

**SAXMUNDHAM TOWN COUNCIL**

**Saxmundham Town Council is seeking quotes for the refurbishment of the Market Hall Kitchen, The High Street, Saxmundham, IP17 1AF**

**Sax/21/01**

**Overall Requirement**

**Quotation Requirements:**

* **Written itemised quotation.**
* **Copy or link to public liability insurance.**
* **Copy of or link to company Health and Safety Policy (If more than 5 employees)**
* **Sample Risk Assessments**
* **The council has an expectation that contractors will have an environmental strategy/policy which explains how your company takes care of the environment. It may include recycling, energy use, and ways of improving biodiversity.**

**Failure to supply any of the above will result in the Tender being rejected.**

Contact name and number: Roz Barnett, Town Clerk, or Jen Morcom Assistant Clerk 01728 604595. Quotations to be received by **Friday 25 June 2021**

**Quotes to be emailed to** **townclerk@saxmundham-tc.gov.uk**

Details of the winning contract will be published IAW Local Government Transparency Code 2014.

Roz Barnett

Saxmundham Town Clerk

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| **Section A - Organisation Details**  |
|  | Full name of organisation tendering  |   |
|  | Registered office address  |   |
|  | Named contact for this contract: |   |
|  | Email |  |
|  | Phone |  |
| 1. 6.3
 | Company or charity registration number. |   |
| 1. 6.4
 | VAT Registration number.  |   |
| 1. 6.5
 | Type of organisatione.g limited company/sole trader |  |
|  | Provide details of price, itemising costs of equipment, materials and labour costs. |
| **Section B - Health & Safety**  |
| **Please provide a copy/link to your health and safety policy** | **Yes** | **No** |
|  |  |
| **Please provide a copy/link to a sample risk assessment** | **Yes** | **No** |
|  |  |  |
| **Section C - Insurance** |
|  **You must either confirm that you have the following levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the contract.** |
| **Insurance Policy** | **Indemnity Value (£)** | **Yes** | **No** | **Will secure if successful** |
| Employers Liability  | Min £5m per claim |  |  |  |
| Public Liability | Min £10m per claim |  |  |  |