

BOTLEY PARISH COUNCIL



The Botley Centre
High Street Recreation Ground
High Street
Botley
Hants
SO30 2ES
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Email: parish.clerk@botley-pc.gov.uk

Botley Parish Council

Invitation to Tender for a Replacement Tractor

Date: ?? 2023

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1. INSTRUCTIONS TO TENDERERS

1.1. Statement of Purpose

- 1.1.1. Botley Parish Council is seeking to procure a replacement tractor for grounds work to support the maintenance of the Council's green space and sports facilities. Nearly new Tractors could be considered. Further details are provided in the Tender Specification.
- 1.1.2 Please note the Council has a maximum budget of £50,000 + VAT for this commission including attachments. Submissions in excess of this figure will not be considered and will be eliminated from the tender process without evaluation. This is a maximum budget value and should in no way be interpreted as an anticipated level of spend. Tenderers are advised to submit their most competitive price to complete the commission.
- 1.1.3 Organisations are now being formally invited to meet this requirement and this document provides the necessary information to enable Tenderers to submit a fully compliant response.

1.2. Our Procurement Policy

- 1.2.1 It is our policy to reduce our business costs wherever possible and ensure that any contracts awarded provide the best possible value for money and deliver the best possible social value for our residents. The responses provided by each tenderer will be used to determine which tender is most appropriate to fulfil the Council's needs. It is important that your submission provides the full range of value added services that you can offer.

1.3 Procurement Timetable – Key dates

- 1.3.1 The timetable below contains key dates and deadlines for this tender. The Council reserves the right to extend or shorten any period as appropriate:

Activity	Key Dates / Deadlines
Tender commences with advert publication	27 September 2023
Final receipt of clarification questions	11 October 2023
Closing date for Tender submission	17:00hrs 20 October 2023
Evaluations / Clarifications	27 October 2023
Contract Award Decision	06 November 2023
Decision notifications issued/contract award	07 November

1.4 Tender Submission Information

- 1.4.1 All submissions should be:
- as concise as possible, whilst providing sufficient information to enable the Council to evaluate the tender. Based upon the conditions set out in the invitation to tender.
 - provided in a format compatible with Adobe Reader or Microsoft Word and Microsoft Excel.
 - Submitted using the Botley Parish Council forms provided. A dditional pages such as appendices or technical specifications must be limited to **no more than 20 sides of A4**
 - formally signed by a person duly authorised to sign on the organisation's behalf.
 - submitted on time or will be excluded from the evaluation.
- 1.4.2 Enclosed with this Invitation is the Specification and the following documents:

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- i. Tender Instructions
- ii. Tender Specification
- iii. Form of Tender

- 1.4.3 A copy of the final tender must be received by the council by 17:00hrs on the date specified in the Procurement Timetable. Late tenders will not be considered unless the Council is satisfied that the delay was caused by reasons outside of your control, caused by a third party and are of a limited timescale. This is at the sole discretion of the Council and the Council's decision is final. Requests for amendments/additions to tender information after the submission deadline will not be considered in any circumstances.

All tenders and supporting documentation should be submitted via email to parish.clerk@botley-pc.gov.uk no later than 17:00 hrs on 20 October 2023.

All tenders will be reviewed at the same time on the prescribed date by the Parish Clerk in the presence of at least one member of the Council.

- 1.4.4 Tenders should remain open for acceptance for a period of 60 days from the Invitation to Tender closing date.

1.5 Queries Raised by Tenderers

- 1.5.1 Tenderers may request clarification concerning the requirements or the process of this procurement exercise at any time before the deadline date specified in the procurement timetable. Questions may be sent by email to parish.clerk@botley-pc.gov.uk. The Council will endeavour to answer all questions as quickly as practicable.

- 1.5.2 To ensure equality of treatment, the Council will publish the questions and requests for clarification it receives, along with the Council's response, to all participants. Therefore, the Tenderer should indicate if a query is of a commercially sensitive nature, where disclosure of such a query and its answer would be likely to prejudice its commercial interests. In such a case, the Council will consider whether it agrees that the query is of a commercially sensitive nature, and if it does not agree, it will:

- invite the Tenderer submitting the query to allow it, along with the Council's response, to be circulated to all Tenderers; or
- request the Tenderer to withdraw the query.

- 1.5.3 Tenderers who subsequently decline to respond in full are requested to notify the Council at the earliest opportunity. The Council will not consider individual requests for extension of the closing date but may at its own absolute discretion extend the closing date and time.

1.6 Limitations of this Invitation

- 1.6.1 The Tenderer shall accept that by issuing this Invitation to Tender the Council shall not be bound to accept any Tender and reserves the right not to conclude a Contract for some or all of the services for which Tenders are invited. The Council also reserves the right to amend or withdraw all or any part of this Invitation to Tender at any time during the procurement exercise.

- 1.6.2 All communication regarding the details of the Tender is to be made to the Parish Clerk.

- 1.6.3 The Tenderer shall not make contact with any other employee or councillor during the period of the procurement exercise unless instructed otherwise by the Council. The Bribery Act 2010 applies to this Tender.

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1.7 Procurement Process

- 1.7.1 All tenders received will be reviewed during the week commencing 23 October 2023.
- 1.7.2 The Council relies on the responses from the Tenderer in order to evaluate their Tender. Consequently, Tenderers are solely responsible for providing the information they consider necessary in order that effective and fair evaluation can take place. Failure to supply adequate and accurate information as part of the Tender process is entirely the responsibility of the Tenderer.
- 1.7.3 In the period between the selection of the winning tender and award of the contract, clarification of details or specifications may be sought, providing this will not modify any substantial aspects of the Tender or risk distorting competition or causing discrimination against the other Tenderers.
- 1.7.4 The Council may enquire regarding options to see or visit examples of the offered machinery in situ where possible.
- 1.7.5 The Council reserves the right to abandon or recommence the contract award procedure if it is unable to select a winning tender.
- 1.7.6 Details of the successful bid, including the contract value will be shared on Contracts Finder once the contract has been awarded.

1.8 Freedom of Information Act

- 1.8.1 The Council is a “public authority” for the purposes of the Freedom of Information Act 2000(“FOIA”) and the Environmental Information Regulations 2004.
- 1.8.2 Accordingly, certain elements of the information submitted to the Council by the Tenderer may need to be disclosed in response to a request made by a third party under the Act. The Council may also decide to include certain information in the publication scheme which it is required to maintain under FOIA.
- 1.8.3 If a request is received, the Council may also be required to disclose details of unsuccessful Tenders.

1.9 Equal Opportunities and Diversity

- 1.9.2 As a public authority, the Council is legally obliged to promote equality of opportunity and eliminate unlawful discrimination, as set out in the Equality Act 2010, Equality Act 2006 and Human Rights Act. As such, Tenderers will be required to comply with current and future equalities legislation.