

# **TROTTISCLIFFE PARISH COUNCIL**

## **OUTDOOR GYM PROPOSAL**

### **INVITATION TO TENDER**

1. Trottiscliffe Parish Council ("the Council") tenders for an outdoor gym and table tennis table in accordance with contract documents which comprise of:-
  - 1.1. Appendix A - Conditions of Contract
  - 1.2. Appendix B – Employer's Requirements
  - 1.3. Appendix C - Commercial Information
  - 1.4. Appendix D – Technical Submission
  - 1.5. Appendix E - Form of Tender
  - 1.6. Appendix F - Declaration
2. Prospective contractors should ensure that they are familiar with the nature and extent of the obligations to be accepted by them if their tender is accepted.
3. Any queries regarding the interpretation of any part of the contract should be addressed to the Clerk no later than one week before the closing date.
4. The tender shall be submitted in the Form of Tender (Appendix D).
5. Tenderers should note that as part of the evaluation process they may be asked to answer questions on their bid.
6. Prospective Contractors should note the Council is not bound to accept the lowest or any tender. The Council's decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.
7. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the contract documents.
8. If having examined the tender documents you wish to submit a tender you should:
  - 8.1. Fully complete and return the following documents
    - 8.1.1. Appendix C - Commercial Information
    - 8.1.2. Appendix D - Technical Submission
    - 8.1.3. Appendix E - Form of Tender
    - 8.1.4. Appendix F – Declaration

8.2. Return Tenders and related documentation by post to:

Louise Goldsmith  
Parish Clerk  
Trottiscliffe Parish Council  
5 Artisan Road  
Headcorn  
Kent TN27 9AZ

**By 12pm Friday 1 December 2023**

**Tenders received late will not be considered.**

8.3. Please note that the envelope containing the tender documents must clearly be marked "**Tender Documents for outdoor gym and table tennis equipment**" on the outside. This is in the interests of fairness to ensure that all tenders are opened at the same time.

## **Appendix A**

### **Conditions of Contract**

#### **Site Details**

The site is situated in the parish of Trottiscliffe, Kent.

#### **Additional Erection / Installation**

The Council could add additional outside features and fittings during the period of the contract, no application from the Contractor to adjust the price will be considered.

#### **Payment to Contractor**

Payment will be made in accordance with the type of contract awarded.

#### **Termination of Contract**

Either party may terminate, without reason, the contract in writing giving three months' notice.

#### **Insurance**

The Contractor is required to have a minimum of £10m public liability insurance. A current certificate of insurance to this effect must be produced to the Clerk prior to the commencement of the contract. A copy of the certificate of Insurance shall be provided on renewal annually for the duration of the contract.

The Contractor shall indemnify the Council against any claim or proceedings for any injury to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

#### **Health and Safety**

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act 1974 and all other Acts and regulations in respect of the work comprised in this contract.

#### **Notes to Tenderers**

Invoices for payment must include a schedule of the works completed.

Contractors are asked to contact the Clerk if any clarification is required.

Email: [clerk@trottiscliffeparishcouncil.org](mailto:clerk@trottiscliffeparishcouncil.org) Phone 07900 693572.

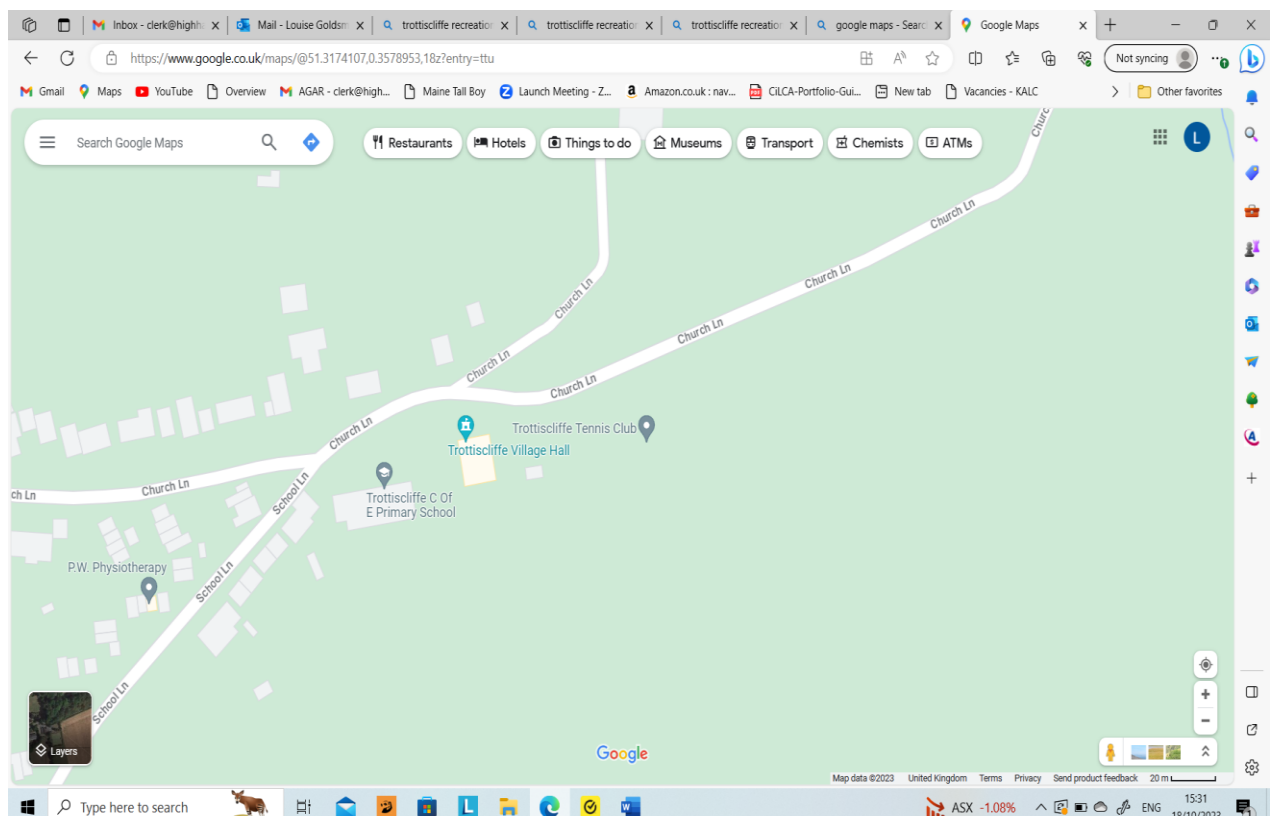
## Appendix B

### Employer's Requirements

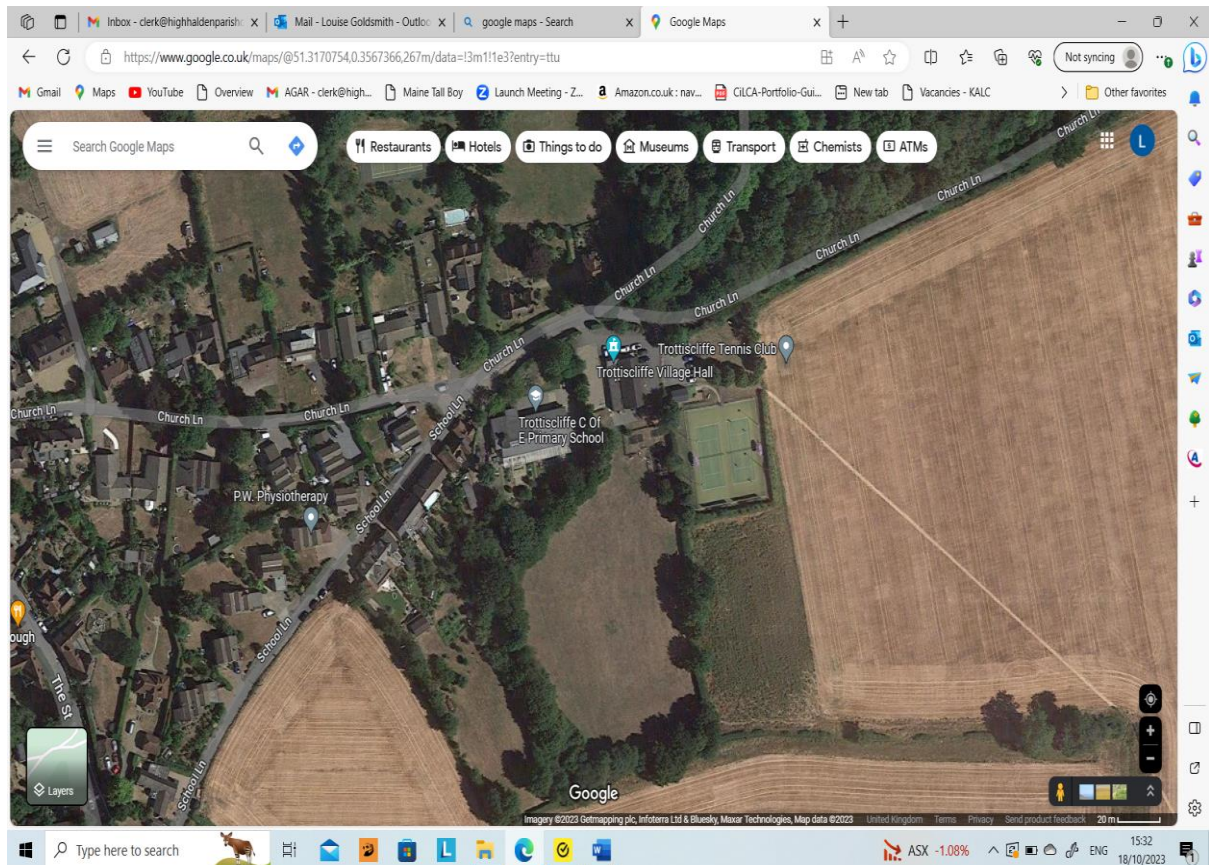
The recreation ground is well used by all age groups. We have a playground suitable for junior aged children and a recently installed Multi Use Games Area/ We would like to provide some exercise equipment for adults and teenagers. Exercise provides so many benefits including improving both mental and physical health. The facilities are also likely to be used by other users of the recreation ground. There is space at the recreation ground. Many residents do not access leisure activities within leisure centres or fitness clubs because they feel intimidated by these environments. Kent County Council has recently axed a key bus service to the nearest town which means some residents are now unable to access facilities in other areas. These factors have become even more of an issue in the current financial climate. We have carried out some consultation with residents and received a very positive response to this proposal. We have funding available to use immediately from developer contributions.

We would like a quote for outdoor gym equipment that is suitable for all age groups and abilities.

Location: Trottiscliffe Recreation Ground, Church Lane, Trottiscliffe, ME19 5EB



## Google Map of location of recreation ground and village hall



## Proposed site for outdoor gym on the recreation ground

**The above google map is out of date as we have recently installed a MUGA on the recreation ground. We would like to install the outdoor gym to the rear of the MUGA which will be to the bottom right of the recreation ground. A site visit can be arranged.**

## **Appendix C**

### **Commercial Information**

Company Name of Organisation submitting the tender:

Contact Name and Position in the Organisation:

Company Address:

Contact Telephone Number:

Contact Email Address:

## **Appendix D**

### **Technical Capability**

#### Previous Experience:

Please provide information of your Organisation's technical capacity, expertise and experience over the last five years of carrying out similar services, in particular to parish councils or other public bodies.

*Attach additional sheets if necessary to provide your information*

## References

Please provide the details of two organisations for which you have delivered similar projects that will provide reference:

<b>Reference 1</b>	
Address	
Contact Phone No	
Email Address	

<b>Reference 2</b>	
Address	
Contact Phone No	
Email Address	



## Appendix E

### Form of Tender – OUTRIGHT PURCHASE

Description	Gross Cost	VAT	Net Cost
Outdoor Gym Equipment			
Surface for Outdoor Gym			
Maintenance cost per year			

Please provide details about the guarantee:

I/We agree to complete the work in accordance with the Employer's Requirements and the Form of Tender

I/We understand that Trottiscliffe Parish Council is not bound to accept the lowest or any tender and that the Council will not be responsible for any expense incurred in preparing this tender;

This tender remains open for consideration for 12 weeks from the date of this tender submission

I/We certify that the amount of the tender has not been calculated by agreement or arrangement with any other person or company and the amount of the tender has not been communicated to any person and will not be communicated to any person until after the closing date for submission of tenders.

Signed..... Name.....

Position..... Company Name.....

Date.....

## **Appendix F**

### **Declaration**

I certify the information supplied is accurate to the best of my knowledge and belief.

I understand that Trottiscliffe Parish Council may contact anyone to verify this information and that false and misleading information could result in exclusion from the selected tender list.

Signed.....  
....

Position  
held.....

For and on behalf  
of.....

Date.....

**Before returning this application for, please ensure that you have:**

- **Answered all of the questions**
- **Enclosed all relevant documents**
- **Completed the above declaration**