



BLANDFORD FORUM TOWN COUNCIL

Instructions and Information on the Tendering Procedures

Specification

During the ROSPA inspections which took place in 2025, and from in house safety checks, it became apparent that the safety surfacing at three of the Town Council's Play Areas needed replacing and in addition some individual items of play equipment needed upgrading.

The Town Council is therefore seeking tenders for works to be carried out at the following three play area sites:

Langton Play Area (on-street parking):

- Replacement Surfacing under the following items of play equipment: Toddler Swing, Spring Rocker & Multi-Play Tower Unit (NB: basket swing removed from this).
- Removal and disposal of existing edgings
- Removal and disposal of existing surface
- Regrade of subbase level and compact
- Supply and install new surfacing
- Supply and install new wear pads under swing seats
- Large Multipurpose play equipment – Replace Grass Mats with new.

Replacement Equipment:

- Removal and disposal of existing balance bar (part of the fitness trail), and installation of new.

Larksmead Play Area (parking on site):

- Replacement Surfacing under the following items of play equipment: Toddler Swing and Basket Swing Set, Spinner, Sit-On Spinner, Junior Swing and See-Saw. Please note this does not include two items of equipment (tower unit and springer with darker surfacing shown in an accompanying document at Appendix A).
- Removal and disposal of existing edgings
- Removal and disposal of existing surface
- Regrade of subbase level and compact
- Supply and install new surfacing
- Supply and install new wear pads under swing seats

Replacement Equipment:

- Removal and disposal of existing Seesaw and installation of new Seesaw.
- Removal and disposal of existing quad springer and installation of new similar multi-user unit.
- Removal and disposal of existing flat swing seats x 2 and replaced with new.
- Replacement of cradle swing x 1 (including seat, shackles and chains, but not frame).

Twinned with Preetz, Germany



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Dorset DT11 7AD



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Park Road Play Area (parking on site):

- Replacement Surfacing under the following items of play equipment: Toddler Swings, Spinning Bowl, Springer and New Multi Play unit.
- Removal and disposal of existing edgings
- Removal and disposal of existing surface
- Regrade of subbase level and compact
- Supply and install new surfacing
- Supply and install new wear pads under swing seats

Replacement Equipment:

- Removal and disposal of existing Tower Multi-Play Unit, to be replaced by a similar unit.
- Replacement of existing cradle swing with new (including seat, shackles and chains, but not frame).

Additional Information

- Play areas to be closed to the public during the works.
- Items to be replaced to match existing as closely as possible to a-like quality.
- Surfacing colour to be green.
- The tender cost must include all supply and installation costs.
- Any failures/problems shall be rectified at Contractor's own cost.
- All play equipment and safety surfacing to be compliant with relevant British Safety Standards and other relevant standards.
- Please include the following in your tender: detailed quotation, images, details of future maintenance requirements and expected/guaranteed life of equipment, and examples of two other similar projects. Please also specify if a deposit is required, if not the payment will be made in full at the end of the works upon receipt of invoice.
- Please see location plans attached at Appendix A. This should provide ample information to visit the sites without a member of Town Council staff in attendance, but please contact the Town Clerk should you require a site meeting.
- There are no services running through the sites.
- The minimum and maximum amounts of £48,000 to £72,000 include VAT.

This information is designed to ensure that all tenders are given equal and fair consideration. It is important, therefore, that you provide all information asked for in the format and order specified.

Please contact the Town Clerk if you have any doubts as to what is required or if you will have difficulty in providing the information requested.

Please note that references to BFTC throughout these documents mean Blandford Forum Town Council.

Time and Date for return of tenders 12:00 noon on 2nd February 2026

Method of Return of Tenders	Via email to Mrs Linda Scott-Giles at linda@blandfordforum-tc.gov.uk or via post/courier to the office address below
Expected Date of Award	w/c 2 nd March 2026
Date contract expected to commence	As soon as possible after award of contract
Arrangements for enquiries/questions	Linda Scott-Giles, Town Clerk Email: linda@blandfordforum-tc.gov.uk Office: 01258 454500

1. General

- 1.1 The Town Council does not undertake to accept any quotation and will not reimburse any bidding costs.
- 1.2 Suppliers must obtain for themselves all information necessary for the preparation of their quotation and satisfy themselves that the quality and standards specified by themselves or the Council are appropriate. Information supplied to suppliers by the Council's staff or contained in the Council's publications is supplied only for general guidance in the preparation of the quotation. Suppliers must satisfy themselves as to the accuracy of any such information, and no responsibility is accepted by the Council for any loss or damage of whatever kind and howsoever caused arising from the use by suppliers of such information.
- 1.3 Confirmation of work hours, storage and materials, access, location of waste/storage or skips, location of secure work compound and welfare facilities, final programme of works, method statements and risk assessments shall be agreed with the Town Council prior to the commencement of works.
- 1.4 All current and relevant legislation must be adhered to, including the Construction (Design and Management) Regulations (2015).
- 1.5 Suppliers must be fully insured for this level of works, including a suitable level of public liability insurance.

2.0 Contract Period

- 2.1 The contract period is to be solely until the works outlined above have been completed to the successful 'sign-off' by the Town Clerk.

3.0 Alterations

- 3.1 Any modification which you may think is necessary is to be detailed separately. The Council's decision as to whether or not a quotation is in an acceptable form will be final. Where a bidder wishes to submit a modified or alternative bid this must be in addition to the original quotation submission and may or may not be considered by the evaluating committee. Any modified or alternative bid must be free of qualifications and state all cost implications. Any deviations from the specification and all risks and contingencies must be identified.

4.0 Incomplete Tender

- 4.1 Tenders will be rejected if the complete information called for is not given at the time of tendering. The tender package must be returned in its entirety.

5.0 Receipt of Tenders

- 5.1 Tenders will be accepted up to the time and date stated. Those received before that date will be retained unopened/unchecked until then. Please ensure that your tender is delivered no later than the appointed time. BFTC does not undertake to consider tenders received after that time. If hard copies are returned, they must be in an envelope which shall be sealed and bear the handwritten words **'Play Area Surfacing & Equipment (3 x sites), Blandford Forum, Dorset'**. Only original documents should be used. Any quotation received not complying with these requirements will be rejected.

6.0 Acceptance of Tenders

- 6.1 By issuing this invitation BFTC is not bound in any way and does not have to accept the lowest or any tender. The Council will seek to apply the best price-quality ratio in its decision-making processes and its selection criteria are detailed in this tender package. All applicants shall be notified of the outcome of the process.
- 6.2 The Town Clerk will produce a short-list from the tenders received, and the designs from this shortlist (with all identification marks being covered/removed) will be presented to the Town Councillors via the relevant Committee.
- 6.3 The Council expects to award the contract w/c 2nd March 2026.
- 6.4 Acceptance of the quotation by the Council shall be by e-mail and communicated to the supplier. Upon such acceptance the contract shall thereby be constituted and become binding on both parties. A bidder must not undertake any work until they have received official written notification that they have been awarded the contract by the Council and are required to start work or deliver materials.

7.0 Period for which Tenders shall Remain Valid

- 7.1 Unless otherwise stated by the tenderer, tenders shall remain valid for 90 days from the closing date for receipt of tenders.

8.0 Amendments to the Tender Documents

- 8.1 BFTC reserves the right to amend the enclosed documents at any time prior to the deadline for receipt of tenders. Any such amendment will be numbered, dated and issued by the Town Clerk. Where amendments are significant, BFTC may at its discretion extend the deadline for receipt of tenders and will be guided by the requirements of the Public Contracts Regulations 2015.
- 8.2 If a genuine error is discovered in a returned tender, BFTC will invite the tenderer concerned to correct the error.

10.0 Inducements

- 10.1 Offering an inducement of any kind in relation to obtaining this or any other contract with BFTC will disqualify your tender from being considered and may constitute a criminal offence.

11.0 Collusion

- 11.1 Bidders shall not discuss the submission they intend to make other than with professional advisers or joint bidders who need to be consulted. Bids shall not be canvassed for acceptance or discussed with the media, any other bidder, member or officer of the Council. In submitting a quotation, the bidder warrants that they have not breached competition law and have not made their quotation in collusion or collaboration with any third party.

12.0 Costs and Expenses

- 12.1 You will not be entitled to claim from BFTC any costs or expenses which you may incur in preparing your tender whether or not your tender is successful. (See also 1.1 above).

13.0 Financial Appraisal

- 13.1 BFTC may conduct a financial appraisal of your company in order to satisfy itself that you have sufficient means to perform the contract.

14.0 Confidentiality

- 14.1 All information supplied by BFTC to you must be treated in confidence and not disclosed to third parties except in so far as this is necessary to obtain sureties or quotations for the purposes of submitting the tender. All information supplied by you to BFTC will similarly be treated in confidence except that references may be sought from existing or past clients.

15.0 Evaluation Criteria

- 15.1 The tender process will be conducted to ensure that tenders are evaluated fairly to ascertain the tender that represents best value to BFTC.
- 15.2 Account will be taken of any factors which impact on the tenderer's suitability that emerge from the tendering process and relate to information supplied by the tenderer.
- 15.3 BFTC will produce a short-list from the tenders received. This short-list, and the equipment suggestions (with all identification marks being covered/removed), will be presented to the Town Council for consideration.
- 15.4 Contractors will also be considered in terms of recent similar projects, compliance and track record of health and safety on site and the clarity of the tender. Tenderers are asked to provide a minimum of two examples.
- 15.5 All tenders will be evaluated using the criteria overleaf.

Criterion	Weight	Excellent (5)	Good (4)	Fair (3)	Poor (1-2)
Value for money	20%	Clear breakdown, best lifecycle cost, ease of maintenance, good timescale for completion	Competitive price, good value maintenance, workable timescale	Average value, maintenance opportunities fair, longer timescale	Overpriced, low maintenance possibilities
Quality / Design	20%	Exceptional play value and materials used with eye-catching designs appealing to young children, fulfils brief	Strong play value, close to brief	Average design, parts of brief fulfilled	Poor design, brief not met
Health & Safety	20%	Strong evidence of excellent health and safety procedures	Some evidence of health and safety considerations	Limited evidence	None
Environmental Impact	20%	Sustainable materials, manufacturing processes, low carbon footprint	Some environmental measures	Limited effort and no evidence of consideration	None
Professional Capability	10%	Two examples of similar work in last two years, with contacts for relevant references	Two examples provided but not within last two years	Less than two examples of similar work carried out	Unable to provide examples of similar work carried out
Warranty	10%	10+ years	5-10 years	3-5 years	<3 years