**Invitation to Tender**

**Carwinion Playing Field MUGA**

**Ref: 26108:24**

# 1. About Mawnan Parish Council

Mawnan Smith, at the centre of the parish, was for years a staging post for shipping goods and produce across the Helford River to the Lizard peninsula. The name of the village came from the four blacksmiths’ “smithies” which were there for years.

Mawnan is at the centre of the three sub tropical gardens:  
Glendurgan, Trebah and Penjerrick, gardens which attract thousands of tourists and local visitors every year. There is an extensive network of public footpaths around the picturesque coastal areas of the Helford River.

The centre of Mawnan Smith village has a thatched roof pub, the Red Lion, a well used cafe, and general stores together with an estate agent, holiday home agents, hairdresser, charity shop, doctor’s surgery, a childrens design & create studio, electricians and the Parish Council Offices. The Mawnan Craft Centre (formerly The Anvil Trust) is home to a bespoke sign-writer, Artisan Jewellery designer, Furniture Maker and our blacksmith in residence. There are also a number of smaller business that are run from homes across the parish – including a florist, Hog Roast caterers, fish cookery school, dispensing opticians, plant hire firm (equipment, not yucca!) and bespoke cake maker.

The Memorial Hall is the hub of village activities promoting over four hundred and fifty separate events including the summer craft market and the village show, both held annually.

Mawnan Parish enjoys many community activities: The Mawnan Community Association; Drama and Panto Group; Friendship and Luncheon Clubs;  Mawnan Wives; Women’s Institute; Brownies and Guides; Local History Group; Playgroup; Mums and Toddlers and Youth Clubs and The Rendlesham Trust.  Take a look at the [Community Website](http://www.mawnanparish.co.uk/community/mawnan-parish-15232/home)or Mawnan Smith FaceBook page ([@mawnansmithcornwall](https://www.facebook.com/mawnansmithcornwall/?redirect=false)) for so much more on our wider community and activities.

There is also a wide range of sporting clubs: Bowling; Cricket; Football; Golf; Tennis; Swimming; Snooker; Table Tennis; Gig Rowing; and Sailing.  We have yoga, pilates, boxercise, zumba and veraflow classes taking place round the village whilst other recreational and sports events make use of the Carwinion Trust’s sports amenities and the Junior Playing Field. And don’t forget the activities on the water including SUP, coasteering, fishing, kayaking, guided river cruises, boat hire or just being lazy and taking the ferry across from Helford Passage.

The Parish Council provides services for, and manages and maintains the assets of Mawnan Parish, and sets itself high standards of governance.

# 2. Background and Context

We wish to procure a Multi Games Area.

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 Design Specifications**

Enclosure 1 Drawing Set (see 3.2)

**3.2 Drawing set**

**Enclosure 1: Drawing Set Zip file containing:**

1. 21608-SK01 – Block Plan
2. 216809.09 C – Proposed site Plan
3. 216809.10 B – West and South Elevation
4. 216809.11 B – East and North Elevation
5. 216809.12 B – Full West Elevation and MUGA Illustration
6. 216809.13 - Proposed Games Wall sheet 1 of 2
7. 216809.14 - Proposed Games Wall sheet 2 of 2
   1. The MUGA must be designed to Sport England’s Level 4 in accordance with the agreed drawing set.
   2. Provide a costed option for a 3 metre high fence
   3. Provide a costed option for appropriate floodlights

**3.4** Shared Prosperity Fund Branding and Publicity Guidance <https://ciosgoodgrowth.com/wp-content/uploads/2024/02/UK-SPF-_-Branding-and-Publicity-V12.pdf>

The supplier’s attention is drawn to:

*Plaques and Billboards All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*. ‘This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.’*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

Mawnan Parish Council will provide the Plaque and Billboard but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

4**. Budget**

The budget available for this commission is £115,000 (exc VAT) but inclusive of all expenses.

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 budget for 3.3.

# 5. Tender and commission timetable

The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 20 August 2024 |
| Site visit to be arranged by email with:  [Clerk@mawnan.org.uk](mailto:Clerk@mawnan.org.uk) | 21-27 August 2024 |
| Last date for raising queries | 1700:28 August 2024 |
| Last date for clarifications to queries | 1700:29 August 2024 |
| Deadline to return ITT | **1700: 8 September 2024** |
| Evaluation of ITT | 9-10 September 2024 |
| Award of contract | 13 September 2024 |
| Start of work | 23 September 2024 |
| Completion of work | 31 October 2024 |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

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

1. A single point of contact for all contact between the tenderer and Mawnan Parish Council during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Professional Indemnity Insurance with a limit of indemnity of not less than Five million (£5,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
7. Conflict of interest statement
8. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see Section 3)

6.2 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.

6.3 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.

c. The details of your design proposals

d. Monthly valuation forecast

6.4 Budgets

* 1. Budget for 3.1-3.3.
  2. Budget for Option 1 at 3.4.
  3. Budget for Option 2 at 3.5

**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 Mawnan 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 Mawnan 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 Mawnan 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@mawnan.org.uk](mailto:Clerk@mawnan.org.uk)

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

Responses to clarifications will be anonymised and uploaded by Mawnan 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 Mawnan 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 Previous examples | 20 |
| 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 6.3 Project Method Statement | 30 |
| 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.  c. Details of any design proposals  d. Monthly valuation forecast |  |
| Ref 6.5 Budget for 6.4.a only | 50 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 50 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 = 50 x lowest bid / bid |  |

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, Company name 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.

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

**12. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this ITT and the tenderer’s response.

# 13. 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@mawnan.org.uk](mailto:Clerk@mawnan.org.uk)

with the following message clearly noted in the Subject box;

Carwinion MUGA Tender Response

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

# 14. Disclaimer

The issue of this documentation does not commit Mawnan 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 or its agents and any other Mawnan Parish Council, or any part thereof, shall be taken as constituting a contract, agreement or representation between Mawnan Parish Council and any other party (save for a formal award of contract made in writing by Mawnan Parish Council or on behalf of Mawnan 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 Mawnan Parish Council or any information contained in Mawnan 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 Mawnan Parish Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Mawnan 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 Mawnan Parish Council liable for any costs or expenses incurred by tenderers during the procurement process.

# 15. Enclosures

1. Drawing set