



Alvechurch Parish Council

Upgrade of Footway Lighting & Maintenance Contract

Invitation to Tender Document

Date – 1st August 2021



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INTRODUCTION AND SCOPE OF WORKS

Overall Purpose of the Commission

Alvechurch Parish Council (APC) plans to upgrade its footway lighting stock in the Parish including commissioning a 5 year maintenance contract.

Alvechurch Parish is a semi-rural area of north Worcestershire, part of Bromsgrove district and immediately south of the City of Birmingham. The Parish Council provides a range of local services to a population of over 5000, including managing around 140 footway lighting columns, mainly on residential streets. A significant investment programme has been agreed to upgrade this lighting stock, with funding being planned from a Public Works Loan. Concrete lighting columns are being completely replaced along with some older steel ones, and all lantern units are being standardised with environmentally-friendly LED ones.

Project specifications and other tender documents are available on the Council's own web site and on the Government's Contracts Finder facility. The relevant tender period extends from 20th September to 1st November 2021. The Council expects funding arrangements to be finalised before the end of the calendar year and implementation is therefore planned during the first 6 months of 2022.

The Council is looking to balance overall cost, quality of materials and delivery timescales. All tenders will be formally evaluated using pre-set criteria. Prospective contractors must be able to demonstrate an ability to work within the above parameters and prove to have successfully completed implementation of similar size and scale contracts. An ongoing maintenance contract for the new lighting stock may form part of the final contract award.

Good footway lighting is a key community priority for safety and security reasons. The Parish Council is committed to delivering this major investment project to meet local needs.

Project Objectives and Outputs

Objectives

1. APC wishes to replace all sodium lanterns with LED fittings to illuminate footpaths using existing columns in their current locations. Where lanterns are mounted on wooden poles, new pole brackets will be required to mount the new LED fitting.
2. All concrete columns will be replaced with new steel ones.
3. It is hoped that the project will greatly improve visibility leading to safer paths for residents, lower maintenance and running costs and an improved carbon footprint.
4. Ensure APC has a full repairing maintenance contract at a guaranteed yearly cost for the next 5 years.



Outputs

1. APC will agree a programme and start date with the successful tenderer who will then be responsible for working to the agreed programme. However, the intention is to start the work at the beginning of January '22 and have it completed by no later than the 30th June '22.
2. During the works the successful tenderer will be expected to provide fortnightly written progress reports and attend monthly meetings to verbally report on progress.
3. The successful tenderer will only use their own trained labour or suitable subcontractors which they have previously approved. Equipment used shall comply with all relevant British Standards. Installation methods shall comply with BS 7671:2018 IET regulations.
4. The successful tenderer will be completely responsible for compliance with all Health and Safety requirements, including compliance with The Construction and Design Management (CDM) Regulations 2015, as required. This includes responsibility for any subcontractors or specialists being engaged on the contract. The required Method Statements and Risk Assessments will be made available on demand from APC.
5. The successful tenderer will be responsible for the full management of the local Distribution Network Operator (DNO) service works where required and all traffic management.
6. On completion of the contract, the successful contractor will hand over to APC a completed contract manual containing details of the luminaires, columns, and electrical warranties, etc.
7. Any queries regarding the content or specification contained in this document should, in the first instance, be referred to the Parish Clerk via email at - clerk@alvechurch.gov.uk
8. Any unresolved queries or assumptions made regarding the work required must be clearly described and set out in the tenderer's priced response.

Cont.



9. The full set of tender documents are as follows:-

- a. Invitation to Tender Document dated 1st August 2021 – Version 2.
- b. Rev. K – 6.6.21 – Current Alvechurch Footway Lighting Register (Excel Spread sheet)
- c. Rev. B – 18.6.21 – Proposed Alvechurch Footway Lighting Register (Excel Spreadsheet)
- d. 1 – Hopwood – Section 1 – Rev. A (Column Location Plan)
- e. 1 – Photos – Hopwood
- f. 2 – Alvechurch – Section 2 – Rev. A (Column Location Plan)
- g. 2 – Photos – Alvechurch Area 2
- h. 3 – Alvechurch - Section 3 – Rev. A (Column Location Plan)
- i. 3 – Photos – Alvechurch Area 3
- j. 4 – Alvechurch – Section 4 – Rev. A (Column Location Plan)
- k. 4 – Photos – Alvechurch Area 4
- l. 5 – Alvechurch – Section 5 – Rev. A (Column Location Plan)
- m. 5 – Photos – Alvechurch Area 5
- n. 6 – Alvechurch – Section 6 – Rev. A (Column Location Plan)
- o. 6 – Photos – Alvechurch Area 6
- p. 7 – Alvechurch South – Section 7 – Rev. A (Column Location Plan)
- q. 7 – Photos - Alvechurch Area 7
- r. 8 – Bordesley – Section 8 – Rev. A (Column Location Plan)
- s. 8 – Photos – Bordesley
- t. 9 – Masterplan – Rev. A
- u. Kiwa – 81018-61685 Alvechurch Steel Front Section Report
- v. Kiwa – 81018-61685 Alvechurch Concrete front Section Report
- w. Kiwa – JN 61685 Concrete Column Report (Excel Spreadsheet)
- x. Kiwa – JN 61685 Steel Column Report (Excel Spreadsheet)

Specification and Requirements

The key documents to refer to are the 4no. APC and Kiwa spreadsheets. These provide details of APC's current footway lighting and what is proposed. Some of the information may be outdated, but for the purposes of tendering, contractors should assume the information provided is correct.

After carefully removing and responsibly disposing of existing fittings, concrete columns, redundant cabling, checking DNO fuse rating with luminaire requirements, signing and guarding, the contractor is to allow for the supply and fix of the following :-

1. **LED LANTERNS** – Aspect Mini range from TRT Lighting Limited, Redditch, B98 0FH (tel. 01527 919650), or similar approved by APC. Include for all necessary drivers, connections, etc. All lanterns are to have fitted a 'footpath lens' and provide an average of 7.5 lux with a 20% uniformity at pavement level. The colour temperature is to be 3000 Kelvin.

The contractor is to include for the supply and fitting of 3no. 'Chalis' LED lanterns from TRT Lighting Limited, or similar approved, to be located in designated locations, but close to the village centre as directed by APC. The lighting criteria described above is to be met for these lanterns too.



The contractor is to include for the supply and installation of 5no. 'Shields' to lanterns. APC will designate the lanterns to receive the shields during the contract period.

All new LED lanterns must be warranted for a period of 10 years from installation, including all integral components. Any defective lanterns or their components must be replaced 'FOC' during the 10 year warranty period.

2. **CONTROLS** - All high-level luminaires are to be programmed with constant light out output (CLO) to maintain the original installed lighting level and turn on at 35 lux and off at 18 lux.

'All-night' controllers to have stepped dimming to 70% level from 23:00 to 02:00hrs then to 30% from 02:00 to 05:30hrs.

3. **LAMP POSTS** – to be tubular 6m high street hinged (raised and lowered) posts with hot dipped galvanised finish to BS EN ISO 1461 and steel tube manufactured to EN 10210. The contractor is to verify that all new or replacement lamp post locations are readily accessible with a suitable crane prior to tendering and to include for any additional or exceptional plant needed for any such locations that cannot be suitably accessed with the required sized crane or plant.
4. **BRACKETS** - The contractor is to identify the type and number of appropriate brackets required for each replacement LED luminaire being fitted to existing lamp posts and is to include to supply and install them.
5. **LAMP POST IDENTIFICATION/NUMBERING SIGNS** – The contractor is to include for the manufacture, delivery and fixing of individual permanent 'labelling' of each of APC's pathway lights. The exact wording, numbering and information will be agreed with the successful contractor, but the numbering identification will follow those stated on the plans and corresponding schedule. An example of the type of 'label' required is included below:-





6. **LAMP POST REPOSITIONING** – the contractor is to include for the repositioning of 3no. lamp posts from their current positions – assume a 2m. maximum distance for the repositioning of the lamp posts from their current positions.
7. **MAINTENANCE CONTRACT** – APC requires the appointed contractor to warrant all work they have undertaken for the first year following the completion of the contract.

The contractor is to price separately for a 5 year maintenance contract for all of APC's owned lighting stock commencing on the expiry date of the main upgrade contract warranty. The contract is to include for carrying out an Annual Cyclic Maintenance visit which must include a visual Electrical/Structural Inspection and cleaning of lanterns and column base compartments and greasing of hinges and door locks etc. Include for carrying out all minor Fault Repairs within 72 hrs of being notified in writing of the fault and any emergency call outs to dangerous situations in any 24 hour period.

8. **SERVICE TRANSFERS** – the contractor is to allow in their tender for any service transfer requirement that's within 2m. of the current column location.
9. **WORKS TO TREES/VEGETATION** – the contractor is to include for cutting back, to a minimum of 1m. away from any existing or new lantern as part of the contract works, so long as the tree or overgrown vegetation overhangs the public highway and is restricted only to that, ie. no works are to be undertaken to trees or vegetation on or over private land. All cut down vegetation is to be removed and disposed of appropriately to a licensed tip.
10. **A PRIME COST (PC) Sum of £15,000.00** is to be included in the tender submission for works associated with the supply, upgrade and connections for Electrical Vehicle Charging Points associated and located as part of the replacement of lampposts. This is to also include for integrating a secondary supply isolator within the lighting column.
11. **INSURANCE** - Contractors must have, for the whole duration of the contract, a minimum of £5m Public Liability Insurance and verification of the same will be requested.

The optic lens provided should be suitable for the location that the light will be placed. These must be agreed with the Council at pre-contract stage. The contractor must satisfy itself about the quantities before an order is placed. A full schedule of lights with their locations is provided with this tender.

Seven of the lights required, 6no. in Bordesley and 1no. in Hopwood, are to be new replacements of previously removed columns and lanterns. The contractor is required to ensure that all approvals for this have been obtained. This should include any liaison with, and cost of, subcontractors.

Furthermore, the contractor is required to be responsible for any traffic and pedestrian management for all new or replacement lighting. The cost of this must be included in the submitted tender.

The new numbering of the lights should be carried out after any installation work is commenced with close liaison with APC to agree identification details.

This tender document is final unless changes are agreed by both parties in writing.



The contractor must provide a testing schedule and issue the appropriate Certificates to prove to APC that they have carried out the work as defined in the contract. Only then will the council approve payment.

The wording Supply and Fix (S&F) in this tender, means not only procuring the luminaire and bracket but also new cabling from the luminaire to the DNO cut-out, replacement columns as specified, proper and approved disposal of redundant luminaires, brackets, cables, etc. and all labour required to complete the installation.

Please note that the Scope of Works, Specification and Requirements outlined should NOT be considered as a comprehensive description of the work to be carried out, but more as a guide to the work to be undertaken. Contractors will be expected to include for all items of work needed to carry out the contract, whether detailed or not, as would be expected from a competent and experienced Specialist contractor. For the avoidance of doubt, any ambiguities or omissions should be made known to APC prior to the tender return date.

Disposal of old electrical equipment is to be fully documented and carried out in accordance with the WEEE Regulations.

Alvechurch Parish Council will require copies of Waste Transfer Notes to be provided.



INSTRUCTIONS TO TENDERERS

1. Invitation to Tender

- 1.1. Alvechurch Parish Council principally invites detailed and costed proposals for the work described in the Introduction and Scope of Works/Specification and Requirements.
- 1.2. Please ensure your submission includes all details as per Section 4 below.

2. Explanation of Documents/queries during the tender period/ registration of intent to tender

- 2.1. It is the responsibility of all prospective tenderers to obtain for themselves, at their own expense, any additional information they may require in order to submit their bid.
- 2.2. The publication of this Invitation to Tender Document Package (ITT) in no way commits Alvechurch Parish Council (APC) to award any contract pursuant to any procurement process.
- 2.3. For clarification, the definition of “potential supplier,” “supplier,” “tenderer,” “you,” or “your” means the body completing the submission i.e. the legal entity seeking to participate in the procurement process, and responsible for the information provided; ultimately the legal entity with which the APC will contract.
- 2.4. **Note: A potential supplier which changes its legal entity following the submission of a completed tender, but prior to the Contract being awarded, will not be permitted to continue in the process under a different company registration number.**
- 2.5. APC wishes to establish a Contract for the maintenance and replacement of its pathway lighting assets within its Parish.
- 2.6. The Maintenance Contract will be for the duration of 5 years (unless terminated under the terms and conditions of the contract).
- 2.7. The upgrade and maintenance contracts will be awarded to a single supplier.



- 2.8. APC invites tenders for the Contract herein described upon the Terms and Conditions of the Contract. Every tender received by the APC shall be deemed to have been made subject to the Contract unless the Council has previously expressed to the contrary in writing. The insertion of any conditions within the ITT submission qualifying the submission or any amendment to the previously agreed terms and conditions of contract or the inclusion of any new terms and conditions of contract may cause the submission to be rejected.
- 2.9. APC may consider any suggested variations to the Specification and Conditions of Contract if they are submitted as a separate supplementary tender return document.
- 2.10. Tendering Suppliers must prepare and submit an indicative **Programme of Works**, relevant to the provision of the replacement and refurbishment contract.
- 2.11. Performance against the Programme of Works will be monitored on a regular basis.
- 2.12. Note that Liquidated damages will be set at **£750/wk** if the contract is not completed by the specified contract completion date, once agreed.
- 2.13. APC's indicative programme is as follows:-
- a. **Invitation to Tender sent out – Monday 20th September '21.**
 - b. **Tender return date – no later than midday Monday 1st November '21.**
 - c. **APC considers the tenders received at their Full Council meeting on Monday 8th November '21.**
 - d. **APC, if agreed by FC, submits its PWL application w/c 15th November '21.**
 - e. **APC seeks clarification and assurances from two preferred contractors during w/c 22nd November '21.**
 - f. **APC formally considers and selects its preferred contractor at FC meeting on the Monday 13th December '21.**
 - g. **APC formally awards the contract, subject to PWL being obtained, w/c 20th December '21.**
 - h. **Contract commencement – 4th January '22, subject to PWL approval.**
 - i. **Contract completion – Thursday 30th June '22, subject to commencement date.**
- 2.14. Included above is an indicative timetable that APC intends to follow for this procurement. This timetable assumes that the report recommending contract award is approved by Parish Councillors at a Full Parish Council meeting and a Public Works Loan (PWL) is obtained for the required sum to cover the works intended to be carried out, including the 5 year Maintenance Contract cost. In the event that the report or PWL is not approved, the contract start date may be delayed for a period of up to six months.
- 2.15. Tenderers are advised to ensure that they are familiar with the nature and extent of the obligations if their tender is accepted, including the Council's Standing Orders (a copy can be obtained on request).
- 2.16. **Tenderers are advised to visit the Parish and acquaint themselves with locations and limitations of access to all the columns and lanterns forming part of this tender prior to submitting their tender.**



2.17. Should any tenderer be in doubt as to the interpretation of any part of the documents, the Clerk shall endeavour to answer written queries. All queries are to be submitted by email to arrive with the Clerk not later than 10 working days before the date for return of tenders.

2.18. **Prospective tenderers are requested to register their intent to tender by writing to the Clerk by post or email, not later than 14 days before the date of return of tenders. The tenderer's contact details must be included.**

3. Accuracy of Tender

Tenders must be submitted for the supply of all the services specified in the Form of Tender. Tenders submitted for part of the services only will be rejected. Tenderers must price separately for all items listed in the Form of Tender.

The Parish Council may reject any tender that is not priced as requested.

Information to be provided

Tenderers must provide a brief description of the overall organisation of their company. Subcontracting information should also be included if subcontractors are being engaged and their role(s) in the project briefly described.

Information should also be submitted regarding insurances held, any accreditations and the company's H&S policy and procedures, including the responsibilities held by senior management or Company Directors.



4. Submission of Tender Documents (and/or Additional Proposals)

- 4.1. The tender shall be made on the Form of Tender provided and signed by the Tenderer. All Contract Documents, together with these Instructions and completed Form of Tender should be sent by registered post or delivered by hand to the address below.

Tender for **'LED Replacement Lighting Project & Maintenance Contract'**

**The Clerk
Alvechurch Parish Council
1 George Road
Alvechurch
Worcestershire
B48 7PB**

clerk@alvechurch.gov.uk

To arrive not later than midday on Monday 1st November 2021.

No unauthorised alteration or addition should be made to the Tender Form, or to any other of the Contract Documents. If any alteration or addition is made or if these instructions are not met, the tender may be rejected.

- 4.2. All documents requiring a signature shall be signed, as follows:
- Where the Tenderer is an individual, by that individual.
 - Where the Tenderer is a partnership by the two duly authorised partners.
 - Where the Tenderer is a company by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
- 4.3. Tenders shall be submitted strictly in accordance with the tender documents.
- 4.4. Tenderers must ensure that all requested documentation is returned with the completed tender.
- 4.5. No name or mark, including any franking machine slogan, is to be placed on the envelope to indicate in any way the identity of the sender.
- 4.6. Tenderers or any representatives thereof will not be permitted to be present when the tenders are opened.
- 4.7. All prices should be fixed for the duration of the works, quoted in pounds sterling and shall be exclusive of VAT.
- 4.8. The Tenderer should confirm its willingness to enter into a JCT Minor Works Contract for the work.



5. The Basis of the Tender

The rates quoted on the Form of Tender section shall remain fixed for the duration of the contract.

6. Period of Acceptance

The Tenderer is required to hold its tender open for acceptance for a period of 90 days from the closing date for the submission of tenders.

Evaluation of Tender

Alvechurch Parish Council is not required to accept the lowest or indeed any tender.

7. Presentations

Tenderers may be required to attend in person for such procedural or technical presentations as the Council shall deem necessary during the process of tender evaluation, at no charge to the Council.

8. Contract Commencement Date

Tenderers should set out the anticipated time between receipt of an order to proceed and the start date.

9. Late Submissions

Tenders submitted after the tender return time will **not** be accepted.

10. Expenses and Losses

Alvechurch Parish Council will not be responsible for any expense that may be incurred by any Tenderer in preparing their tender proposals.

11. Confidentiality

All information supplied by the APC in connection with this invitation to tender shall be treated as confidential by prospective Tenderers, except that such information may be disclosed so far as is necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of the tender.

12. Ownership of Tender Documents

These documents are, and shall remain, the property of the APC. They are to be treated as confidential and not shared with any third party without the written consent of APC.



13. Insurance

The successful Tenderer shall effect and maintain all appropriate insurances necessary to cover their liabilities under this contract.

14. Format of Tenders

Those tendering for this project should submit:

- Tender Form
- Evidence of experience
- Company details as per section 4 of Instructions to Tenderers
- Form of Assurance
- Agreement of willingness to enter into a JCT Minor Works Contract 2016
- Collusive Tendering document
- Copies of Insurance; Public/Products Liability, Employers Liability etc.
- An indication of the time between receipt of an order to proceed from APC and start date



15. Offer and Acceptance of Contract

Prior to the expiry of the tender validity period as defined in Clause 7, a letter of provisional acceptance of tender will be sent to the successful Tenderer. The successful tenderer will confirm their willingness to undertake the works by return of post.

A JCT Minor Works Building Contract 2016 will be completed and will include confirmation of 30-day interim payments following receipt of a completed invoice and APC's requirements for Retention and installation warranties.

Unsuccessful Tenderers will be notified, on receipt of the letter of willingness to proceed from the successful tenderer to undertake the works, of the successful tenderer and the accepted contract sum, as well as all other tender sums submitted. APC will not enter into any dialogue or explanation with unsuccessful tenderers of its decision.

The Parish Council will expect to complete the contract documentation prior to the start of work.

16. Bribery Act 2010

The Tenderer shall:

Comply with all applicable laws, statutes, regulations, and codes relating to anti-bribery and anti-corruption including, but not limited to, the relevant requirements of Bribery Act 2010.

17. Any Tenderer may be disqualified who:

Is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors or who is in any analogous situation arising from a similar procedure.

Is the subject of proceeding for a declaration of bankruptcy, for an order of compulsory wind up, company IVA or administration by the court or for any arrangement with creditors or is the subject of any other similar proceedings.

Has been convicted of an offence concerning his/their professional conduct by a judgement or has been found guilty of proven grave professional misconduct.



TENDER

Upgrade of Footway Lighting & Maintenance Contract

To:

The Clerk
Alvechurch Parish Council
1 George Road
Alvechurch
Worcestershire
B48 7PB

clerk@alvechurch.gov.uk

Having examined all documentation bound in this Invitation Document and Documents provided as listed in the Table of Contents and Schedules, I/We undertake to provide the above mentioned services in conformity with this tender for the quotations listed below:-

1. Main Lighting Upgrade or Replacement £
2. Maintenance Contract (5yrs) £
3. Include a PC Sum for electrical vehicle charging £15,000.00
4. Include a Contingency Sum of £5,000.00

TOTAL excluding VAT £ _____

We note and accept that Liquidated Damages will be set and imposed at £750/wk for any delay to completing the contract by the agreed specified contract completion date .



Item No.	Description of Activity to be completed by the Contractor	Number	Unit Price	Total
	Disconnection, removal and proper disposal of existing fittings. Supply and installation of new or replacement LED lanterns.			
	Removal and proper disposal of failed metal column. Supply and fix replacement 6m galvanised steel column including transfer of supply and making good.			
	Supply and fix suitable weatherproof box and new cut-outs as required on retained columns or lanterns			
	Supply and fit new photocells to new and retained LED lanterns			
	Remove existing sodium fittings and replace with LED fittings			
	Provide electrical isolation switch to allow safe working on individual units – as required.			
	Change of DNO fuse, where necessary or applicable, – show cost per item			
	New identification numbers/info on lighting columns			
	Total			£

I/We anticipate that currently the time between receipt of an order to proceed and the start date would be in the region of..... working days

I/We agree that all prices will be fixed for the term of this contract.

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

Signed:

Name - printed

On behalf of:

Address:

Position in Company Date

Signed:

Name - printed

On behalf of:

Address:

Position in Company Date



FORM OF ASSURANCE

HEALTH & SAFETY AT WORK CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Tenderer's attention is drawn to Part 4 of the Regulations which contains the duties to control specific work site risks. This includes requirements on safe working near excavations, during dismantling and maintaining safe access to and from places of work.

Part 4 applies to all construction work and places duties on any person carrying out construction work, or any person in control of a person carrying out construction work.

I/We undertake in the event of this tender being accepted, to carry out these works with due regard to the provisions of the Construction (Design and Management) Regulations 2015.

Site staff shall be adequately trained, instructed, and supervised to ensure, so far as is reasonably practicable, the Health and Safety of all persons who may be affected by the works under this contract.

All plant, equipment, and vehicles for use under this contract shall, where statutorily required, be tested and comply with all relevant criteria.

Before commencing work, I/we will prepare a written policy on Health and Safety for employees together with written organisational arrangements for carrying out the policy.

Signed:

Name - printed

On behalf of:

Address:

.....

Date:

(Signed copy to be returned with Tender Submission)



COLLUSIVE TENDERING CERTIFICATE

I/We certify that this is a bona fide tender 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.

I/we also certify that I/we have not done any of the following acts during the tender period:

1. Communicated to a person other than the person calling for this tender, the amount or approximate amount of the 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 tender.
2. Entering into any agreement or arrangement with any other person so that they shall refrain from tendering or inform that person as to the amount of any tender to be submitted.
3. Offering or paying or giving or agreement to pay or give any sum of money 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 or proposed tender for the saidwork described above.

In this certificate the word 'person' includes any persons and anybody or association, corporation or unincorporated and 'any agreement or arrangement' includes any such transaction, formal or informal and whether legally binding or not.

Signed:

On behalf of:

Address:

.....

Date:

(Signed copy to be returned with Tender Submission)



NON-SUBMISSION OF TENDER FORM

SUPPLY AND INSTALLATION OF LED FOOTWAY LIGHTING PROJECT

To: Alvechurch Parish Council

Supplier:.....

Our company is unable to return a tender submission for this project for the following reason:

- ☐ Unable to submit price in timescale
- ☐ Other (please specify below)

.....

.....

.....

.....

.....

Signed:

On behalf of:

Address:

.....

Position in Company:

Date: