



## **Invitation to Tender (ITT)**

**To supply Floral Displays  
June 2023 – October 2025**

**Tender deadline: 12noon on Wednesday 16<sup>th</sup> November**

**FLEET TOWN COUNCIL**

The Harlington, 236 Fleet Road, Fleet, GU51 4BY

Tel: 01252 625246 Email: [info@fleet-tc.gov.uk](mailto:info@fleet-tc.gov.uk)

[www.fleet-tc.gov.uk](http://www.fleet-tc.gov.uk)

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## **Specification *including Maps and Photos***

## **Contract**

## **Appendices**

- 1 Tenderer Questionnaire
- 2 Anti Collusion
- 3 Certificate Bona Fide Tender
- 4 Form of BID
- 5 References Form

# **Tender Process**

## **1. Tender Submissions**

- 1.1 The Council does not bind itself to accept the lowest or any tender. The company shall not have any claim for expenses incurred in the preparation of a quote.
- 1.2 Contractors tender at their own cost and their tender shall remain open for acceptance for a period of 90 days after the due date for submission.
- 1.3 Contractors are advised to visit the locations in order to familiarise themselves with the existing layout. Plans of the area are included within the documentation.
- 1.4 The Contractors should note that after the submission of their tender they may be required to attend an interview at the Council Offices to explain their tender proposals.
- 1.5 The Contractor will provide a fixed price Tender. A Form of Bid is provided at Appendix 4.
- 1.6 **Tenders are to be delivered no later than by 12 noon on Wednesday 16<sup>th</sup> November.** Tenderers should submit 7 hard copies as well as an electronic copy on a USB.
- 1.7 The Tender pack will be sealed so as to prevent the contents becoming known. The packs shall not have any external means of identifying the potential supplier.
- 1.8 Any pictorial representations of proposed floral displays or additional information that might help Fleet Town Council to reach a decision are welcomed as part of the bid.
- 1.9 The project plan and timetable shall form part of the tender submission.
- 1.10 The Tenderer should submit:
  - 1.10.1 The Floral Display proposal
  - 1.10.2 Proof of a minimum of £10,000,000 public liability insurance
  - 1.10.3 A completed Tenderer Questionnaire (Appendix 1)
  - 1.10.4 A completed Anti-Collusion Certificate (Appendix 2)
  - 1.10.5 A completed Certificate of Bona Fide Tender (Appendix 3)
  - 1.10.6 A completed Form of Bid (Appendix 4)
  - 1.10.7 A completed references sheet - 3 references who have received a similar service in the past 24 months (Appendix 5)
  - 1.10.8 A Method Statement

Contractors shall submit as part of their quotation a Preliminary Method Statement. The following information should be submitted in support of the method statement, which must fully explain how the works will be progressed and maintained. The statement must include the following detail to aid Tender evaluation:

Staffing Details - Include the qualifications and experience of key staff and management, including any Sub-Contractors.

Vehicle and Machinery Details – Numbers and type of machinery and equipment to be employed during the contract including maintenance, overnight storage etc.

Programme and Method of Working - to show the individual work items and their interrelations. The Method Statement should clarify that the Tenderer has fully appreciated the scale and scope of work and how the main activities will be performed to achieve the final project outcomes.

Health and Safety – To adhere to all relevant Health and Safety Regulations and Risk Assessments to be carried out.

## **2. Clarification Requests**

2.1 All clarification requests should be submitted to [info@fleet-tc.gov.uk](mailto:info@fleet-tc.gov.uk) or Tel: 01252 625246 with a confirmation email.

2.2 The Town Council is under no obligation to respond to clarification requests received after the Clarification Deadline (detailed in section 7).

2.3 Any clarification requests should clearly reference the appropriate paragraph in the ITT documentation.

2.4 Fleet Town Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If Fleet Town Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to Fleet Town Council responding to all potential suppliers.

Clarification requests and the Council's response will be uploaded to the contract finder page.

2.5 Fleet Town Council may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to the Town Council by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

## **3. Evaluation of Bids**

**Stage 1:** *Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tender responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this ITT and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.*

**Stage 2:** *If a bidder succeeds in passing Stage 1 of the evaluation, then it will have its detailed tender response to Fleet Town Council's requirements evaluated by an evaluation panel in accordance with the criteria set out below.*

3.1 Tenders will be evaluated on the basis of the most economically advantageous offer to the Council. The criteria to be considered in the assessment are:

- Corporate - experience, references, location, company size, financial 10%
- Price 10%
- Adherence to the brief 40%
- Method Statement 15%
- Quality of Floral Displays and Sustainable working practices 25%

3.2 Tenderers are encouraged to provide as much detail as possible to enable the Council to undertake a thorough price and quality evaluation.

## **4. Award Criteria**

4.1. The following weighting will be allocated to the assessment criteria:

- Corporate – experience, references, location, company size, financial
- Price
- Adherence to the brief
- Method Statement
- Quality of Floral Displays and Sustainable working practices

4.2 The tenderer receiving the highest score in each category will be awarded the maximum percentage and the other tenders will be allocated a percentage relative to their score over the highest score. The winning tender response shall be the tender response scoring the highest percentage score out of 100 when applying the evaluation methodology.

4.3 Award Criteria Scoring

Criteria		Max score available	Total Score
Corporate		10%	
Price		10%	
Adherence to the Brief		40%	
Method Statement		15%	
Quality of Floral Displays and Sustainable working practices		25%	
			TOTAL

## **5. Award Process**

5.1 Tenderers will be notified simultaneously and as soon as possible of any decision made by the Council during the tender process, including award. When the Council has evaluated the tenders, it will notify all tenderers about the intended award.

5.2 Acceptance of the tender by the Council shall be in writing and shall be communicated to the Tenderer. Upon such acceptance the Contract shall thereby be constituted and become binding on both parties, and, notwithstanding that, the Contractor shall upon request of the Council execute a formal contract in the form contained in the Contract Documents.

## **6. Key Documents and further information**

Further relevant documents / information are provided as appendices as listed below:

1. Tenderer Questionnaire
2. Anti Collusion
3. Certificate Bona Fide Tender
4. Form of BID
5. References Form

## **7. Timings**

<b>Dates</b>	<b>Event</b>	<b>Comments</b>
5 <sup>th</sup> October 2022	Documents available online	
7 <sup>th</sup> November 2022	Clarification Requests deadline	
16 <sup>th</sup> November 2022	All bids to be returned to Fleet Town Council	Bids will then be appraised by Council & Report made
28 <sup>th</sup> November 2022	To Note - Report to Council to be finalised by	
7 <sup>th</sup> December 2022	Full Council Meeting - winning bid to be approved	
One day w/c 12 <sup>th</sup> December 2022	Announcement of approved contractor	
End March 2023	Core testing of lampposts completed by Fleet Town Council	
End March 2023	Submission of application to Hampshire County Council and Southern Electric by Fleet Town Council	A risk assessment, public liability / insurance, weights/design specs and installation /removal procedures will be required from contractor for submission
June – Oct 2023	Floral Displays	

**Tenders to be received by 12 Noon on Wednesday 16<sup>th</sup> November**

Tenderers shall ensure that their tender arrives on time. No tender will be accepted if it is received after the stated arrival time.