

## **INSTRUCTIONS AND INFORMATION ON TENDERING FOR SPC WORKS**

1. These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact the office on the contact details provided if you have any doubts as to what is required, or you have difficulty in providing the information requested. Pre-tender negotiations are not allowed.
2. Incomplete Tender – Tenders may be rejected if the information asked for in the invitation to tender and specification is not given at the time of tender.
3. Returning Tenders – Electronic copies of tenders should be submitted as set out in these documents.
4. Acceptance of a tender – By issuing this invitation the Council is not bound in any way and does not have to accept the lowest or any tender and reserves the right to accept a portion of any tender unless the tender expressly stipulates otherwise.
5. Inducements – Offering an inducement of any kind in relation to obtaining this or any other contract with the Council will mean the Council will disqualify your tender from being considered and may constitute a criminal offence.
6. Confidentiality of Tenders – Please note the following requirement. You may not:-
  - Tell anyone else what your tender price is or will be before the time limit for delivery as stipulated.
  - Try to obtain any information about any other tender before the time for delivery.
  - Make any arrangement with any organization about whether or not they should tender, or about their tendered price.

Failure to comply with these conditions may disqualify your tender.

7. Costs and Expenses – You will not be entitled to claim from the Council any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.
8. Evaluation Criteria – All tenders will be considered in a manner that ensures they are evaluated fairly.
9. Freedom of Information – The Parish Council is committed to openness and transparency and to meeting its responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Council may need to be disclosed in response to a request under the Act. If you consider that any of the information you submit is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, the Council may still be required to disclose it under the Act if a

request is received. Please also note that the receipt of any mail marked “confidential” or equivalent by the Council should not be taken to mean that the Council exclude any data of confidentiality by virtue of that marking. If a request is received, the Council may be required to disclose details of unsuccessful tenders.

10. Validity of Tenders – Due to the intensive evaluation process, the Council requires tenders to remain valid for at least three months.
11. Basis of Contract – The specification and the Terms and Conditions, together with any special requirements will form the basis of the contract between the successful contractor and the Council.
12. Personnel Security Standard – The successful contractor will need to assure the Council that staff supplied under the contract, including its own staff and those of sub-contractors who need unsupervised access to the Council’s assets, including but not limited to premises, IT equipment and classified information may require Disclosure Barring Standards.
13. Tenders should be presented in the following format: -
  - Section 1 – Table of Contents
  - Section 2 – Management Summary
  - Section 3 – Meeting the Specification
  - Section 4 – Cost and Charging Arrangements
  - Section 5 – Declarations, Undertakings and Attachments.
  - Section 6 - Rams/Insurance
14. Risk Assessments/Method Statements/Public Liability Insurance – Copies of Method Statements, Risk Assessments for this work together with a copy of Public Liability Insurance Cover for the sum of £10million must be provided.
15. Conclusions- Whilst every endeavour has been made to give an accurate description of the Council’s requirements, Contractors should make their own assessment about the methods and resources needed to meet this requirement.