|  |  |
| --- | --- |
| Seaton Valley Council  A Community Council |  |

|  |  |
| --- | --- |
| **Title** | Submission Form – Playpark Equipment Contract October 2025 |
| **Reference** | SVC-PP-002-2025 |
| **Contract** | Removal and disposal of expired equipment in two separate locations. Supply and installation of replacement equipment. |
| **Location(s)** | Seaton Sluice Young Person’s Playpark, Beresford Road and St. Michael’s Avenue Young Person’s Playpark, New Hartley. |
| **Timescales** | **Deadline for submissions:** Midnight on Sunday 2nd November 2025.  **Internal review:** Week commencing 3rd November 2025.  **Final decision:** Wednesday, 26th November 2025.  **Start date for project:** As soon as possible following contract award.  **Completion date:** To be negotiated. |
| **Contact Details** | **Completed submission forms should be emailed to:**  Admin – [admin@seatonvalleycommunitycouncil.gov.uk](mailto:admin@seatonvalleycommunitycouncil.gov.uk)  **For further information about Seaton Valley Council:**  Website – <https://seatonvalleycommunitycouncil.gov.uk/> |

**Company Profile**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name** |  | | | |
| **Postal Address** |  | | | |
| **Named Contact** |  | | | |
| **Contact Details** | Email: |  | | |
| Telephone: |  | Mobile: |  |
| **Website** |  | | | |

|  |  |
| --- | --- |
| **Experience** | *Summary of relevant experience and similar work completed, including references if available.* |
|  |
| **Description** | *Detailed specification of all work to be completed with particular attention to the evaluation criteria included in the notice of contract such as quality, play value, design, environment, and maintenance.* |
|  |
| **Equipment** | *Items of equipment to be supplied including image(s).* |
|  |
| **Safety** | *Safety standards and regulations to be observed/applied.* |
|  |

|  |  |
| --- | --- |
| **Timescale** | *Timeline for each stage with potential start and completion dates.* |
|  |
| **Price** | *Detailed breakdown of costs for all goods, services and equipment to be supplied.* |
|  |
| **Legal** | *Summary of relevant insurances, and health and safety protocols. Copies to be supplied on request.* |
|  |

**Guidance Notes**

To ensure your submission is comprehensive and aligned with the evaluation criteria, please follow the guidance below for each section of the template.

**📌 Experience**

* Focus on similar contracts, especially those involving play equipment, landscaping, or public installations.
* Provide contact details or testimonials from previous clients to demonstrate reliability and satisfaction.
* Emphasise your team’s qualifications, project management skills, and ability to deliver on time and within budget.

**📌 Description**

* Clearly outline all tasks, from site preparation to installation and post-completion support.
* Address Evaluation Criteria:
  + Quality: Specify materials, finishes, and construction methods.
  + Play Value: Describe how the equipment caters to a range of ages and abilities.
  + Design: Explain how the design complements the local environment and community needs.
  + Environment: Detail sustainable practices, use of recycled materials, and energy-efficient processes.
  + Maintenance: Outline maintenance schedules, ease of upkeep, and any included servicing.

**📌 Equipment**

* Include product names, specifications, and quantities.
* Attach clear images or diagrams of each item.
* Highlight any innovative or inclusive features that enhance play value or safety.

**📌 Safety**

* Confirm adherence to relevant UK and EU safety standards (e.g. BS EN 1176).
* Summarise evidence of product testing, manufacturer certifications, and installer qualifications.
* Describe your approach to site safety during installation and ongoing use.

**📌 Length and Clarity**

* Submissions should be clear, focused, and avoid unnecessary detail. Aim for precision over volume.
* Address each section of the template directly. Avoid repetition or overly technical language unless essential.
* Each section should ideally be no more than 1–2 pages. Use bullet points, headings, and visuals where appropriate to aid readability.

**✅ Final Tips**

* Be Clear and Concise: Avoid jargon and ensure your submission is easy to review.
* Tailor Your Proposal: Align your offer with the specific needs and values outlined in the contract notice.
* Proofread: Ensure accuracy and professionalism throughout your document.