



Weston Turville Parish Council

Village Hall
School Approach
Weston Turville
HP22 9RW
Tel: 01296 612838
Email: clerk@westonturville-pc.gov.uk

INVITATION TO TENDER

PROVISION AND INSTALLATION OF

OUTDOOR GYM EQUIPMENT AND SAFETY SURFACING

SCHOOL APPROACH, WESTON TURVILLE

To be supplied to Weston Turville Parish Council

Project	Outdoor Gym and safety surface
Timeframe for works	Spring 2024
Release Date	22 nd November 2023
Respond to	Parish Council Clerk
Response Deadline	31st January 2024

Introduction

This invitation to tender (ITT) has been prepared by Weston Turville Parish Council (The Council) for the supply and installation of outdoor gym equipment and safety surface at the Recreation Ground, School Approach, Weston Turville HP22 5RW.

Information about the Parish Council can be found at www.westonturville-pc.gov.uk.

This Invitation to Tender is subject to the following instructions.

Tender Instructions

1. Questions

Queries relating to this tender must be raised in writing no later than noon on 18th January 2024 and should be addressed to the Clerk by email to clerk@westonturville-pc.gov.uk

2. Site Visits

The Contractor is assumed to have visited the site to assess the nature of the work, access, topography etc and carried out relevant services checks. Should site visits be required with the Parish Council then this should take place well in advance of the tender close date, contact clerk@westonturville-pc.gov.uk to arrange.

3. Insurance

The Contractor must have the following minimum insurance cover in place:

£10m Public Liability Insurance

£5m Employer's Liability Insurance

£1m Professional Indemnity Insurance

4. Deadline for receipt of tenders

All tenders must be received either in a sealed envelope or via an attachment to an email by the Clerk to the Council by noon on 31st January 2024.

5. Business References

In addition to your tender, please include two business references obtained in the last 2 years. Please include the contact names and telephone numbers of referees.

6. The Decision

The expected value of this tender is below the OJEU threshold. The process will be a single stage process. The Council is not bound to accept the lowest priced, or any, tender.

7. Canvassing

Contractors tendering for this contract must not canvas Members of the Council or its Officers. Any effort to do so will immediately disqualify any tender submitted.

8. Notification of Outcome

The Clerk will notify all parties of the outcome of this tender process by email before noon 20th February 2024.

9. Freedom of Information

Please note that all information submitted to the Council may need to be disclosed and/or published by the Parish Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002 (the decisions of The Council and their legal advisors in the interpretation thereof shall be final and conclusive in any

dispute, difference or question arising in respect of disclosure under its terms), any other law, or, because of judicial order, order by any court or tribunal with the authority to order disclosure.

If you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked “confidential” or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

10. Tender Timescales

Action	Date
Issue of Invitation to Tender	22 nd November 2023
Deadline for return of Tender document	31 st January 2024
Evaluation of Tenders by Weston Turville Parish Council	15 th February 2024
Notification of award decision	20 th February 2024

Specification of Works

- Supply and installation of up to 8 pieces of gym equipment
- Provide rubber mulch surface beneath equipment and rubber mulch path to the equipment from the existing path
- Additional weighting will be given to tenders which include pieces of equipment that are capable of producing kinetic energy to charge mobile phones

Appendix A shows a plan of the playing field, which is provided for illustrative / reference purposes and gives an indication of where the equipment is intended go.

You will be responsible for ensuring that the field surface is protected from any damage caused by delivery vehicles/plant machinery moving around the field during the installation. Your response should include details and costs for this. Any damage caused must be made good at your expense.

As part of your response you should provide details of the proposed resources for the project and provide details of any contract / agency labour you propose to employ to complete the contract. If the tenderer intends to use sub-contractors (whether individual or a collective team) on this project, it must detail the quantity, experience and relationship to the tenderer.

An indication of the length of time you would expect to take to complete the project should be given.

Supporting Documentation

Please note that to be considered, tenders must include all criteria listed below:

- Evidence of Public Liability insurance.
- Evidence of Employer’s Liability.
- Health & Safety policy.
- Waste Transfer Certification along with confirmation that all waste generated will be taken off site.
- Trade references from other clients.

Service Specification

It is expected that all tendering companies will be able to meet these requirements. It is a requirement that all groundwork staff will be provided by the successful tendering company with the appropriate PPE which must be worn whilst working under the contract.

Tender responses

Tenders must be laid out clearly in the parts as detailed above.

All tenders must be received prior to 12 midday on 31st January 2024, either electronically to clerk@westonturville-pc.gov.uk or by post to:

Clerk
Weston Turville Parish Council
Village Hall
School Approach
Weston Turville
Bucks HP22 5RW

All respondents will be notified in writing of the outcome of their quotation submitted following the decision by Weston Turville Parish Council.

Tender Response Form

Weston Turville Parish Council

**TENDER RESPONSE DOCUMENT
For
PROVISION AND INSTALLATION OF
OUTDOOR GYM EQUIPMENT AND SAFETY SURFACING
AT THE RECREATION GROUND,
SCHOOL APPROACH, WESTON TURVILLE**

Please submit this Tender Response Document and all supporting material by noon on 31st January 2024. Any tenders received after this time will be excluded from the tendering process.

Tenders should be sent to: The Clerk, Weston Turville Parish Council, Village Hall, School Approach, Weston Turville HP22 5RW or via email clerk@westonturville-pc.gov.uk

Details of Tenderer

Organisation Name
Legal status (sole trader, limited company etc)
Company registration number
Registered Address
Primary business (if different)
VAT registration number
Organisation Name
Date of business formation
Are there any court actions and / or industrial tribunal hearings outstanding against your organisation? YES / NO If yes, please give details on a separate sheet.

To: Weston Turville Parish Council

I/We having read the condition of the contract and specification delivered to me/us and having examined the site, do hereby offer to execute, and complete the whole of the works described for the sum of: (£)

I/We hereby undertake to commence and complete the works within the time specified if my/our tender is accepted.

I/We agree that should obvious errors in pricing or arithmetic be discovered before acceptance of this offer in the priced Specification submitted by me/us these errors are to be corrected in accordance with Alternative 1 contained in Section 6.3 of the code of practice for selective tendering 1989.

I/We understand that I/we are tendering at my/our own expense and that neither the lowest or any tender will necessarily be accepted and that Weston Turville Parish Council reserves the right to call for fresh tenders should they consider this desirable.

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.

I/We agree that this tender shall remain open for consideration for 12 weeks from the date of the receipt of the tenders.

Signed _____ Date _____

Name _____ Position _____

For and on behalf of _____

Address _____

Email address _____

Telephone number _____

Details of referees for whom I/we have provided comparable services within the last three years and who are prepared to be contacted by the Council are:

Name: Address: Telephone: Email: Value of contract:	Name: Address: Telephone: Email: Value of contract:
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CERTIFICATE OF BONA FIDE TENDER

PROVISION AND INSTALLATION OF OUTDOOR GYM EQUIPMENT AND SAFETY SURFACING AT THE RECREATION GROUND, SCHOOL APPROACH, WESTON TURVILLE

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, 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 done and we undertake that we will not do at any time before the hour and date specified for the return of this tender, any of the following acts:

- Communicating to a person other than that the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, of the approximate premium quotations required for the preparation of the tender.
- Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender bid submitted.
- Offering or paying or giving or agreeing 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 said work any act or thing of the sort described above.

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

Signed (as in form of tender) _____ Date _____

For and on behalf of _____

Appendix A

The blue rectangles indicate the approximate position of each piece of outdoor gym equipment.

