

**Invitation to Tender and Instructions to Contractors**  
**Frampton Cotterell Parish Playing Fields, School Road, Frampton Cotterell**  
**Bristol BS36 2DA**

'Employer' or 'Client' shall mean Frampton Cotterell Parish Council, whose registered offices are at The Brockeridge Centre, Woodend Road, Frampton Cotterell, Bristol BS36 2LQ.

'Supervising Officer' or 'Employers Agent' shall mean the appointed representative of Frampton Cotterell Parish Council responsible for the supervision of the contract works, in this instance GLDM.

**1. Scope of Works**

The works will involve the installation of a new electrical supply to existing fixed column and proposed mobile floodlights at the Frampton Cotterell Parish Playing Fields, as described within the Employers Requirements documentation.

**2. Invitation to Tender**

- 2.1 Should contractors be in doubt as to the interpretation of any part of the Tender Documents, they should put their query in writing to the Employer, no later than 5 days before the date fixed for the receipt of Tenders.
- 2.2 No servant or agent of the Employer has authority to vary or waive any part of the Tender Documents or the subsequent order other than the Employer's Supervising Officer who shall only do so in writing.
- 2.3 If any variation is made by the Supervising Officer to the Tender Documents all Contractors shall be informed accordingly and the Supervising Officer may extend the time for Tendering if he considers it necessary.

**3. Obligation of Contractors**

In addition to any more specific obligations imposed by the Tender Documents, Contractors must satisfy the Employer of their ability to provide the works set out.

**4. Preparation of Tender**

It is the responsibility of Contractors to obtain at their own expense, all information necessary for the preparation of their Tenders.

Information supplied by the Employer is supplied for general guidance on the preparation of the Tenders. The Contractor will assume all responsibility for the final preparation and execution of the design and construction project. Contractors must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by the Employer for any inaccurate information obtained by Contractors. The Employer will not accept any liability or authorise any modification to the specification made necessary by the Contractor's failure to inspect the site and ascertain all necessary information prior to submitting their Tender.

All information supplied by the Employer in connection with this invitation to tender shall be regarded as confidential by the Contractor except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Tender.

The Tender Documents submitted by the Contractors are and shall remain the property of the Employer.

## **5. Collusive Tendering**

Any Contractor who:

- 5.1 is found to have fixed or adjusted the amount of their Tender by or in accordance with any agreement or arrangement with any other person; or
- 5.2 communicates to any person other than the Employer the amount or approximate amount of their proposed Tender except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance or a Contract Guarantee Bond; or
- 5.3 enters into any agreement or arrangement with any other person enabling the Contractor to refrain from tendering or submitting the amount of their Tender; or offers or agrees to pay or give, or does 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, shall (without prejudice to any other civil remedies available to the Employer and without prejudice to any criminal liability which such conduct by a Contractor may attract) will be disqualified

## **6. Canvassing**

Any Contractor who directly or indirectly canvasses any Member or Officer of the Employer concerning the award of the contract for the provision of the work, or who directly or indirectly obtains or attempts to obtain information from any such Member or Officer concerning any other Tender or proposed Tender for the work will be disqualified from having Tender considered.

## **7. Project Manager / Supervising Officer**

The Project Managers are GLDM acting on behalf The Employer.

## **8. Objectives**

Please refer to the full tender document, for full objectives. Objectives in brief are the following:-

All services shall be installed to achieve reliability and disruption free operations.

All components shall be fully accessible for maintenance and replacement.

The installation shall be installed in accordance with good current practice and standards.

All systems shall be installed to be economical in operation and particular emphasis shall be placed on the use of energy conserving design techniques and reliable components.

**9. Planned Project Timescales**

The planned work will be completed by 14<sup>th</sup> October 2021.

**10. Monitoring**

GLDM will have the responsibility to monitor the project.

**11. Financial Considerations**

Please submit your tender cost for full completion of this piece of work. The tender shall be a fixed price Tender and no adjustments will be made for fluctuations in price of materials, rates of wages or contributions, or any other matter whatsoever, and such fluctuations will be at the sole risk of the Tenderer. This requirement shall also apply should the completion date for the works extend by formal agreement between the Employer and the Contractor beyond the stipulated completion date stated above.

By submitting a tender the Contractor agrees that any errors made in the completion of the pricing schedules will be treated in accordance with Alternative 2 of JCT Practice Note 2012

**12. Tender Schedule/Selection Process**

The Tender Document is designed to provide contractors with the opportunity to demonstrate to the Employer that they have the ability to provide the work and to demonstrate how they intend to carry out the works.

Tenders will be examined by the Employer. The Employer is not bound to accept the lowest or any tender.

The Employer reserves the right to seek further clarification on any tender from any contractor prior to selecting a preferred contractor.

The Employer will enter into post contract negotiations with the preferred contractor prior to awarding the contract.

The successful Contractor will be informed in writing.

Tenders will be assessed by the Employer and GLDM.

**In addition, tenders will be evaluated for:**

- ☐ Cost and value for money, including:
- ☐ Whether the proposal is competitively priced
- ☐ Whether the proposal offers quality materials at a reasonable rate
- ☐ Verbal references
- ☐ Best Value

**13. Tender Submission Details**

Tenderers are required to provide a detailed tender describing explicitly how the criteria will be met. The provision of supporting information as required within the Employers Requirements documentation.

### **Costings**

The proposal must include the total cost of the project and a full breakdown of costs, exclusive of VAT.

### **17. Deadline and Information Required**

When submitting your tender you are required to produce:-

- a) Fully completed price all of the items listed within Pricing Schedule and fully completed Form of Tender.
- b) Full design information comprising written specification/method statement detailing contractor's proposals.
- c) Provision of all supporting information as required within the Employers Requirements documentation.

Failure to produce this information will be taken into account when considering acceptance of tenders.

The tenderer is required to submit their tender submission simultaneously via email to the following address:

**clerk@framptoncoterell-pc.gov.uk**

**projectofficer@framptoncoterell-pc.gov.uk**

**howard@gldm.co.uk**

The tender, signed by a Director of the company together with accompanying documentation completed as directed, shall be sent by email marked only:

**' TENDER DOCUMENTS Frampton Cotterell Parish Playing Fields – For the attention of Parish Clerk- STRICTLY CONFIDENTIAL'**

**Tenders must be received by 12 Noon on Monday 20th September 2021**