**INVITATION TO TENDER**

**Castle Hedingham Play Provision**

**PROCUREMENT PROCEDURE: Tender**

**Supplier Response Document**

**Mandatory Requirements & Quality Statements**

|  |  |  |
| --- | --- | --- |
| **Name of Tenderer:** | <<Complete full name of tenderer submitting the information>> | |
| **Deadline for submission:**  (UK date and time) | **DATE:** | **18th November 2019** |
| **TIME:** | **5.00pm** |

|  |  |
| --- | --- |
| **Status:** | FINAL |
| **Version:** | 0.4 |
| **Date:** | 30/09/2019 |

Text marked <<BLUE>> must be completed by the Tenderer.

Completed tender documents must be submitted in accordance with the instructions given in the Invitation to Tender.

**APPENDICES SUPPLIED SEPARATELY AND FORMING PART OF OUR PART A (MANDATORY REQUIREMENTS & QUALITY STATEMENTS) SUBMISSION:**

|  |  |
| --- | --- |
| **Appendix Ref.** | **Appendix Title** |
| Appendix A1 | <<Completed by the Tenderer>> |
| Appendix A2 | <<Completed by the Tenderer>> |
| Appendix A3 | <<Completed by the Tenderer>> |

**RESPONSE TO SPECIFICATION**

Tenderers must provide Quality Statements in response to the questions prefixed “QS” below. Quality Statements must describe how the tenderer will meet the requirements of the contract.

Tenderers are required to respond to all of the questions below.

Please adjust as necessary the size of the ‘response’ box in order to accommodate your response.

Tenderers are referred to the Invitation to Tender and reminded that evaluation of their Quality Statements will account for 75% of the evaluation.

**Mandatory Requirements**

Requirements in this section are MANDATORY requirements and MUST be met by Tenderers. Failure to meet any of the Mandatory Requirements will result in the tender being deemed non-compliant and the tender will be discounted from further consideration.

Tenderers are required to read the particular requirements in this section and then select ‘Yes’ for when they can meet the requirement or ‘No’ if they cannot meet the requirement.

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| **No.** | **Mandatory Requirements (Project Specific)** |
| **MR1** | **Play Standards**  All BSEN Standards are met, BSEN 1176, BSEN1177 and BS7188.  Please confirm you meet this mandatory requirement. |
| **Response:**  YES / NO |
| **MR2** | **Health and Safety**  All relevant health and safety requirements are adhered to.  Please confirm you meet this mandatory requirement. |
| **Response:**  YES / NO |
| **MR3** | **FSC Certification**  Wood products must be supplied as FSC certified or evidenced as appropriately sourced.  Please confirm you meet this mandatory requirement. |
| **Response:**  YES / NO |

**Quality Statements**

Please respond to the questions below. Your responses will tell us How, Who, What, Where, When and Why. Your responses are your opportunity to convince us that you should be awarded the contract. Please ensure that your responses are relevant and proportionate. You must respond fully to each question.

A word limit is stated for each response. If a response exceeds the stated word limit then the words over that limit will not be read and a score will be awarded on this basis.

Please read the Specification carefully and complete your responses where indicated.

Depending on the response given a score of 0 to 10 will be given per question.

The evaluation methodology is described in the Invitation to Tender.

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| **No.** | **Question** |
| **QS1** | **Design & Landscaping**  Explain why you have chosen the submitted designs for the site and how they incorporate the environment and surroundings of the site. |
| Response:  **Word limit: 1500 words, attach relevant pictures and information as an appendix (Appendix F1).**  <<RESPONSE>> |
| **QS2** | **Play Value, Experience & Equipment**  How have you met the brief of:  Meeting the10 principles of designing Successful Play Spaces  How does your design offer inclusive play to all its users, advise how this is achieved and provide details of all elements of play & functionality  Where is the timber sourced and does it have the FSC forestry seal of approval? |
| Response:  **Word limit: 1000 words, attach relevant pictures and information within to be added as an appendices (Appendix F2).**  <<RESPONSE>> |

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| **QS3** | **Installation & Contracting**  If using 3rd party installers, which contractors will you look to use?  How will they be managed from start date to sign off and how often will someone be onsite throughout that period?  How will you liaise with ourselves and communicate updates?  Will you incur extra costs to ensure all work meets the specification and necessary standards? |
| Response:  **Word limit: 300 words, appendices and attachments will not be evaluated.**  <<RESPONSE>> |
| **QS4** | **Community Engagement**  Please provide details of how you would engage the community in your proposed design, take on board any feedback received and continue to engage the community throughout the build process. |
| Response:  **Word limit: 300 words,**  <<RESPONSE>> |
| **QS5** | **Warranty & Guarantees**  What warranty will you offer for equipment and surfacing?  How will you formally handover the newly installed equipment and completed works?  What post installation support do you offer?  Are your spares costs fixed for a 12 month period post installation?  What are the delivery timescales on all parts including spares and equipment used? |
| Response:  **Word limit: 500 words, Itemised list of spares and costings to be added as an appendices (Appendix F3).**  <<RESPONSE>> |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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| --- | --- |
| **Contact details and declaration** | |
| **Question** | **Response** |
| Contact name | <<RESPONSE>> |
| Name of organisation | <<RESPONSE>> |
| Role in organisation | <<RESPONSE>> |
| Phone number | <<RESPONSE>> |
| E-mail address | <<RESPONSE>> |
| Postal address | <<RESPONSE>> |
| Signature (electronic is acceptable) | <<RESPONSE>> |
| Date | <<RESPONSE>> |