



## 1. Tender Process and Evaluation

- 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.
- 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.
- 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. A bidders day is arranged to meet with the Cemetery Clerk on Wednesday 8 December 2021 at 12 noon at Fleet Cemetery.
- 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 including the methods of construction, the construction program and proposed management of the project.
- The Contractor will provide a fixed price Tender. An indicative Bill of Quantities is provided for guidance, and the Tenderer shall complete the Bill but include an appropriate adjustment in the Lump Sum items to determine the Fixed Price.
- 6 copies of the tender and all accompanying A3 drawings/documents are to be delivered no later than **12 noon on Tuesday 4 January, 2021** and electronically by USB stick. Tenders to be delivered to: **The Town Clerk, Fleet Town Council, The Harlington, 236 Fleet Road, Fleet GU51 4BY.**
- The project plan and timetable shall form part of the tender submission
- 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:
  - 1..1. **Staffing Details** - Include the qualifications and experience of key staff and management, including any Sub-Contractors. The number of operatives on site.
  - 1..2. **Vehicle and Machinery Details** – Numbers and type of machinery and equipment to be employed on the works Including maintenance, overnight storage etc.
  - 1..3. **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.
  - 1..4. **Health and Safety** - Including how the CDM Regulations will be dealt with and Risk Assessments carried out.

1..5. **Environmental and Community Issues** - Sustainability of materials including chemicals etc. Means of limiting impact on immediate residential properties.and users of the cemetery.

- The Tenderer shall read and agree to comply with the statement made in the Anti-Collusion certificate shown in Appendix 1. The Contractor will sign, date and address this certificate as part of the Tender
- The Tenderer will complete the Certificate of Bona Fide Tender - Appendix 2

## 2. Evaluation of Bids

- 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;
  - Value for money
  - Adherence to the Specification
  - Method statement
  - Period for Completion (works schedule)

2.1 Particular account will be taken of the innovative design of the refurbishment of the toilet block and store (Area 2) and its blending with the local environment.

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

## 3. Award Criteria

3.1 The following weighting will be allocated to the assessment criteria

- Value for money 40%
- Adherence to the Specification 20%
- Method statement 20%
- Period for Completion (works schedule) 20%

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.

## 3.2 Award Criteria Scoring

	Value for money	Adherence to the specification	Method Statement	Period for Completion (Works schedule)	Total	Total % score
Max percentage points	40%	20%	20%	20%	100%	
Max points per area	5	5	5	5		
Percent per point	8.00%	4.00%	4.00%	4.00%		
Cemetery Extension					0	0.00%
<b>Total Points</b>					<b>0</b>	<b>0.00%</b>

#### **4 Award Process**

- 4.1 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.
- 4.2 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.

#### **Tenders to be received by 12 Noon on Tuesday 4 January, 2021**

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

## Appendix 1

### Anti-Collusion Certificate

1. We certify that this certificate is made in good faith, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.
2. We also certify that we have not, and we undertake that we will not, before the award of any contract for the work:
  - (i)
    - (a) communicate to any person (outside this agreement), other than The Secretary of State or a person duly authorised on his behalf, the amount or approximate amount of the tender or proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
    - (b) enter into any agreement or arrangement with any person (outside this agreement) that they shall refrain from tendering; that they shall withdraw any tender once offered; or vary the amount of any tender to be submitted.
  - (ii) pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person (outside this agreement) for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work, any act or thing of the described in (i)(a) or (b) above.
3. We further certify that the principles described in "(i) and (ii) above have been, or will be, brought to the attention of all subcontractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such subcontractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.
4. In this certificate, the words:
  - (i) 'person' includes any persons and any body or association, corporate or unincorporated;
  - (ii) 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not;
  - (iii) 'the work' means the work in relation to which this tender is made.

Signature: .....

Dated: .....

Duly authorised to sign tenders and acknowledges the contents of the  
Anti- Collusion Certificate for and behalf of:

## **Appendix 2**

### **CERTIFICATE OF BONA FIDE TENDER**

#### **TENDER FOR: - Extension to Burial area at Fleet Cemetery**

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do any time before the hour and date specified for the return of this tender, any of the following acts: -

(a) Communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.

(b) Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.

(c) Offering or paying or 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 tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons, any body or association, corporate or unincorporated and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signed (as in Form of Tender) ..... Date .....

For and on behalf of .....