annual maintenance costs based on a 10 year period after installationyour prices included in your submission, inclusive of indirect costs.  This can be provided on a separate spreadsheet. |
| 4 | Completed Bidders Details & warranties  Confirmation of your organisation’s acceptance of the terms of this RFQ. |
| 5 | Statement of non-collusion  A statement of non-collusion as given in the Council’s Terms & Conditions document (see Appendix 4) shall be submitted with the supplier’s submission. |
| 6 | Diagrams, plans and drawings  These should not include anything that identifies the Bidder in order that they can be shared with the decision making panel without prejudicing their decision. Any diagrams that contain identifying marks, logos or names in any place other than where they may be removed for the purposes of scanning will not be shared with the decision making panel. |
| 7 | Form of Tender  Template in Appendix 3 |

Bid evaluation criteria

1. The information provided as part of the Method Statement and Cost breakdown will be used to evaluate the successful quotation in terms of delivering best Value for Money to the Council, consistent with meeting the requirements of the specification. The evaluation criteria to be used will be:

|  |  |
| --- | --- |
| Award Evaluation Criteria | Section score (maximum available) as % |
| Price | 40 |
| Quality | 40 |
| Maintenance | 20 |
| Total | 100 |

We will also request comments and feedback from parishioners on our preferred designs before awarding the tenders.

**Price Evaluation Example (max 40%)**

1. Prices in your submission should be in pounds sterling and, where Value Added Tax is applicable, this should be shown separately.
2. Price will be evaluated based on the lowest price bidder achieving the maximum % for the pricing element ie 40%. Higher priced bids will receive a proportional score based on the amount higher they are than the lowest bid.

For example if the price element is worth 40%:

Lowest Price (A)

Higher Price (B) x 40%

A = 10000

B = 14000 x 40% = 28.57%

Hence A’s score is 40% (as the bidder with the lowest price bid) and B’s is 28.57%

(Please note that this is a community fund raising project and we are therefore unable to quote a budget at this point. Fundraising will be taking place in tandem with the tender process and when we decide on a preferred contractor it may be a little while until we have the funds to confirm the contract, we therefore ask that contractors are understanding of this and hold the quote for atleast up to 12 months.)

**Quality Evaluation Example (max 40%)**

1. Quality of the Bid will be measured upon evaluation of Bidders’ responses to part C of this RFQ.

The quality of Bids will be assessed using the following scoring system:

|  |  |  |
| --- | --- | --- |
| **Score** | **Definition** | **Criteria** |
| **0** | **Unacceptable** | No response or irrelevant information provided. There is no evidence of previous similar work. |
| **1-19** | **Poor** | The response provides limited evidence to support the proposed process, implementation or delivery. |
| **20-39** | **Adequate** | The response provides minimal evidence and demonstrates a basic understanding of the service requirements. There is some evidence of previous similar work. |
| **40-59** | **Good** | The response provides good evidence to support the proposed process of implementation and delivery. There is some evidence of previous similar work. |
| **60-79** | **Very Good** | The response is of a high standard and provides very good evidence through a clear process. The response provides very good evidence of working towards delivering best value outcomes. There is evidence of previous similar work. |
| **80-100** | **Excellent** | The response is of a very high standard and the criteria in the specification are exceeded. Excellent evidence is provided through a clear process. Evidence of continuous improvement and innovative (demonstrate innovative way to enhance the play area creatively and through age appropriate risk taking) ways of working to deliver best value outcomes. The response demonstrates experience and evidence of collaboration with other contractors / sub contractors. There is evidence of previous similar work. |

1. Quality will be evaluated based on the points assigned by the decision panel in the scoring of the bidder’s response to the quality criteria.

For example, if tender A scores 55 (good) on quality then 40 x (55/100) = 22%

**Maintenance Evaluation Example (max 20%)**

1. Bids will also be assessed according to likely maintenance costs. The Bidder should provide a figure for average annual maintenance costs over a 10 year period.
2. Prices in your submission should be in pounds sterling and, where Value Added Tax is applicable, this should be shown separately.
3. Price will be evaluated based on the lowest price bidder achieving the maximum % for the pricing element ie 20%. Higher priced bids will receive a proportional score based on the amount higher they are than the lowest bid.

For example if the price element is worth 20%:

Lowest Price (A)

Higher Price (B) x 20%

A = 10000

B = 14000 x 20% = 14.29%

Hence A’s score is 40% (as the bidder with the lowest price bid) and B’s is 14.29%

1. We also ask for information about the proposed ongoing support and maintenance that can be provided. Examples of the type of support and maintenance we would find helpful are, but are not limited to:

* Warranties for the equipment, the length of these and what they cover/do not cover
* Ongoing support eg: helpline
* Inspections of the equipment etc (eg: how regularly, likely duration, output and who will be responsible for taking any remedial action)
* Any health and safety related considerations relating to maintenance
* The likely cost of ongoing maintenance and what is required.
* What support would be available when the equipment is out of warranty
* The durability of the proposed equipment.

**Right to Reject/Disqualify**

1. The Council reserves the right to reject or disqualify a Bidder where:
2. The Bidder fails to comply fully with the requirements of this Request for Quotation or is guilty of a serious misrepresentation in supplying any information required in this document;
3. The Bidder is guilty of serious misrepresentation in relation to its Bid;
4. There is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder.
5. The Council shall be under no obligation to accept the lowest priced, or any, Bid.

**Notification of Award**

1. The Council will notify the successful Bidder of the Contract award by email once a decision to award a contract has been made.

**Debriefing**

1. Following the conclusion of the contract award, all unsuccessful bidders will be notified, and feedback provided.

Part B: Specification of Requirement

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| --- |
| **1. Overview – *what it is that we require*** |
| The Council has existing fenced play facilities for children up to 12 years old at Groombridge Recreation Ground.  The facilities have been in situ for many years and, although well maintained, are dated by today’s standards.  An architect has designed a concept which utilises high fencing like ramparts, with equipment contained within the fenced areas (Appendix 2).  The initial design illustrated the concept of the design as being like a fort and showed play equipment within, which deliberately includes more ideas than we could actually fit into the given area. The upper level could allow us to incorporate, for example, a slide. swing and climbing net attached to the structure. Activities for smaller children would be towards the middle of the palisade. We would welcome suggestions for any improvements and modifications to the design in order to achieve the best possible project.  The fencing has received planning permission from Wealden District Council WD/2019/2359/F. During consultation on this application, some members of the public raised concerns about being able to see in or out of the play area so we would be happy to receive tenders containing modifications that had lower elements facing rowards the recreation ground, and/or more open boarding to the fencing all the way round.  We believe that the most appropriate form of surfacing would be wet pour or bonded mulch in a single, natural colour in order to fit with the natural environment.  The Request for Quotation (RFQ) seeks submissions for the replacement of:   1. Play area equipment 2. Fencing 3. Surfacing   Contractors may quote for all or one or two elements.  The Council’s detailed specification of requirements are given in more detail in Appendix 1. |
| **2. Criteria - *the factors that are important to us in these purchases*** |
| **ESSENTIAL:**   * Safety is essential and all equipment/fencing should meet all relevant BS standards * Modern appealing designs * Adequate insurance cover of supplier * Adequate warranties from supplier * Use of durable low maintenance materials and equipment * Value for money * Examples of previous, similar projects   **DESIRABLE:**   * Use of environmentally friendly materials * Ongoing maintenance guidance, inspection and support * Innovative design approach to challenge children in the target age range |
| **3. Performance Monitoring – *how we will measure satisfactory performance*** |
| * Adherence to BS standards * Adhering to project timetable * Ability to collaborate with other contractors and subcontractors and evidence of previous collaborative working * Health & Safety Risk Assessment and description of how Health & Safety matters will be managed, including provision of services for the works and workers * Copies of relevant documentation eg insurance certificates, warrany documentation etc * Evidence of previous, similar work |

Part C – Bidder Submission

**Please Note: please complete a separate submission for each element you wish to bid for, i.e. fencing, equipment, surfacing.**

**1. Main Contact Details**

|  |  |
| --- | --- |
| Bidder'sorganisation |  |
| Contact name |  |
| Contact's position |  |
| Contact's telephone number |  |
| Contact’s email address |  |
| Are you aware of any potential conflict of interest |  |
| If yes please explain |  |

**2. Ordering and Payment**

The Council is committed to promt payment of invoices and the bidder's proposed payment profile should be provided in thissection together with the name and their contact details of the person within your organisation who will manage the invoicing process.

|  |  |
| --- | --- |
| Name |  |
| Telephone number |  |
| Email address |  |

**4. Method statement**

|  |
| --- |
| **1. Overview – *how do you propose to meet the Requirements specified in this RFQ and Appendix A?*** |
|  |
| **2. Criteria – *how will you satisfy the factors that have been identified as being important to the Council?*** |
| **ESSENTIAL**      **DESIRABLE** |
| **3. Performance Monitoring – *how will you meet our performance measures?*** |
|  |

**4. COST BREAKDOWN**

|  |
| --- |
| Please provide a detailed cost breakdown of the materials, installation, delivery and other relevant costs excluding VAT |

|  |
| --- |
| Please provide a detailed cost breakdown of the expected ongoing annual maintenance (an average annual cost over the first 10 years) excluding VAT |

**5. HEALTH & SAFETY**

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| --- |
| Please provide details of how you will comply with CDM 2015, ensure Health and Safety to users of the Recreation Ground, and welfare provisions to your staff and contractors |

**6. Bidder’s Warranties**

Please confirm your organisation’s acceptance of the terms of this RFQ by ticking the relevant boxes below

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| We have read the RFQ documents and subject to and in accordance with Council’s Purchasing terms and conditions, the Conditions of Quotation and all relevant documents attached, we offer to supply and deliver the works/services/supplies specified in Part B, in the quantities and at the rate or prices shown above. |  |  |
| We confirm our submission together the Council’s written acceptance thereof and any subsequent Purchase Order, shall constitute a binding Contract between us. |  |  |
| We agree to abide by this submission and agree to its validity and enforceability for a period of 60 days from the date of return of this submission. |  |  |

**9.** **Signed Confirmation**

We undertake that the information supplied in this document is complete and accurate and that the organisation has read and accepted Council‘s Purchasing terms and conditions.

Print Name:

Position:

Name of bidding organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bids should be sent by post to the following address using an addressed and marked envelope obtained from the Council: The Clerk, Withyham Parish Council, The Old Station, Station Road, Groombridge, East Sussex TN3 9RD.