



Appendix 2
FORM OF TENDER

For: Yate Town Council Youth Activities Commission 2024

To:

Yate Town Council
Poole Court
Poole Court Drive
Yate
Bristol BS37 5PP

1. We have examined the Invitation to Tender Documents and confirm that this Tender has been completed in the knowledge of that examination.
2. We acknowledge that this offer, together with the Yate Town Council Youth Activities Commission Schedule, and signed agreement will constitute a binding contract.
3. We offer to carry out the works for the above in accordance with the invitation to Tender Documents, for the lump sum fee of: -

TOTAL FEE (in figures) £

TOTAL FEE (in words):

I/we agree that should obvious pricing errors in arithmetic be discovered before acceptance of this offer we will be given the opportunity to confirm or amend the offer.

4. This tender remains open for consideration for 3 months from the submission date.
5. We will commence work as per the dates outlined in the agreement if the tender is accepted.

The *Partner/Director responsible will be:

Full Name (Capitals):

- 7 We acknowledge that Yate Town Council is not bound to accept the lowest or any tender.
- 8 We also acknowledge that if this offer is unsuccessful then we will be notified in writing by the Council of the successful provider and the accepted lump sum fee, and further acknowledge that telephone enquiries to the Council prior to acceptance or notification may invalidate this offer.

9 Full Name (Capitals):

Signed:

Date:

In the capacity of *Partner/Director authorised to sign for and on behalf of:

Company name:

Address:

Telephone:

Email:

*Delete as necessary

ANTI-COLLUSION CERTIFICATE

1. We certify that this tender is made in good faith, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we undertake that we will not before the award of any contract for the work: -
 - (i) (a) communicate to any person other than the person calling for those tenders the amount or approximate amount of the tender or proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
(b) enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender to be submitted;
 - (ii) pay, give, or offer to pay or give any sum of money or other 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 or proposed tender for the work, any act or thing of the sort described at (i) (a) or (b) above.
2. We further certify that the principles described in paragraphs 1(i) and (ii) above have been, or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.
3. In this certificate, the word 'person' includes any persons and anybody or association, corporate or unincorporated; 'any agreement or arrangement' includes any transaction, formal or informal, and whether legally binding or not; and 'the work' means the work in relation to which this tender is made.

EQUALITIES DECLARATION We agree:

1. that no applicant for a job with or employee of this company will receive any less favourable treatment on the grounds of disablement, sex, sexual orientation, marital status, race, colour, nationality, age, political and religious beliefs, or Trade Union activities;
2. that no such job applicant or employee will be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable;
3. that the requirements in (1) and (2) will be brought to the attention of all subcontractors, suppliers and associated companies providing services or materials connected with the tender and any

contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above requirements by all parties.

CLIMATE AND PLANET DECLARATION

We certify that our organisation has considered and responded to the aims and ambitions of the Yate Town Council Climate and Planet Policy (formerly Environmental Policy) (Appendix A), to minimise adverse impact on the environment, to the best of our ability, in the undertaking of the Youth Activities Commission provision.

Dated this day of 2024

Signature:

in capacity of:

Duly authorised to sign tenders and acknowledge the contents of the Anti-Collusion

Certificate, the Equalities Declaration and the Climate and Planet Declaration for and on behalf of:

-

(in BLOCK CAPITALS):

Postal Address:

Email:

Telephone No:

Appendix A



Yate Town Council Climate and Planet Policy (formerly Environmental Policy)

1. Introduction

Every public body must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity. (Natural Environment and Rural Communities Act 2006, s.40)

Yate Town Council declared a climate emergency in February 2020 to acknowledge humanity is in a climate crisis and to demonstrate the Town Council's commitment to devising measures that try and stop human-caused global warming.

We are committed to:

- playing our part in tackling environmental damage and improving the quality of the environment;
- “thinking global, acting local,” initially prioritising actions the town council can take to put its own house in order, to play our part in building a movement that transforms our town, which can influence further work with the wider community to reduce the net harm that Yate contributes to the environment.
- following best practice principles such as those set out in the UN Sustainable Development Goals.

The Town Council will seek to promote the conservative and sustainable use of natural resources, and the reduction in use of unsustainable resources, to minimise the adverse environmental effects of its own activities and take positive action to improve the environment.

Throughout planning and procurement councillors and officers should refer to the Environmental Checklist to make recommendations and decisions that result in the lowest environmental impact possible, where a reduction in environmental impact is not possible, offsetting options should be considered.

The Town Council will promote environmental awareness within the community and work in partnership with the local community to achieve environmental change.

It will pay close attention to local environmental change and act as a voice for local environmental concerns to those agencies given statutory powers to tackle problems.

2. Energy/Water Consumption

The Town Council will aim to reduce the amount of energy it uses by:

- ensuring that own premises achieve a high standard of energy/water efficiency. This will involve investment in new technologies and energy saving solutions, monitoring usage, and periodic energy audits;
- promoting the use of energy efficient design standards (as set out in Building Control Regulations) in all new and refurbished buildings and by recommending higher standards wherever possible;
- educating its staff, workers, volunteers, partner organisations and the public on ways to reduce energy/water consumption and the benefits derived from sustainable living;
- investing in cleaner, greener, renewable energy sources and procuring from environmentally responsible suppliers.

3. Transport

The Town Council will seek to reduce the environmental impact of traffic in the town and will encourage the use and improvement of public transport, together with cycling, pedestrian, and disabled facilities by:

- supporting planning policies which, by encouraging mixed land uses and by locating traffic generating activities relative to public transport services, reduce the need to travel;
- lobbying South Gloucestershire Council to provide improved and properly integrated public transport services and travel routes and by promoting improved travel opportunities to residents and visitors to the town;
- encouraging sustainable transport systems - reduced car use, car sharing opportunities, and use of the public transport system, fuel-efficient vehicles and other modes of transport using renewable and/or non-polluting energy (e.g. cycling);
- contributing to Joint Parishes Groups to discuss cross-boundary transport issues;
- Supporting the development and delivery of smart energy infrastructure; including advocating for installation of electric vehicle charging points in residential and public spaces.

4. Waste Disposal

The Town Council aims to repair, reduce, reuse, and recycle to minimise waste production and will encourage responsible consumption and sustainable waste management by:

- reducing the use of non-renewable resources and by promoting the use of renewable and recycled materials wherever possible;
- informing, educating, and working in partnership with the public to promote the benefits of reduction, re-use, and recycling;
- promoting recycling facilities within the town and providing recycling facilities at Town Council properties and events;
- adopting and promoting environmentally sustainable methods of land management by making provision for the return of organic waste directly to the soil and avoiding the use of chemicals and/or landfill which may harm wildlife or interfere with the healthy functioning of the ecosystem.

5. Purchasing

The Town Council has reviewed procurement processes with a strong focus on the environment and sustainability. Wherever possible and practicable, the Town Council will buy products and services that are compatible with its environmental perspective and will:

- use products that are known to minimise harm to the environment;
- use products that can be repaired, repurposed, or recycled at the end of use or life cycle;
- focus on the “big picture” to purchase better products that offer an extended life cycle, reducing purchase of single use or short life products;
- use recycled products or products made using recycled materials;
- purchase products and services from local suppliers and independent traders;
- purchase products that are manufactured in and/or distributed from the UK;
- encourage employees, volunteers, and the public to move away from convenience by working towards the offering of water refill stations at town council sites and implementing refill processes in our hospitality settings;
- opting for environmentally friendly products and purchasing from companies that support BS7750 objectives, where possible.

6. Environmental Information and Education

The Town Council will aim to raise awareness of environmental issues in the town and will encourage a greater sense of responsibility for the environment by:

- being represented on outside bodies through which a wide range of organisations, interests and individuals consider environmental projects and issues;
- raising environmental awareness in the town with exhibitions and displays;
- encouraging the town's schools to continue their vital role in improving awareness of environmental issues;
- encouraging the town's business sector to adopt good environmental practices;
- promoting public understanding and enjoyment of the natural habitats (e.g. Walkway booklets);
- supporting and encouraging local environmental projects, groups and invested individuals;
- protecting and enhancing the diverse landscape character of Yate, safeguarding its key areas of visual or environmental importance;
- protecting and enhancing the character of the built environment;
- in our approach to planning applications, encouraging a more environmentally sustainable and diverse economy, whilst protecting and enhancing the character of the built environment;
- ensuring environmental information is available to the public to help them make positive choices about their lifestyles and the effect of environmental change upon them, in accordance with the Climate Change and Sustainable Energy Act 2006 (*Clause 20 empowers Parish and Town Councils to encourage or promote energy-saving measures through the giving of information, advice and assistance using s137 monies (Local Government Act 1972).*)

7. Ecology

The Town Council recognise they have a duty to act on the ecological crisis the world is facing, and with regard to the Natural Environment and Rural Communities Act 2006. The Town Council is committed to achieving sustainable communities and quality of life for all and where possible and practicable, will plan for and undertake natural recovery by:

- following industry good practice including, planning for local nature action;
- expanding its knowledge of local species of plants and animals and the habitats and ecosystems they are part of;
- supporting the improved health of natural environments through reflection, regeneration, and recreation;
- complimenting and enhancing built environments with ecology plans;
- communicating and championing the benefits derived from the natural environment and how these benefits are critical for wellbeing and survival;
- identifying opportunities and nurturing partnerships for nature restoration, maintenance, and protection.