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**QUOTATION DOCUMENT – PILLMERE COMMUNITY PLAY PROVISION PROJECT, SALTASH**

**To be returned by Tuesday 11th June at 5pm along with other tender documents**

|  |  |
| --- | --- |
| **Contact Name:** |  |
| **Title/Position Of Person Applying On Behalf Of The Company:** |  |
| **Project Lead (if different to the above)** |  |
| **Company Name:** |  |
| **Company Type (Limited Company Etc) And Number:** |  |
| **Company Address:** |  |
| **Vat Registration Number:** |  |
| **Email Address:** |  |
| **Phone Number:** |  |

**GOVERNANCE**

Having examined the Invitation to Quote and its accompanying documents (which I/we shall keep) I can confirm my/our abilities and experience in all respects to satisfy the requirements of the tender brief    ⃝

**I/we confirm that:**

1. Our company is in good financial health and has the resources to carry out this project, I/we have provided a link to our last year’s accounts (companies house link will be acceptable)    ⃝
2. We have employers’ liability, public liability and professional indemnity insurance    ⃝.

Our levels of cover are as follows:

Employers: £  
Public and Product Liability: £  
Professional Indemnity Insurance: £

Note: proof of insurance will be requested of the successful contractor. (note minimums of £5M Employers, £5M Public Liability and circa £2M professional indemnity)

1. We have certificates in relation to BS EN1176 and BS EN1177    ⃝
2. Our company complies with all relevant UK legislation including compliance with Health and Safety at Work Acts/Regulations and has the following policies in place:

Health and Safety    ⃝

Safe Working Policies    ⃝     
Equality and Diversity    ⃝  
Environmental Policy    ⃝  
Safeguarding Policy (when working with young people/vulnerable adults)    ⃝

Note: these policies will be requested of the successful contractor.

1. Our company complies with its obligations under Data Protection Legislation (DPL), being the UK Data Protection Legislation and the General Data Protection Regulation (GDPR)    ⃝
2. Our company has a privacy policy in place    ⃝
3. Our company can deliver both play schemes as per the specification by the end of October 2024    ⃝

**COSTS**

This is the breakdown of itemised costs as per the scope and specification. All costs should be in pounds sterling. The tender prices offered should be firm and fixed for works that make up the itemised costs.

Where appropriate, additional pricing **may** be approved and can be indicated (at an hourly or daily rate) for any agreed variations or additions (agreed with Saltash Town Council as the project progresses) providing that they fall within the total project cost of £95K plus VAT.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Generic Element** | **Description of works** | **Honeysuckle Close £** | **Grassmere Way £** | **Total £** |
| **1.** **Site Preparation** | Temporary boundary fencing around the work site. |  |  |  |
| Temporary storage and welfare facilities. |  |  |  |
| Safety signage notifying the public of potential hazards. |  |  |  |
| **2.** **Installation** | Groundworks – preparation of sub-base for wet-pour surfacing or similar and supply of surfacing. |  |  |  |
| Dismantle and dispose of existing play equipment. |  |  |  |
| Provision of play equipment – supply as per design. |  |  |  |
| Installation of play equipment as per the manufacturers’ instructions, testing and certification. |  |  |  |
| **3. Post-Installation** | Remedial groundworks reinstating any damaged areas due to works. |  |  |  |
| Arrange independent post-installation inspection to ROSPA standards |  |  |  |
| **4. Other (please specify)** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL (NET)** |  | £ | £ | £ |
| **VAT** |  | £ | £ | £ |
| **TOTAL (GROSS)** |  | £ | £ | £ |

I/we agree to carry out the whole of the works required for the sum of **£**  (exclusive of VAT)    ⃝

Please indicate if there is any preference with regard to payment intervals

……………………………………………………………………………………………………………………………………………………………………………………………………………………………….

**DECLARATION**

I/we agree to hold open this tender for **………..** weeks from the date of tender    ⃝ (Minimum 60 Days)

I/we understand that Saltash Town Council as the accountable body for this project retain the right to accept or reject any or all the tenders received and does not accept any liability for the costs incurred in connection with the preparation of this tender    ⃝

I/we note that the work of the successful contractorwill only proceed on the acceptance and signature by both parties of the final contract documents    ⃝

I/we understand that Saltash Town Council are not bound to accept the lowest quote received and will follow the selection criteria outlined in the tender brief    ⃝

I/we are aware of the tender process and the tender deadlines as outlined in the brief    ⃝

I/we have provided a statement (if applicable) of any potential conflicts of interest that our company may have in relation to this procurement    ⃝

Signed (1): …………………………………………………………… Status: ………………………………………………………………………

Signed (2): …………………………………………………………… Status: ………………………………………………………………………

For and on behalf of: ……………………………………………… Date: …………………………………………………………………………