

BRAUNSTONE TOWN COUNCIL



PROVISION OF EARLY YEARS CHILDCARE
AT THORPE ASTLEY COMMUNITY CENTRE
BIDDING FORM



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

Telephone: 0116 2899270 Fax: 0116 2824785

Email: executiveofficer@braunstonetowncouncil.org.uk

www.braunstonetowncouncil.org.uk

PROVISION OF EARLY YEARS CHILDCARE AT THORPE ASTLEY COMMUNITY CENTRE

Instructions to Persons Tendering

1. Attached are the following documents :-
 - (a) Instructions to persons tendering
 - (b) Application Form
 - (c) Bank Reference
2. The Bid is to be made on the Application Form which is bound up with the aforementioned documents and the bound volume containing all the documents, duly completed and signed, must either be:
 - a) delivered, enclosed in a plain sealed envelope bearing no mark or name indicating the identity of the sender, and endorsed "Bid – Thorpe Astley nursery/pre-school" to the Chief Executive & Town Clerk, Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester LE3 2PP;
 - b) attached as a PDF document to an email with the subject line "Bid – Thorpe Astley nursery/pre-school" and emailed to the following email address: executiveofficer@braunstonetowncouncil.org.uk
not later than **9am on Monday 30th June 2025.**
3. Persons tendering must obtain for themselves on their own responsibility and at their own expense, all the information which may be necessary for the purpose of making a bid and of entering into a Contract, and must examine all the relevant documents and must inspect and consider the sites and surroundings. Upon submitting a bid, the bidder shall be deemed to have satisfied himself/herself as to the correctness of any information or representation made in the Contract documents, and no claim of any kind shall be allowed on any ground of any such information or representation proving inaccurate or incomplete.
4. Enquiries relating to this Contract may be made by making an appointment with the Chief Executive & Town Clerk on (0116) 289 9270 or email: admin@braunstonetowncouncil.org.uk.
5. The Council does not bind itself to accept the highest or any tender.
6. Canvassing of members of the Council or of any committee, directly or indirectly, for any Contract with the Council shall disqualify the Contractor for such appointment. If an applicant for any appointment or Contract with the Council is to his knowledge related to any member of the Council or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Executive Officer & Town Clerk. A Contractor who fails to do so shall be disqualified for such Contract, and, if appointed, may be dismissed without notice.

ALL OBLIGATIONS IN CONNECTION WITH
COMPETITIVE BID
EARLY YEARS CHILDCARE AT THORPE ASTLEY COMMUNITY CENTRE,
LAKIN DRIVE, THORPE ASTLEY, BRAUNSTONE TOWN, LEICESTER, LE3 3RU

APPLICATION FORM

To : The Chief Executive & Town Clerk, Braunstone Town Council

PERSONAL DETAILS

Surname		Other Names	
Title		Company name	
Address		Tel Number (home)	
		Tel Number (work)	
		Mobile Number	
		Post Code	

CHILDCARE ACT 2006

☐ I am a registered individual or organisation "registered person" on the Early Years Register*

Unique Reference Number _____

OR

☐ It will be necessary for me to register on the Early Years Register and I understand that this contract cannot be implemented until such time as registration has been granted*

* Please tick as applicable

SETTING PROPOSAL

Proposed (Earliest) Opening Date:		
Period of Operation (please tick):	<input type="checkbox"/> Term Time Only <input type="checkbox"/> 51 Weeks (excluding Christmas to New Year) <input type="checkbox"/> Other, please specify below:	
Hours of Operation:	Monday	
Notes: a) does not include Bank Holidays b) includes set up and clear away	Tuesday	
	Wednesday	
	Thursday	
	Friday	

FINANCIAL PROPOSAL

Having examined the Licence Agreement (Articles of Agreement, Specification and Conditions of Contract) and Instructions to Persons Tendering, we offer to complete the above Early Years' Setting Proposal (above) for the following :-

Period	Fixed Sum of £ (pounds) per annum
1st Year: 2025 to 2026	£
2nd Year: 2026 to 2027	£
3rd Year: 2027 to 2028	£

Subsequent years will be charged at the previous year's rate plus the Standard Rate of CPI for the previous financial year (April to March).

The Contract is a Licence to Occupy premises and therefore is VAT exempt supply.

Preferred Payment Frequency:

- ☐ Monthly
- ☐ Quarterly
- ☐ Termly
- ☐ Other, please specify below:

ADDITIONAL INFORMATION

Please give us additional information about you as a Provider / Potential Provider, your experience and skills, and your vision to provide an Early Years setting at Thorpe Astley Community Centre. You may continue on a separate sheet and/or submit supporting documentation.

REFERENCES	
Please supply the names and addresses of persons who may be approached for references	
References will be taken up when potential providers are invited to interview. Please indicate clearly any referee we may not approach at that stage.	
REFERENCE 1 (TRADE REFERENCE)	REFERENCE 2
Name	Name
Address	Address
Post Code	Post Code
Telephone	Telephone
Email	Email

I/we understand that:

1. Persons tendering must obtain for themselves on their own responsibility and at their own expense, all the information which may be necessary for the purpose of making a tender and of entering into a Contract, and must examine all the relevant documents and must inspect and consider the sites and surroundings. Upon submitting a tender, the person tendering shall be deemed to have satisfied himself/herself as to the correctness of any information or representation made in the Contract documents, and no claim of any kind shall be allowed on any ground of any such information or representation proving inaccurate or incomplete.
2. Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding Contract between us.
3. Canvassing of Members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. If an applicant for any appointment or Contract with the Council is to his/her knowledge related to any Member of, or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Chief Executive & Town Clerk. An Operator who fails to do so shall be disqualified for such Contract, and, if appointed, may be dismissed without notice.
4. Following the selection of a preferred provider; the information submitted in this Tender may be disclosable to third parties by the Council under the Freedom of Information Act 2000.
5. The Council are not bound to accept the highest or any tender it may receive.
6. A minimum of £5,000,000 Public Liability Insurance Cover is required for any one claim.
7. Debtors will be disqualified from appointment.

Signature(s)

Print Name(s)

Organisation

Date 2025



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PLEASE RETURN THIS FORM TOGETHER WITH YOUR BIDDING DOCUMENTS

BANK REFERENCE	
Please supply details of your bank and confirm consent for us obtaining a reference.	
ACCOUNT NAME	
BANK NAME	
BANK ADDRESS	
POST CODE	
I consent to you contacting my bank for the purposes of a reference	
SIGNED	
FULL NAME (BLOCK CAPITALS)	
ADDRESS (BLOCK CAPITALS)	
POST CODE	
DATE	