

## **Invitation to Tender**

**Supply and installation of play  
equipment for new play zone,  
Ruan Minor Play Area**

**Ref: GRPC01**

## **1. About Grade Ruan Parish Council**

Grade Ruan parish is located on the Lizard, near Helston, Cornwall. A rural parish with strong fishing links, the parish includes the small settlements of Ruan Minor, St Ruan, Cadgwith, Ruan Major and Kuggar. The parish council is responsible for maintaining various amenities including the play area at Ruan Minor, situated near the recreation ground/football pitch and the pavilion.

## **2. Background and Context**

The playing field currently has only two items of play equipment, with very limited play value, and so the parish council is seeking tenders for the supply and installation of new play equipment and safety surfacing. This provision of a new 'play zone' aims to create an exciting and inclusive new play space for the parish.

The project includes:

- production of a simple concept design to be used for consultation purposes
- supply and installation of new play equipment, new fencing, safety surfacing and associated groundworks.
- RoSPA post installation, inspection and approval.

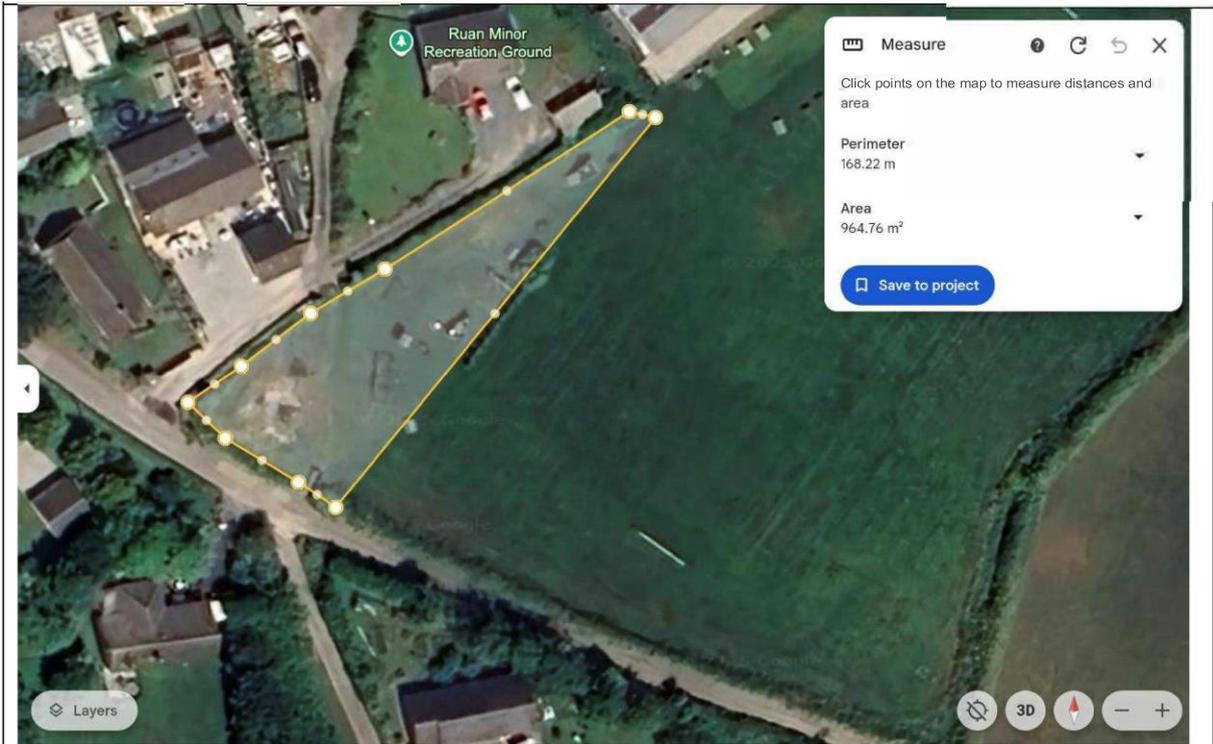
The play area has a vehicular access via maintenance gate. Any damage to the grass between the gate and the play area to be kept to an absolute minimum.

The purchase of this system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender.

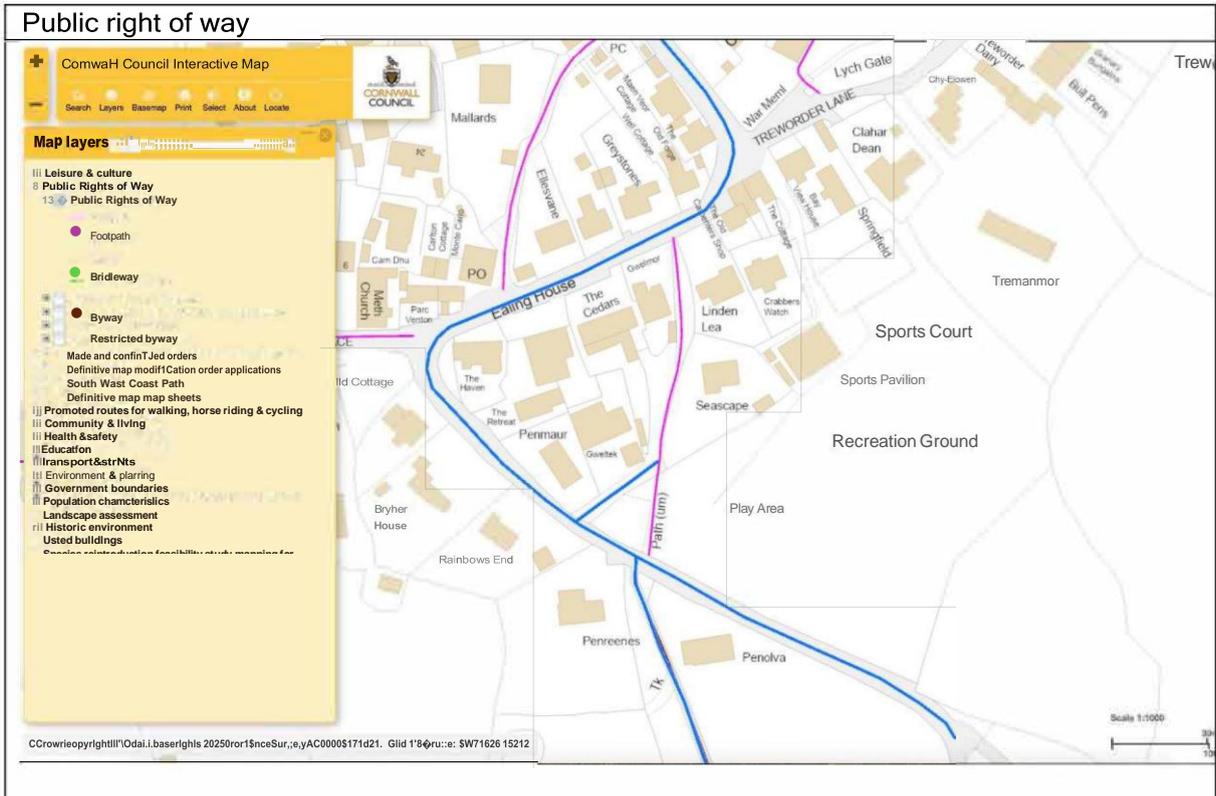
## **3. Tender requirements**

The successful tenderer will be expected to undertake the following activities:

- 3.1. Act as the Principal Contractor in accordance with the Construction (Design and Management) Regulations 2015 to deliver the following scope of works
- 3.2. The site is located at Ruan Minor, Helston, Cornwall  
<https://maps.app.goo.gl/14UQHMRvRsw219zy9>



Area is approximately 965m<sup>2</sup>



3.3. Site preparation for installation of new equipment.

- a. New play equipment supply and installation
- b. Provision of a range of durable and exciting play equipment for children aged 5 -14 years old.
- c. Installation of equipment, ensuring compliance with British Standards BS EN 1176 and BS EN 1177).
- d. It is important that equipment should have ample inclusive access
- e. Installation of suitable safety surfacing, such as rubber mulch, wet pour, or another impact absorbing surface.



Existing junior multi play unit – to be retained



3.4. Groundworks and landscaping

- a. Any required groundworks, including levelling, drainage and landscaping
- b. Edge treatment for safety surfaces
- c. Provision of benches and bins as appropriate

3.5. Fencing

Perimeter fencing (approximately 168.22m) at a suitable height around the site, with a section of 3m high mesh fencing with metal posts (approx. 20m long) to shield play equipment from the adjacent football pitch.



### 3.6. Safety and Compliance

- a. All works must meet health and safety regulations, including RoSPA inspection standards upon completion.
- b. Contractors must ensure that all materials used are safe, durable and long-lasting. Durability to take into account the coastal location of the site.
- c. Provision of maintenance guidelines and guarantees for the equipment.

## 4. Budget

The total maximum budget available for this commission is £138,000 (exc VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

## 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until acceptance by Grade Ruan Parish Council . The timetable for submission of the Tender, completion of the programme are set out below:

<b>Milestone</b>	<b>Date</b>
Date ITT available on Contracts Finder	14 February 2025
Last date for raising queries	1700 hrs 28 February 2025
Last date for clarifications to queries	1700 hrs 4 March 2025
<b>Deadline to return ITT</b>	<b>1700 hrs 18 March 2025</b>
Evaluation of ITT	19 -24 March 2025
Preferred supplier notified	25 March 2025
Award of Contract	1 May 2025 This is subject to successfully obtaining grant funding
Work Commence	14 July 2025
Work completed no later than	30 November 2025

## 6. Tender submission requirements

Please include the following information in your Tender submission.

### 6.1 Covering letter (two sides of A4 maximum) to include:

- a. A single point of contact for all contact between the tenderer and Grade Ruan Parish Council during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
- c. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
  - i. Professional Indemnity Insurance with a limit of indemnity of not less than one million (£1,000,000),
  - ii. Employers Liability Insurance with a limit of indemnity of not less than two million (£2,000,000)
  - iii. Public Liability Insurance with a limit of indemnity of not less than two million (£2,000,000).
- d. Conflict of interest statement as per section 8
- e. Warranties

### 6.2 Full design including 3D visualisation or equivalent.

### 6.3 Project Method Statement. This should include:

- a. The management organisation of the company to include who will

be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).

b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.

6.4 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed.

6.5 Budget

## **7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Grade Ruan Parish Council.

## **8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Grade Ruan Parish Council or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Grade Ruan Parish Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

## **9. Tender clarifications**

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

[clerk@grpc.org.uk](mailto:clerk@grpc.org.uk)

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Grade Ruan Parish Council to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or

other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Grade Ruan Parish Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

## 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

### Tender returns will be assessed on the basis of the following tender award criteria

Ref 6.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 6.1	Pass/ Fail
Ref 6.2 Design and materials	40
Full design including 3D visualisation or equivalent	
Ref 6.3 Project Method Statement.	20
<p>a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).</p> <p>b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.</p>	
Ref 6.4	30
Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed.	
Ref 6.5 Budget	10
<p>A <b>fixed fee</b> for this work (exc VAT) including travel and other expenses</p> <p>The lowest bid will be awarded the full 10 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 10 x lowest bid / bid</p>	

## 11. Assessment of the Tender

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation

100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Grade Ruan Parish Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Grade Ruan Parish Council is not bound to accept the lowest price or any tender. Grade Ruan Parish Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Grade Ruan Parish Council 's internal procedures and Grade Ruan Parish Council being able to proceed.

### **13. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with Grade Ruan Parish Council standard terms and conditions available upon request.

#### **14. Tender returns**

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to

[clerk@grpc.org.uk](mailto:clerk@grpc.org.uk)

with the following message clearly noted in the Subject box;

**'Tender – Play Area GRPC01 - Confidential'**

**Tenderers are advised to request an acknowledgement of receipt of their email.**

#### **15. Disclaimer**

The issue of this documentation does not commit Grade Ruan Parish Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Grade Ruan Parish Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Grade Ruan Parish Council and any other party (save for a formal award of contract made in writing by Grade Ruan Parish Council or on behalf of Grade Ruan Parish Council ).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Grade Ruan Parish Council or any information contained in Grade Ruan Parish Council 's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Grade Ruan Parish Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Grade Ruan Parish Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Grade Ruan Parish Council liable for any costs or expenses incurred by tenderers during the procurement process.