**Instructions to tenderers**

Bovey Tracey Town Council wishes to receive tenders from suitably qualified suppliers for a design and build refurbishment of Mill Marsh Play area in Bovey Tracey Devon. Interested parties should note that this is a fixed price fixed term contract to be executed in accordance with the attached specifications and documentation.

Those wishing to be considered for this work must first complete the Pre-qualification Questionnaire (PQQ). The Council will then select the longlist of parties it wishes to invite for tender based on the results of the PQQ. (Those who have previously completed and submitted an Expression of Interest form will be invited to complete a PQQ through direct contact from the Council, or may do so via this notice)

On being invited to tender, suppliers should present their initial proposals, within the cost allowance of £210,000, to the Council. The Council will then assess these proposals, employing the process and criteria published with this notice. This will be followed by a period of clarification and feedback. A shortlist will then be selected. This will include those tenderers who have demonstrated that they understand and can deliver the Council’s requirements. The Council will then invite those shortlisted tenderers to submit their final proposals. The final selection will be made from these submissions.

The following dates are currently planned for this process;

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| Deadline for return of pre-qualification documents | 02/05/23 |
| Financial evaluation of pre-qualification documents | 02 -09/05/23 |
| Technical evaluation of pre-qualification documents | 02 -09/05/23 |
| References taken up on prospective tenderers | 02 -09/05/23 |
| Selection of long list of tenderers for next stage | 09/05/23 |
| Invitations to tender (ITT)sent out to longlisted companies | 09/05/23 |
| Tenderers to visit site | 15-19/05/23 |
| Visits to inspect tenderers work on other contracts | 15-19/05/23 |
| Deadline for return of ITT proposals | 12/06/23 |
| Evaluation of ITT proposals (including identifying areas for clarification) | 13-16/06/23 |
| Clarification period, meeting(s) with each bidder | 19-22/06/23 |
| Modification of Tender documents (if required) and selection of shortlist | 23/06/23 |
| Issue Final Tender documents to shortlisted companies | 26/06/23 |
| Deadline for return of final tenders | 07/07/23 |
| Evaluation of Final Tenders (including clarification) and selection of successful tenderer, | 07 -10/07/23 |
| Tenderers notified of outcome – letter of intent | 10/07/23 |
| Due diligence undertaken on successful tenderer | 10/07/23 – 01/08/23 |
| Contract award | 01/08/23 |
| Mobilisation period | 10/07/23 – 11/09/23 |
| Contract start date | 11/09/23 |

This process is designed to fair and transparent and to ensure that the Council is able to deliver against its own requirements as influenced by the key stakeholders. If any potential tenderer wishes to comment on the process, insofar as it may affect fair and equable treatment, they should inform the Council of their intention to do so within one week of the posting of this notice.