**Great Cornard – The Stevenson Centre Recreation Ground Play Equipment Replacement & Enhancement**

**TENDER TIMETABLE**

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| **ACTION** | **TIMETABLE** |
| Tender publication | 17th January 2023 |
| Deadline for Tender returns | 10th February 2023 |
| Contract offer subject to outcome of grant submission to principal authority (90 days from 10th Feb 2023) | 11th May 2023 |
| Commence installation on site | To be discussed with successful Tender |

**Procurement Process**

All bids will be considered in conjunction with the Parish Council’s Standing Orders, Financial Regulations and Procurement Policy. Each bid will be marked against the Council’s Assessment Criteria which accompanies the Invitation to Tender.

Unsuccessful bidders will be notified as soon as possible and provided with feedback on their submission, after the successful bidder has been awarded the contract.

Details of the successful bid, including the contract value, will be shared on the Contracts Finder website once the contract has been awarded.

**Pricing**

All prices should be shown in line with the Tender Specification.

All pricing should be exclusive of VAT and valid for a period of at least **3 months** from the due date for the response.

Prices will be fixed and firm for the duration of the contract.

**Sustainability**

The tenderer must supply information about methods used to reduce environmental footprint in all aspects of the production, supply, transportation and installation of equipment.

The tenderer must also supply details of how the old equipment, impact absorbing tiles and any other site waste will be disposed of, whether landfill or recycled. All appropriate waste certificates must be supplied.

**Health and Safety**

The successful company will be required to submit all relevant Methodologies and Risk Assessments before any work commences.

All relevant liability insurance certificates must be provided before any work commences.

**Contract Conditions**

The successful contractor will enter a contract by way of tender/quote issued to Great Cornard Parish Council.

The contractor is responsible for complying with current BS EN 1176 standards that are relevant to the project. If there is evidence that the work does not conform to the required standard, and as a result the materials or workmanship are substandard or require replacement or repair, this will be completed at the cost of the contractor. The contractor must follow the Design and Management Regulations 2015, and will have the skills,, knowledge and experience necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

The successful contractor must provide evidence of Product Liability, Public Liability of no less than £5 million and Employers Liability Insurance, to the Parish Council within the tender response.

Confirmation of work hours, storage of materials, access, location of skips etc., a final programme of works and risk assessment/method statements will need to be finalised and provided to the Parish Council before works begin on site.

The area will be closed to allow for these works to be completed, but during installation the contractor will need to keep access points clear of equipment and provide suitable HERAS fencing and safety notices around the site.

On completion of the project, any areas that have been damaged during the installation such as fences and gates must be required to the original condition at the contractors’ expense.

**Finance**

The budget for this project is fixed at £70,000 excluding VAT. Bids outside of this will not be considered.

**Award Criteria and Evaluation Criteria**

Any contract(s) awarded because of this procurement will be awarded based on the offer that is most advantageous to the Parish Council.

All tenderers shall provide information which demonstrates their understanding of, and ability to meet, the specification. Unclear tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification.

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| **Category** | **Weighting** |
| Value for Money | 50% |
| Warranties and References | 15% |
| Health and Safety Record & Sustainability | 15% |
| Materials | 10% |
| Experience and Previous Work Examples | 10% |
| **Total** | **100%** |

**Questions about the Project**

Potential bidders may submit questions about the project to the Council Manager at [councilmanager@greatcornardpc.co.uk](mailto:councilmanager@greatcornardpc.co.uk).