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ROADE PARISH COUNCIL

Invitation to tender for the proposed construction of an extension to Roade Cemetery, Manor Close, Roade, NN7 2PE.

18 APRIL 2023

TGMS1233.7

STATUS: TENDER

| REVISION RECORD | | | | | |
|-----------------|----------|----------------------|----------|---------|----------|
| Rev | Date | Description | Prepared | Checked | Approved |
| 0 | 28-02-23 | Document Creation. | RE | MY | MY |
| 1 | 12-04-23 | Tender dates amended | RE | | |
| 2 | 18-04-23 | Tender dates amended | RE | | |
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TGMS and PSD Agronomy are trading names of Professional Sportsturf Design (North West) Ltd.
Company number: 01957538.
Registered Office: Wigan Road, Leyland, Lancashire, PR25 5XW.
Director: Charles Henderson

INVITATION TO TENDER

We are pleased to invite your company, on behalf of our client Roade Parish Council, to submit a tender for the provision of the below service.

Construction of an extension to Roade Cemetery

Please find the following Tender Documents comprising:

1. Specification including summary of Contract Preliminaries & Form of Tender (TGMS1233.6 Roade Cemetery Extension construction specification 12 10 22 REV1 13 11 22).
2. Tender Drawing: TGMS1233.6 Roade Cemetery Extension – Proposed Site Layout.
3. Work Schedules (in Excel - for ease of return); TGMS1233.6 Roade Cemetery Extension Work Schedules 12 10 22 REV1 13 11 22.
4. Tender return documents (in Word – for ease of return); TGMS1233.6 Roade Cemetery Extension Tender Return Document 28 02 23)
5. Tender assessment criteria (80-20).

Your tender submission should comprise the following:

1. Completed Form of Tender.
2. Completed Work Schedules (in excel).
3. Completed Method Questionnaire.
4. Completed Sub-contractors Questionnaire
5. Completed Past Experience Questionnaire

Please note, the tenders will be assessed on the basis of 80% cost, 20% quality as per the attached criteria.



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IMPORTANT: A hard copy of the tender submission in a sealed marked envelope must arrive by post no later than **17:00 on Friday 19th May 2023** at the following address and addressee:

The Clerk
Roade Parish Council
PO BOX 847
Northampton
Northamptonshire
NN7 9AB

In addition, an electronic version of the tender submission is to be returned by email to tenders@tgms.co.uk by no later than 17:00 on Friday 19th May 2023. Using your email software, please request both delivery and read receipts.

Please note the following:

1. Check the tender documents and notify us immediately if there are any omissions.
2. All items in the Work Schedules are to be priced in GBP. Any costs relating to items which are not priced will be deemed to have been included elsewhere in your tender.
3. Tenderers should note that all bids will be carefully scrutinised and, after making any necessary enquiries, any bids which are considered not to be credible, whether on the basis of price or resourcing, will be eliminated.
4. Any questions you may have regarding any part of these documents are to be presented in email to tenders@tgms.co.uk by **no later than Monday 15th May 2023**. All tenderers will receive a copy of all the questions submitted, together with replies, via email by **Wednesday 17th May 2023**.
5. An evaluation of the tender bids received will be completed by Friday 2nd June 2023, for consideration by the Parish Council at a closed meeting on Monday 12th June 2023, and the tenderers will be notified of the outcome by **Friday 16th June 2023**.
6. Tenderers are prohibited from contacting councillors or council staff to encourage or support their tender outside the prescribed process.
7. In order to facilitate the proper comparisons of tenders, no unauthorised alterations to the tender documents shall be made. Tenders containing unauthorised alterations or qualifications may be rejected. If you desire to make any changes, your proposals should be submitted to us in time to be considered and, if approved, circulated to all tenderers.

Arrangements for undertaking a site visit during the tender period can be found in **Section 2.1.2** of the Specification. It is recommended that Contractors should visit the site to familiarise themselves with site constraints.

N.B. The Client reserves the right to not award a contract from this tender process.



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