**DOCUMENT E: SUPPLIERS PROPOSAL**

The Council is looking for a comprehensive Proposal, written in English only, that address the specific requirements outlined in Document B (Specification). Please include examples and evidence where appropriate to support answers.

Prospective Suppliers are required, other than for charts and diagrams, to provide their response in a readable format.

Prospective Suppliers can choose to use the tables below or include as an embedded document. Any attachments need to be submitted in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files. Prospective Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted.

Suppliers must keep the response within the relevant word count allowance. Suppliers to note that excluded from the word count are:

* Figure and table headings provided these are not excessive in length.
* Words as legends on diagrams, maps and plans.
* The draft design.
* Draft timetable and draft risk assessment.

Suppliers are recommended to refer to Document C for the Evaluation Criteria.

**Prospective Suppliers are requested to complete the response to the proposal below:**

|  |
| --- |
| **Proposal:** Please describe how your organisation will design, supply and install the infrastructure (including playground) within a designated community green space in Chilton, Buckinghamshire. As part of your response, please include (but not be limited too) details of: * Experience of similar services delivered in the last 12 months, including contact details of two references.
* A draft timetable or schedule of works including a draft risk assessment (can be submitted separately).
* An initial draft visual design with compliance to the requirements outlined in Document B (Specification), specifically meeting the scope outlined in Section 4 including any appropriate standards (can be submitted separately).
* Any supporting information as to how you plan to meet the requirements outlined in Document B (Specification).
* An itemised breakdown of the infrastructure included in the draft design.
* Materials to be used (quality of materials used, expected lifespan for equipment, warranty, reliability of supply chain and spare availability).
* Environmental credentials with evidence of the steps taken towards steps taken to minimise any environmental impact on the Premises. In addition, brief details of your sustainable approach and policies relating to manufacture, recycling and disposal of equipment and carbon emissions relating to supply chain and manufacture.
* Any social value (i.e. sub-contracting locally, using apprenticeships)
* After installation services (if any).
 |
| **Suppliers Response (Word Limit: 2500):** |

**DOCUMENT F: SUPPLIERS PRICE**

The Council is looking for a comprehensive Proposal, written in English only, that address the specific requirements outlined in Document B (Specification).

The Prospective Supplier must include in the maximum price all necessary costs to deliver the Service unless stated otherwise in the Specification and includes costs both excluding and including VAT.

The maximum Contract value is £65,000 (excluding VAT) for delivery of the Service and is to be used to assist Service Providers in their proposal and design.

Prospective Suppliers are recommended to refer to Document C for the Evaluation Criteria.

**Prospective Suppliers are requested to complete the Table below (although other formats (i.e. Excel) can be submitted as an embedded document:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Itemised Cost** | **Number** | **Cost (£)** | **Any Comments** |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  | **£** |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **£** |  |
| **Total Price:** | **£** |  |

Should your organisation be successful, any costs which are not included will not be met by the Council either before, during or after the Contract Period.

**DOCUMENT G: SUPPLIERS DETAILS**

|  |  |
| --- | --- |
| Organisation name: |  |
| Type of organisation:  |  |
| Brief description of the organisation in terms of its activities/services:  |  |
| Company or charity number: |  |
| VAT number (if applicable): |  |
| Address: |  |
| Registered address (if different): |  |
| Website address: |  |
| Primary contact name including position and title (to whom all correspondence will be addressed) |  |
| Primary contact phone number: |  |
| Primary contact email address: |  |
| Are you a Small, Medium or Micro Enterprise (SME)? |  |

**DOCUMENT H: SUPPLIERS DECLARATION ON COLLUSIVE TENDERING**

To: Chilton Parish Council

In response to: Invitation to Quote (ITQ) for the design, supply and installation of infrastructure (including a playground) within a designated community green space in Chilton, Buckinghamshire (the ‘Service’)

I/We declare that:

1. This is a bona fide ITQ response, intended to be competitive, and that I/we have not fixed or adjusted the amount of the ITQ by or in accordance with any agreement or arrangement with any other person.
2. I/We have not done, and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this ITQ any of the following acts:
3. Communicating to a person other than the person calling for those ITQ the amount, or approximate amount of the proposed ITQ except where disclosure, in confidence, of the approximate amount of the ITQ was necessary to obtain premium quotations required for the preparation of the ITQ.
4. Entering into any agreement or arrangement with any other persons that they shall refrain from entering an ITQ or as to the amount of any ITQ to be submitted
5. Offering, paying, giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other ITQ or proposed tender for the said work any act or thing of the sort described above.

We acknowledge that if we, or anyone who acts on our behalf behaves improperly or commits an offence under the Prevention of Corruption Acts 1889-1916, Chilton Parish Council tendering for services may cancel the Contract and recover all costs and losses.

In this certificate, the word ‘person’ includes any persons or anybody or associated, corporate or unincorporated, and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.

Signature: ………………………………………………………

Position held: ………………………………………………………

Name and Address of Supplier: ………………………………………………………

………………………………………………………

………………………………………………………

Dated: ………………………………………………………

Note: Refusal to give this declaration and undertaking means any submitted ITQ will be treated as null and void and not considered by the Council.