# **Applications for Northchurch Parish Council**

**Recreation Ground Play and Exercise Equipment Contract**

This form and supporting documentation must be returned no later than

10am on Friday 6th August 2021

Please read the Northchurch Parish Council Tender Document before completion.

Required Documentation:

* Application form
* Draft playground design and quotation
* Product details
* Warranty details
* Insurance certificates
* Maintenance requirements
* Costing and lead time for availability of spare parts
* References
* Requested policies
* Delivery and installation timetable.

Name of Employer: **Northchurch** Parish Council

Address:  **Northchurch** Parish Council Office,

PO BOX 2603

Kings Langley

WD4 4EJ

Tel No: 07771690350

Website: http://www.northchurchparishcouncil.gov.uk

Contact: Cllr Michela Capozzi

Email: tender@northchurchparishcouncil.gov.uk

For completion by the applicant:

## Business Details:

Name**:**

Address:

Website:

Person dealing with this application:

Name:

Position:

Tel No:

Email address:

Company Registration Number:

## Declaration:

1. Has any director, partner or person directly involved in your organisation’s management been a Councillor or employee of Northchurch Parish Council in the last five Years? YES/NO

If yes, please give details:

1. Please state if any director, partner or person directly involved with your organisation’s management has a relative who is an employee of Northchurch Parish Council or a Councillor on Northchurch Parish Council? YES/NOIf yes, please give details:

## Equality, Diversity and Employment

(i) Do you have an equality and diversity policy? **YES/NO**

**If Yes, please return a copy with this form.**

**If No, are you developing a policy? If you are currently doing so, please state the expected implementation date:**

## Membership of Relevant Trade Organisations

1. Are you a member of any relevant trade organisations or other similar bodies? **YES/NO**

**If Yes, please provide details:**

## Environment

1. Do you have any environmental/sustainability policies? YES/NO **If Yes, please provide details and return a copy with this form:**

## **Health and Safety**

(i) Do you have a Health and Safety policy? **YES/NO**

**If Yes, please return a copy with this form.**

1. Do you undertake safety audits? (In addition to regular site safety checks) **YES/NO**

**If Yes, please provide details:**

1. Are you a member of a safety group or do you use safety consultants? **YES/NO  
   If Yes, please provide details:**

1. Please provide details of any prohibition or enforcement notices served by the Health & Safety Executive (HSE) during the last two years:

## Supply Chain

1. Do you manufacture your own equipment? **YES/NO**
2. Where is your equipment manufactured?

**Please provide details:**

1. Are there any issues that you are aware of that are likely to affect the supply of equipment? E.g. Brexit, Covid-19 restrictions, factory capacity. **YES/NO  
   If Yes, please provide details:**

## Other information

Please provide any other information that may be of assistance in considering your application.

## 

## References

Please provide details of two playground installations carried out in the last 2 years. Preferably, one should be local to Northchurch.

Reference One:

Name of Client:

Contact Name:

Contact Telephone:

Contact Email:

Site Location:

Value of Project:

Date of Installation:

Description of Project:

Reference Two

Name of Client:

Contact Name:

Contact Telephone:

Contact Email:

Site Location:

Value of Project:

Date of Installation:

Description of Project:

## **Warranty Information**

Please complete any warranty details in the table below:

|  |  |  |
| --- | --- | --- |
| Material / Item | Warranty Period | Conditions / Exclusions |
| Structural Steel |  |  |
| Plastic |  |  |
| Wood |  |  |
| Surfacing |  |  |
| Paintwork |  |  |
| Moving Parts |  |  |
| Other |  |  |

## **Declaration**

We have examined the site and the proposed works and hereby enclose a tender to execute and complete the works described in the specification. This incorporates all preliminaries, materials and workmanship requirements, including health and safety.

Such works are to be subject to the conditions of the contract and requirements set out in the main tender document and to the entire satisfaction of The Employer and to be completed for the under mentioned sums.

We understand that you are not bound to accept the lowest or any tender or quotation that you may receive and that tenders received after the time given for receipt will be disregarded.

We agree that this tender will remain open for consideration for 90 calendar days after the date fixed for receipt of this tender and accept the terms and conditions of the Contract Agreement unless otherwise stated in our response.

Amount Quoted:

Company Name:

Company Address:

Name of company representative:

Position within organisation:

Signature: Date: