

# Invitation to tender for Supply and Installation of Solar Panels on Broads Authority Building at Griffin Lane, Norwich

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# Part A – Employer’s Information

# Introduction

The Broads Authority is the statutory body responsible for caring for the Broads National Park, including the maintenance of its rivers and broads for navigation. This includes the maintenance of a large fleet of vehicles and equipment, primarily done from its Dockyard Base at Griffin Lane, adjacent to the River Yare, Thorpe St Andrew, Norwich.

Broads Authority (‘the Authority’) is seeking a suitably qualified and experienced contractor to supply and Instal Solar Panels on Broads Authority Buildings at Griffin Lane, Thorpe St Andrew, Norwich, NR7 0SL.

## Timeframe

The installation will need to be completed by the 31st of March 2024. The timing of works will need to be agreed with the site manager.

## Project Manager Contact details

Any questions regarding these documents and the specific requirements of the Authority must be made in writing by emailing queries to Dan Hoare, Head of Construction, Maintenance and Ecology, dan.hoare@broads-authority.gov.uk

# Insurance requirements

The Authority expects the successful tenderer to hold adequate insurance. For this contract it is expected that this will include:

|  |  |
| --- | --- |
| Insurance Type | Minimum level of indemnity |
| Public Liability | £5,000,000 |
| Employee Liability | £5,000,000 |
| Product Liability | £5,000,000 |

Where a tenderer does not currently hold the requested level of insurance the cost of this can be added to your tender. If the contract is awarded on this basis confirmation will be required that it has been put in place for the duration of the contact.

# Form of Contract and Conditions

* 1. The form of agreement is a NEC4 Engineering & Construction contract. A copy of which can be found in section 12.
	2. The Contractor shall assess predicted tides and MET Office forecast weather conditions. The Contractor should programme the works to avoid foreseeable unworkable conditions. Delays due to foreseeable conditions will not be subject to a compensation event.
	3. All communications and instructions between the Contractor and the Employer are to be made through the Project Manager, or persons named by the Project Manager.
	4. The Contractor is to undertake the works in accordance with their Method Statements and Risk Assessments approved by the Employer

# Specification

* 1. **Introduction**
		1. The project is divided into 2 Parts. Whether the project is limited to Part 1, or includes part 2 will depend on the budget available and quotes received.
		2. Part 1 – Installation of Solar Panels on the Main Dockyard Building (Building 1) (estimated capacity 40 kWp)
		3. Part 2 – Installation of Solar Panels on the “Old Workshop” (Building 2) (estimated capacity 16.5 kWp.)
		4. These power outputs are based on a 2021 study carried out on the building. Tenderers will be asked to include power rating for their proposed system in the bid.
		5. Building 1 and 2 are adjoining, and therefore we will look to appoint one supplier covering both pieces of work, and would anticipate the works being carried out in one go. The reason for the separation into separate parts is to allow a smaller project to go ahead, should the full solar installation be unaffordable.
		6. The supplier will be responsible for arranging all parts of the works, including appropriate specification of all materials to be installed, system design, feasibility of installation options on the existing roof, integration with existing electrical supply and usage on site, scaffolding, installation, and any liaising required with the DSO. They will also provide drawings and descriptions to support the notification required to be given to the Planning Authority under The Town and Country Planning (General Permitted Development) (England) Order 2015.
		7. Suppliers should be aware that the Broads Authority is also the Planning Authority for the relevant site.
	2. **Specification for installation**
		1. The selected contractor will Design, supply and installation of a solar Photovoltaic system for the roofs of the two Dockyard Buildings, and supply all relevant information to enable set up of export under the Smart Export Guarantee.
		2. The system is to avoid covering skylights
		3. The system is to be compliant with Schedule 2, Part 14 Class J as a Permitted Renewable Energy Development under the Town and Country Planning (General Permitted Development) (England) Order 2015.
		4. The choice of panels and power rating is for the tenderer to provide. We are targeting a minimum of 40 kWp on building 1 and 16 kWp on building 2.
		5. The panels and system are to have a lifespan of a minimum of 25 years, covered by manufacturers warranty. This is to include 10 years 90% power output, and 25 years 80% power output.
		6. The installation will allow export to the grid under the Smart Export Guarantee. The local DSO is UK Power Networks.
		7. Installation to meet all relevant UK Standards (BSI 7671, Microgeneration Certification Scheme (MCS))
		8. Installation to be compatible with future site development, such as Vehicle 2 Grid systems, and onsite battery storage.
	3. **Steps before commencing work**
		1. The Broads Authority will make a pre-notification to the local planning authority based on the designs produced by the supplier. The supplier must produce and supply suitable designs in the formats required for this purpose. This is for the purpose of obtaining a Lawful Development Certificate as a permitted development.
		2. A method statement and risk assessment for all works on site must be provided to the site manager for sign off before work commences. A site induction will be provided for all contracted personnel before they can start work on site. All reasonable requests made by the site manager to ensure the safety of workers on site will be complied with.

# Constraints

* 1. Access to the site is through a low railway bridge on Griffin Lane. The dimensions of the bridge are 3.3m height, and 2.75m width.
	2. There is occasional tidal flooding during storm surges. These can be predicted ahead of time, and the supplier will be notified if this is likely to occur during the proposed installation window. Any ground works need to take flood risk into account.
	3. Both buildings have skylights which will need to be factored into the design.
	4. Access to both buildings needs to be maintained during works, although for limited periods being unable to use the main door of building 2 could be accommodated, with prior agreement of the site team.

# Site Information

* + 1. The Broads Authority operates this site on the banks of the River Yare for the storage and maintenance of equipment used in the management of the Broads National Park. The main buildings consist of two workshops, with an office space over one of them.
		2. The workshops are on the Eastern Boundary of the site, with a distance of 2m to the perimeter fence on the Eastern side. Access is best obtained from the western side of the building. The Southern façade is over a slipway.
		3. Vehicles and equipment can be stored in the car park with agreement of the site manager. The car park & access road occasionally floods at high tide – this can be predicted in advance and warning will be given if items need to be moved. The site team can inform the contractor about periods when this is likely so work can be scheduled around this.
		4. The site is open from 8am to 4pm daily (3.30 site close on Fridays). A method statement will need to be agreed with the site manager to allow ongoing operations from the site during installation. Scaffolding installation will need to avoid obstructing the doorways to the workshops (Buildings 1 and 2), although it may be possible to avoid using the doors of workshop 2 for a brief period if this is necessary. The site is locked and secure outside of operating hours and is covered by CCTV.
		5. *Site Plan*Latitude 52.6247476, Longitude 1.3607455

Building 2

Building 1

Car Park

* + 1. This Tender invite does not require a site visit, however it may be advisable for preparing a bid – to arrange a site visit please email dan.hoare@broads-authority.gov.uk. Visits will need to take place within usual site hours.
		2. Both buildings have skylights which will need to be factored into the design.
		3. The elevations of each building are included in Annex 1.

# Tender submission

# All tenders must be returned to the Broads Authority as per the instructions below and arrive not later than 11:00 am 31st August 2023. Tenderers should note that the questions and responses raised during the clarification period will be anonymised and shared with other Tenderers on the Authority’s website.

# Contact by any person acting in the name of the prospective contractor with any employee of the Authority other than those mentioned in this ITT will be grounds for the Authority to terminate the tender process for that supplier.

# Tenders must be returned to: tenders@broads-authority.gov.uk . The Email subject must read “Invitation to tender for Supply and Installation of Solar Panels on Broads Authority Building at Griffin Lane, Norwich”

# Do not copy in the person named in section 1.2 as this will invalidate your tender.

# Please note that this mailbox is not monitored and will only be reviewed after the closing date. Suppliers will receive an automatic notification to confirm receipt.

# No extensions to the closing date for Tenders can be granted. However, the Authority may at its discretion extend the closing date and time specified.

# The Authority will not accept any responsibility if any tender is unable to be submitted by the deadline unless it can be evidenced that there is a problem with the Authority’s IT system.

# Qualified tenders or tenders bearing any unauthorised alteration or addition to the form of tender or any other tender documents may be rejected by the Authority.

# Tender timetable

The following dates are applicable to this tender:

|  |  |
| --- | --- |
| Activity | Estimated Dates |
| Publication of Invitation to Tender  | 09/08/2023 |
| Clarification period starts | 10/08/2023 |
| Clarification period closes | 30/08/2023 |
| Deadline for the Authority to publicise responses to Tender Clarification questions | 08/09/2023 |
| **Deadline for submission of Tender** | **11:00am 15/09/2023** |
| Notification of successful/unsuccessful tenders  | 22/09/2023  |
| Start of standstill period | 23/09/2023 |
| Contract Commencement | 09/10/2023 |

**This timetable is indicative only. The Authority may amend at its discretion.**

# Evaluation of Tenders

The pass/fail criteria are mandatory criteria. If a tenderer fails on any of these criteria, they will be excluded from further consideration.

|  |  |
| --- | --- |
| Criteria |  |
| Proposed installation meets the specifications in section 4.2  | Pass/Fail |
| Possession of the required insurance  | Pass/Fail |
| Demonstration of past experience of projects of this scale, including provision of 2 satisfactory trade references | Pass/Fail  |
| System design and installation is compatible with the eligibility criteria for the Smart Export Guarantee | Pass/Fail |
| Work can be completed by March 2024 | Pass/Fail |
| Proposed Panels meet or exceed the minimum lifespan criteria  | Pass/Fail |

Tenders will be evaluated using a method known as MEAT (most economically advantageous tender). A panel of the Authority’ Officers will undertake the evaluation process. The Authority will consider both quality and price in the evaluation of tenders.

If the Authority concludes that it will only progress with the solar installation on one building, then only the answers in respect of that building will be used for the assessment. For instance, if it is decided to only install solar on Building 1, only the price and kWP for Building 1 will be considered.

These reflect the relative importance and are scored as follows:

|  |  |
| --- | --- |
| Criteria | Maximum Score Available |
| Price per kWP(excluding VAT) | 50 |
| kWP output of the proposed system | 40 |
| Manufacturers guarantee of 90% power output (Number of years) | 10 |
| **Total** | **100** |

The full evaluation methodology breakdown and the factors to be considered in judging the award criteria are set out below.

**Price per kWp** - The calculation that will be used is as follows:

Score = Lowest Tender Price/Tender Price x 45 (maximum mark available)

**kWp output of the proposed system -** The calculation that will be used is as follows:

Score = Tender output/ Highest output x 45 (maximum mark available)

**Level of guarantee above minimum specification –** the calculation that will be used is as follows:
Score = Tender Output/ Highest number of years of 90% output guaranteed x 10 (Maximum Score Available)

The Potential Provider that achieves the highest total score will be awarded the Contract.

If two or more Potential Providers obtain the highest total score, the Potential Provider with the highest score for the Price element will be deemed the winner and awarded the Contract.

If the Authority receives only one Tender, the Potential Provider will be awarded the Contract provided that they meet the Minimum targeted power output, at a cost judged by the Authority to be Value for Money.

No tender will be considered unless the potential supplier has submitted a full proposal including the completed forms in Part B within this tender document.

The Authority will advise each Tenderer whether its tender has been successful or not. Once the standstill period has passed the successful tender will be recorded on Contracts Finder.

# General requirements

This document is split into two sections Part A, the Broads Authority (Employer) information on the tender and Part B, the information required from prospective Tenderers. **Tenderers must comply with these instructions**. They are designed to ensure that all tenders are treated equally and fairly and to comply with all legal requirements for public sector procurement. Failure to comply with these instructions and conditions may invalidate your tender.

The Tender documents are and shall be the property of the Authority and will not be copied or reproduced in whole or in part, save as is necessary to enable you to complete the Tender and must be returned to the Authority when requested to do so.

# Procurement process and tender procedures

## Tenderers’ responsibilities

All tenderers are required to read these instructions before submitting a tender as referred to below. The Authority will assume that Tenderers are fully aware of the contents of these instructions and that unless queries are raised by Tenderers they are fully satisfied and have no queries upon them. The Authority will not entertain any claims for compensation arising from the neglect or failure of any Tenderer to comply.

Information supplied to Tenderers by the Authority is supplied for general guidance only. Tenderers must satisfy themselves by their own investigations about the accuracy of such information and no responsibility is accepted by the Authority for any inaccurate information obtained or for any loss or damage of whatever kind and howsoever caused arising from the use of such information.

It is the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for the preparation of their tender. All works of investigation and preparation of tenders shall be carried out at the Tenderers’ cost.

The Invitation to Tender and any other information issued by the Authority relating to the services shall be treated by you as confidential and shall not be disclosed in whole or in part to any third party without the prior consent of the Authority other than for obtaining sureties, guarantees or quotations.

## Pricing

Tenderers shall provide a fixed price in relation to the contract. Prices are to include installation, transport, plant, equipment, materials and consumable supplies necessary for the full and proper completion of the contract obligations as described. All overheads and profit charged to this contract to be included in these prices. Prices are to be exclusive of VAT.

## Basis of the Tender

All prices quoted in the tender and any supporting documents must be in pounds sterling and must be exclusive of VAT and must include the cost of delivery, packaging, and any additional related costs to the place(s) specified by the Authority. If requested the Authority will return packaging at the Tenderer's expense.

The tender price must reflect any costs associated with Coronavirus mitigation measure needed for the safe delivery, installation and other related items needed for the contract to be fully complaint with current Government guidelines.

Tenderers are required to keep tenders and prices valid for acceptance for a period of 60 days from the closing date for receipt of tenders. A Tender with a shorter validity period may be rejected.

The Tenderer shall bear all costs expenses and liabilities incurred in connection with the preparation and submission of the Tender.

## Arithmetic accuracy of the Tender

If the Authority suspects that there has been an error in the pricing of the Tender it reserves the right to seek such clarification as it considers necessary from the Tenderer only.

It is the responsibility of the supplier to check that all unit rates and other information entered in the cost templates are accurate. If any errors in the unit rates or in the totals are detected the tenderer will be afforded the opportunity to either:

* to confirm in writing and accept the error if it is in the Authority’s favour; or
* to correct the error(s) and to revise the tender downwards. Any revisions must be confirmed in writing; or
* to withdraw the tender. This must be confirmed in writing.

Any item for which no unit rate is entered in the appropriate column will be treated as if it is free of charge.

## The Tender

The Tender shall be submitted in accordance with these Instructions to Tenderers. The Authority may reject any tender not complying in any particular matter and its decision in that regard shall be final.

All relevant tender forms for completion can be found in Part B on pages 21 to 29, shall be signed and submitted with all other documents comprising the Tenderers Tender.

The Authority reserves the right to amend any information or the Specification contained within the invitation to tender at any point prior to the award of contract. Such amendments will be notified to the contractor within a period of 5 days.

The Authority reserves the right not to award a contract subsequent to this tender and may accept or reject the whole or any part of a tender. The Authority does not bind itself to accept any tender and will not accept responsibility for any expense or loss which may be incurred by any potential supplier in the preparation of the tender.

The Authority reserves the right to make all or any bids received available for inspection by the Office of Fair Trading or any other regulatory body.

Any Tenderer who:

* fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other party; or
* communicates to any party other than the Authority or, as applicable, relevant other commercial body, the amount or approximate amount of its proposed Tender or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or insurance or any necessary security); or
* enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Tender; or
* enters into any agreement or arrangement with any other party as to the amount of any Tender submitted; or
* offers or agrees to pay or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender, any act or omission,
* may (without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Tenderer may attract) be disqualified from this procurement exercise.

## Freedom of Information Act

The Authority is bound by the provisions of the Freedom of Information Act (“FOI”) 2000. All information submitted to the Authority may therefore need to be disclosed and / or published by the Authority in compliance with the Act. Any other law, or, as a consequence of judicial order, or order by any court, tribunal or body with the authority to order disclosure (including the Information Commissioner).

If you consider that any of the information included in your Tender should not be disclosed by the Authority please identify it and explain (in broad terms) why. Please also indicate how long you think the information should be covered by a non-disclosure provision.

In terms of FOI information may be exempt from disclosure if it is:

* A trade secret
* Information which is likely to prejudice someone’s commercial interests if disclosed (this could be your interests or the Authority’s)
* Personal data where disclosure cannot be justified in terms of the Data Protection Act 1998
* Subject to an enforceable obligation of confidentiality. (This means that the information should be recognisable as confidential in nature and must not be in the public domain already; it must have been received in circumstances which impose an obligation to maintain confidentiality on the person receiving it; and any unauthorised disclosure would cause you harm.)

You should therefore seek to ensure that those parts of the Tender which you would prefer not to be disclosed fall within these broad categories. The Authority is more likely to resist disclosure and be able to justify non-disclosure of information in response to an FOI request if the suggested non-disclosure items are restricted to these categories. Please note that the Authority reserve the right to disclose if it is satisfied (acting reasonably) that it is in the public interest for the information to be disclosed.

It should be remembered that, even where you have indicated that certain information ought not to be disclosed, the Authority reserve the right to disagree. Even when the Authority agree that the information has been correctly identified, it may nonetheless be required to disclose it or elect to do so in the public interest. Receipt by the Authority of any material marked ‘confidential’ or equivalent should not be taken to mean that the Authority accept any duty of confidence.

In all cases, the Authority may publish (either proactively or in response to a request) the following information:

* The identity of all tenderers
* Overall value of the Contract awarded (or a general indication of the rates applicable under the Contract)
* The value of all tenders received (not necessarily correlated to the identity of the tenderers)
* General performance standards to be achieved under the Contract
* Performance and progress monitoring arrangements; and early completion incentives and penalties for failure to meet targets.

Tenderers should not mark anything as confidential which falls into the above categories.

## Environmental Information Regulations

The Authority is also covered by the Environmental Information Regulations (EIR) 2004 which requires public authorities to make environmental information available, as well as members of the public being entitled to request such information. Similar to the FOI regulations environmental information relating to the tender may need to be disclosed. Further information can be found EIR’s can be found on the information the Information Commissioner’s Office (ICO) website [What are the Environmental Information Regulations? | ICO](https://ico.org.uk/for-organisations/guide-to-the-environmental-information-regulations/what-are-the-eir/).

## Counter Fraud, Corruption and Bribery Strategy

The Authority expects the highest standards of conduct from all organisations that have dealings with it. Any partners, suppliers, contractors and other third parties funded by or in receipt of payments from the Authority are required to adopt or abide by the Authority’s policies, procedures, protocols and codes of practice, where appropriate, in order to prevent and detect fraud, corruption, money laundering and bribery.

# Draft Contract

|  |
| --- |
| DATED 2023 |

|  |
| --- |
| 1. **BROADS AUTHORITY**
2. **[THE CONTRACTOR]**
 |

|  |
| --- |
| **FORM OF AGREEMENT FOR AN NEC4 ENGINEERING AND CONSTRUCTION SHORT CONTRACT** For Supply and Installation of Solar Panels on Broads Authority Building at Griffin Lane, Norwich  |

THIS DEED is dated 202[x]

**Parties**

1. **BROADS AUTHORITY** incorporated and registered in England and Wales under the Norfolk and Suffolk Broads Act 1988 whose registered office is at Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY (*Client*).
2. **[INSERT CONTRACTOR NAME]** incorporated and registered in England and Wales with company number [NUMBER] whose registered office is at [INSERT ADDRESS] (*Contractor*).

**Background**

1. The *Client* wishes to appoint the *Contractor* to Provide the Works at the *site*.
2. The *Contractor* has agreed to Provide the Works in accordance with the *conditions of contract* specified in clause 4 of this Agreement.

**Agreed terms**

1. Interpretation

Unless the context otherwise requires:

* 1. any term used with initial capital letters has the meaning given to it in the *conditions of contract* specified in clause 4 below; and
	2. any italicised term has the meaning given to it in the Contract Data.
1. Contractor's responsibilities

The *Contractor* will Provide the Works in accordance with the *conditions of contract*.

1. CLIENT's responsibilities

The *Client* will pay the *Contractor* for the *works* and carry out his other duties in relation to them in accordance with the *conditions of contract*.

1. Contract for the works

The contract for the *works* comprises the *conditions of contract* in the form of the NEC4 (June 2017) Engineering and Construction Short Contract, incorporating the:

* 1. Additional Conditions (application of the Housing Grants, Construction and Regeneration Act 1996 as amended by the local Democracy, Economic Development and Construction Act 2009);
	2. completed Contract Data;
	3. Price List;
	4. Scope;
	5. Site Information; and
	6. this Agreement.
1. Contract Data and SCOPE

Copies of the completed items listed at clause 4.2 to 4.5 inclusive are annexed to this Agreement at Schedule 1.

1. Priority of documents

If there is any ambiguity or inconsistency in or between the documents comprising this contract, the priority of the documents is in accordance with the following sequence:

* 1. this Agreement;
	2. the completed Contract Data,
	3. the *additional conditions of contract* being:
		1. Z clauses – [1-9/10] inclusive; and
		2. Z clauses [11/12/13/14/15[[1]](#footnote-1)]
	4. the other *conditions of contract*;
	5. the Scope; and
	6. any other document forming part of the contract.
1. **AGREEMENT**
	1. This Agreement is binding upon the Parties with effect from the date hereof or the date on which the *Contractor* commenced the *works* (whichever is the earlier).
	2. If the *Client* gives any instruction to the *Contractor* pursuant to any letter of intent or otherwise in relation to the *works* prior to the date of this Agreement such instructions or letter of intent is deemed to be given by the *Client* under this Agreement and any such *works* undertaken prior to the date of this Agreement are deemed to have been undertaken under this Agreement with all amounts paid or payable in respect thereof treated as paid or payable to the *Contractor* on account of the sums payable by the *Client* in respect of the Prices.
2. Additional Conditions of contract

The following clauses are the *additional conditions of contract*:

There are no additional conditions of contract.

# Part B Contractors Tender Information

# Inclusion in the Tender response

The following documentation must be returned to the Authority (using the Tender envelope label if appropriate) as part of your Tender:

1. Tendered price for the Supply and Installation of Solar Panels on Broads Authority Building at Griffin Lane, Norwich
2. Details as to referees
3. Insurance Certification Form
4. Quality Control systems
5. Signed and completed Certificate as to canvassing
6. Signed and completed Certificate as to collusive tendering
7. Completed details as to social value

# Tender form 1

Name of Tenderer:

**Tendered price for the provision of Supply and Installation of Solar Panels on Broads Authority Buildings at Griffin Lane**

To:Chief Executive, The Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY.

Having examined the Invitation to Tender and its accompanying documents and being fully satisfied as to my/our abilities and experience in all aspects to satisfy the requirements of the specification and the draft Contract,

I/we  of hereby offer, to supply and Installation of Solar Panels on Broads Authority Buildings at Griffin Lane in accordance with Tender Forms Tender form 1 to Tender form 8 attached. I/we offer to undertake and complete the work in the time period stated for the sum of £(excluding VAT)**.**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Requirement description | Power Output (kWp) | Total £(excluding VAT) |
|  | **Supply and Installation of Solar Panels on Building 1** |  |  |
|  | **Supply and Installation of Solar Panels on Building 2** |  |  |
|  | **Total** |  |  |

|  |  |
| --- | --- |
| Question  | Answer |
| Proposed make of panels  |  |
| Manufacturers Guarantee  |  |
| Proposed installation period  |  |
| Description of previous experience  |  |

I/We agree that this tender shall remain open to be accepted or not by you and shall not be withdrawn for a period of 3 months from the date for return of this tender.

I/we understand that you are not bound to accept the lowest or any tender you may receive.

Unless and until the formal written Agreement referred to above is prepared and signed, the Tender together with your written acceptance thereof will form a binding Agreement between us.

Signed (1)  Status:

Signed (2)  Status:

For and on behalf of:

Date**:**

Company registration number or equivalent:

VAT registration number:

Type of organisation: (delete as appropriate) Small and medium enterprise (SME) or Voluntary, community, social enterprise (VCSE)

# Tender form 2

Name of Tenderer:

## Referees

To the Broads Authority

You may seek references from my/our following trade/bank referees (include name, address, contact details):

1. Bank

1. Trade

1. Trade

# Tender form 3

Name of Tenderer:

## Insurance Certification Form

**Third Party Insurance covers to sum of not less than £5 million**

Dear Sir

I/We certify and declare that I/we have already have in place with our Insurance Company policies in place for public/employers/product/professional liability in the sum of £5m. I/We attach confirmation from our Insurance Company.

Or

I/We certify and declare that I/we have obtained quotations in order for us to obtain the necessary level of insurance for public/employers/product/professional liability. The additional cost for this is **.**

The following is the name and address of the Insurance Company (not broker) with whom the Insurances have been affected:

Name:

Address:

**Please note**: Evidence must be included with this form to prove that such insurances as are required will be affected. Failure to do so will render this Tender invalid. Please provide details of cover for all the required insurance policies.

# Tender form 4

Name of Tenderer:

## Description of proposed installation System, including panel make, power output, manufacturers guarantee, and confirmation it meets minimum standards as set out in the specification.

Please describe the proposed system:

# Tender form 5

Name of Tenderer:

## Certificate as to Canvassing

(Invitation to Tender refers)

I/We certify that I/we have not canvassed or solicited any member, officer or employee of the Authority in connection with the award of the tender or any other tender or proposed tender for the service and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of the Authority in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed (1) Status:

Signed (2)  Status:

For and on behalf of:

Date:

# Tender form 6

## Certificate as to collusive quotation

(Invitation to Tender refers)

To:

The Broads Authority
(hereinafter called “the Authority”)

The essence of selective tendering is that the Authority will receive bona fide competitive tenders from all persons tendering. In recognition of this principle,

I/we certify that this is a bona fide Tender, intended to be competitive and that I/we have not fixed or adjusted the amount of the Tender or the rates and prices tendered by or under or in accordance with the following acts:

1. communicate to a person other than the Authority the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain tenders necessary for the preparation of the Tender for insurance); or
2. enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted; or
3. offer or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender for the service any act or omission.

Signed (1)  Status:

Signed (2) Status:

For and on behalf of:

Date:

# Tender form 7

Details as to social value

Name of tenderer:

Please confirm how you achieve good ethical standards and ensure that your staff benefit from the impact of equalities legislation.



Tender for:

Envelope not to be opened until after

Date: Time:

For administration purposes only

Date Tender returned:

Time Tender returned:

Signature:

Print Name:

Job Title:

**Chief Executive**

**Broads Authority**

**Yare House**

**62-64 Thorpe Road**

**Norwich**

**NR1 1RY**



Tender

Pass returned envelopes to Finance Officer

1. Please delete as applicable. Please note, Z14 will only apply where the *Contractor* is to be responsible for any design work carried out by a Design Consultant and the intention is to novate the professional appointment for that Design Consultant to the *Contractor*. [↑](#footnote-ref-1)