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**VOLUME TWO – APPLICANTS OFFER (2)**

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| Contract for: Update playground and associated equipment, including all weather outdoor play area to provide a modern, fit for purpose play facility for a range of children of all ages – Camborne Recreation Ground, Camborne TR14 7PJ |

Closing time and date for return of submission:

**12:00 (Noon) – 17 February 2020**

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| **Name of Applicant:** |

This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted.

**SECTION 1 - General Notes**

* + 1. This document should be read in conjunction with the supporting information contained within Volume 1 “Invitation to Tender - Background Information, Instructions and Conditions of Tender” and associated documents also referenced.
    2. This document and associated documents will form the basis of the Applicants formal tender response. Care should be taken to ensure that it is completed accurately, and all information required to submit a compliant tender is done ahead of submitting any final response.

**SECTION 2 - Suitability Assessment**

**Notes for completion**

* + 1. The “Authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
    2. “You” / “Your” refers to the potential supplier completing this Suitability Assessment i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
    3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
    4. The Authority recognises that arrangements set out in section 1.2 of the standard Suitability Assessment, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
    5. For Part 1 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
    6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.
    7. The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the Authority is under a legal or regulatory obligation to make such a disclosure.

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| **Part 1: Potential supplier information**  Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration. | | | | |
| **Section 1** | **Potential supplier information** | |  | |
| **Question number** | **Question** | | **Response** | |
| 1.1(a) | Full name of the potential supplier  submitting the information | |  | |
| 1.1(b) – (i) | Registered office address (if applicable) | |  | |
| 1.1(b) – (ii) | Registered website address (if applicable) | |  | |
| 1.1(c) | Please mark ‘X’ in the relevant box to indicate your trading status | | 1. a public limited company |  |
| 1. a limited company |  |
| 1. a limited liability partnership |  |
| 1. other partnership |  |
| 1. sole trader |  |
| 1. other (please specify) |  |
| 1.1(d) | Date of registration in country of origin | |  | |
| 1.1(e) | Company registration number (if applicable) | |  | |
| 1.1(f) | Charity registration number (if applicable) | |  | |
| 1.1(g) | Head office DUNS number (if applicable) | |  | |
| 1.1(h) | Registered VAT number | |  | |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | |  | |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). | |  | |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | |  | |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. | |  | |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement | |  | |
| 1.1(l) | Please mark ‘X’ in the relevant box to indicate whether any of the following classifications apply to you | | 1. Voluntary, Community and Social Enterprise (VCSE) |  |
| 1. Small or Medium Enterprise (SME) |  |
| 1. Sheltered workshop |  |
| 1. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? | |  | |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate (Please enter N/A if not applicable) | | | |
| Name: | |  | |
| Date of birth: | |  | |
| Nationality: | |  | |
| Country, state or part of the UK where the PSC usually lives: | |  | |
| Service address: | |  | |
| The date they became a PSC in relation to the company (for existing companies the 06 April 2016 should be used): | |  | |
| Which conditions for being a PSC are met: | |  | |
| Over 25% up to (and including) 50% | |  | |
| More than 50% and less than 75% | |  | |
| 75% or more | |  | |
| 1.1(o) | Details of immediate parent company (Please enter N/A if not applicable) | | | |
| Full name of the immediate parent company: | |  | |
| Registered office address (if applicable): | |  | |
| Registration number (if applicable): | |  | |
| Head office DUNS number (if applicable): | |  | |
| Head office VAT number (if applicable): | |  | |
| 1.1(p) | Details of ultimate parent company (Please enter N/A if not applicable) | | | |
| Full name of the ultimate parent company: | |  | |
| Registered office address (if applicable): | |  | |
| Registration number (if applicable): | |  | |
| Head office DUNS number (if applicable): | |  | |
| Head office VAT number (if applicable): | |  | |
| **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.  I understand that the information will be used in to assess my organisation’s suitability to be invited to participate further in this procurement.  I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.  I am aware of the consequences of serious misrepresentation. | | | | |
| **Section 1** | | **Contact details and declaration** |  | |
| **Question number** | | **Question** | **Response** | |
| 1.3(a) | | Contact name |  | |
| 1.3(b) | | Name of organisation |  | |
| 1.3(c) | | Role in organisation |  | |
| 1.3(d) | | Phone number |  | |
| 1.3(e) | | E-mail address |  | |
| 1.3(f) | | Postal address |  | |
| 1.3(g) | | Signature (electronic is acceptable) |  | |
| 1.3(h) | | Date |  | |

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| **Section 3** | **Insurance** | |  | | | | |
| Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below(Please indicate your answer by marking ‘X’ in the relevant box): | | | | **Yes** | | | **No** |
| Employer’s (Compulsory) Liability Insurance = £5 Million | | | |  | | |  |
| Public Liability Insurance = £5 Million | | | |  | | |  |
| Product Liability Insurance = £5 Million | | | |  | | |  |
| \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | | | |  | | |  |
| **Section 4** | **Health and safety** | | | | | | |
| (Please indicate your answer by marking ‘X’ in the relevant box): | | | | **Yes** | | | **No** |
| Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | | | |  | | |  |
| Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.    The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | | | |  | | |  |
| If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | | | |  | | |  |
| **Section 5** | | **Environmental Management** | | | | | |
| (Please indicate your answer by marking ‘X’ in the relevant box): | | | | | **Yes** | **No** | |
| Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | | | | |  |  | |
| If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had notice served upon them for infringement of environmental legislation? | | | | |  |  | |

**SECTION 3 Specifications for Play Equipment and Materials (inc. Works Information and Site Information)**

* 1. **Project Background**

* + 1. The Authority is seeking to work in partnership with a playground provider for the updating of the playground and associated equipment, including all weather outdoor area to provide a modern, fit for purpose play facility for a range of children of all ages at the Camborne Recreation Ground, Camborne
    2. The Camborne Recreation Ground is Add: 2.5 acre open space in Camborne. The park has three access points (pedestrian and vehicle) on Crane Road, Camborne, TR14 7AH.
    3. The current play equipment has reached the end of its useful life. The existing equipment consists of MUGA football, MUGA Basketball, Agility Train, Carousel, Multi Play Unit, Swing Junior and Swing Toddler.
    4. The primary objective of the project is to secure the design of an attractive, imaginative and low maintenance new play space utilising the whole area To celebrate the history of Camborne, suppliers should consider incorporating Camborne’s Rich Mining History when submitting designs/themes.
    5. The installation of new play equipment for age range 0 to 16 years, with the focus primarily being on the 5-12-year range.
    6. The area should be enclosed with appropriate galvanised metal fencing suppliers must comply with the British and European Standard for playground equipment and surfacing BS EN 1176. and self-closing gate(s), which are wide enough to accommodate wheelchairs, prams, pushchairs and any maintenance equipment but to ensure that dogs are kept out. The design needs to ensure an area is allocated outside the play park for seating which will be installed separately outside the scope of this contract.
    7. Applicants are invited to submit innovative proposals within a maximum budget of £150,000 - 175,000.

* 1. **Core Requirements**
     1. To work within a maximum budget the Contractors would be required to:
* Propose an initial design layout for the park to include new play equipment (including surfacing), and all-weather outdoor play area;
* Undertake further consultation with the local community on the initial design layout at an event arranged by the Authority;
* Make amendments to the initial design layout (within the maximum budget), based on the results of the public consultation exercise, and agree the final design with the Authority;
* All necessary groundworks and site preparation;
* Dismantling remove and dispose of the existing play equipment and making good ground following removal;
* Apply for Planning permission if required;
* Supply, delivery and install the new play equipment and galvanised metal fencing in accordance with the final agreed design;
* Post Installation Inspection Report undertaken by an independent inspector (i.e. not part of the Contractor’s company). Any A-rated items / defects must be resolved to the Authorities satisfaction, and the Authority reserves the right to require B-rated items / defects to be resolved unless otherwise advised; and
* Project management (including compliance with relevant legislation including, but not limited to, Construction (Design and Management) Regulations 2015 CDM Regulations and relevant Health, Safety and Environmental legislation and provision of all management information and final handover documentation);
* All associated works including supply, delivery and install of fencing / street furniture (e.g. bins), surfacing / safety surfacing, landscaping and planting.
* In undertaking the work, the Contractor shall also ensure site security of the site / works and welfare for site operatives during the project;
* Providing necessary protection to boundaries, services, entry points, ground / surfaces and the site, make good at the end of the project.
  1. **Design Considerations**
     1. The Authority would like to see well thought out quality proposals which will be low ongoing maintenance, including consideration of:
* Suitable surfacing (i.e. durable and appropriate to location/ground conditions and type of equipment). The preference would be rubber surfacing with colourful graphics;
* High quality equipment and materials, i.e. durable and not prone to rapid deterioration and a design life of 15 years (minimum); and
* Sustainable to maintain with ability to obtain and replace parts if required i.e. stock parts that are easy to source and replace).
  + 1. The Authority welcomes incorporation of equipment or features which foster imaginative play e.g. creative, dramatic, role play, etc. but in a safe way where this does not conflict with ROSPA guidance or reduce the ease of maintenance or durability.
    2. The Authority is not prescriptive about the type of play equipment to be provided; however, considerations should be given to the community consultation already undertaken (see appendix A). This community consultation has provided an insight into the type of equipment desired this includes:
* Installation of updated play equipment to provide interesting and fun facilities for a wide range of children between 0-16, focusing on 5-12 age group but with an offering for Toddlers.
* Provide at least two play equipment items that are accessible and designed to consider use by disabled children.
* Equipment must include: slide, swings and a roundabout. May also include features such as: trampolines, climbing wall/feature, monkey bars and seesaws.
* There must be variety and consideration that over 30+ children can be in the park at one point (in a bottle neck between 3 local schools) so many play options provided to accommodate busy spells
* There is a keenness to ensure the park has a distinct style or centrepiece play equipment to make it stand out and attract visitors to the park from local and further afield areas.
* Flooring must be wet-pour/robust for heavy use and situation under trees.
* Play area must be fenced and additional seating within the area for parents.
* Play area must have easy access entrances and exits for wide prams and wheelchairs.
  + 1. The design should be innovative in order to make best use of space, including natural features and topography, and provide excellent play opportunities for children between the ages of 0 and 16, with a focus on children between 5 and 12
    2. It is expected that the facility should meet the standards of a Locally Equipped Area for Play (LEAP). The recommended distance between the proposed play area and the neighbouring properties is 20 metres.”
    3. Submissions should take account of good play area design guidance (e.g. Play England ‘Design for Play’ –

<http://www.playengland.org.uk/media/70684/design-for-play.pdf>

* + 1. The equipment needs to be of good value and with low running costs and maintenance requirements, however this should not mean an unimaginative play area without risk or challenge and at the expense of play value.
    2. The equipment must be robust enough to withstand heavy use and possible anti-social behaviour.
    3. A suitable warranty period will need to be provided, which will form part of the evaluation process.
    4. All equipment and surfacing must be constructed and installed to manufacturer’s instructions and current legislation i.e. BS EN 1176 and EN 1177.
    5. In general the play area should build on natural / Innovative / creative / imaginative / stimulating / challenging play opportunities are welcomed, particularly where they can balance this against a desire for low maintenance – accordingly they should be well designed, taking account of likely levels of use, grounds maintenance, sustainable surfacing, etc.
    6. Risk should not be designed out of the play areas but the play areas must ensure there is no unacceptable risk. The area should not be sterile, instead allowing children to develop in an environment with a level of risk and challenge.
    7. Designs should aim to make the space appealing for families not just children and create a place that will be valued, respected and protected by the community. Designs will need to consider ongoing maintenance and management regimes.
  1. **Play Equipment and Surfacing**
     1. All equipment and surfacing must be certified to BS EN 1176 and EN 1177 and the Contractor must provide certificates of testing and compliance. Equipment warranties will be required. All play area equipment should require a low level of maintenance. Spare parts should be readily available for the expected life of the equipment.
     2. Types of safer surfacing will be dependent on design and appropriateness to the site. The surfaces should be designed with regard to anticipated levels of site use and abuse, and with respect to the maintenance and revenue implications, to sustain and prolong the life of the play area.
  2. **Materials Specification – Metal Equipment**
     1. Metal Equipment: ASTM B117 (1500hr rating)
     2. Bolts and washers are to be stainless steel
     3. Anti-wrap bearings for swings
     4. Galvanised steel posts
  3. **Materials Specification – Wooden Equipment**
     1. Any wooden equipment should be constructed with durability in mind. Equipment should either be constructed from naturally resistant wood types e.g. Mountain larch, oak or Robinia or impregnated wood. All wood should be sourced from forests with a certified replacement programme (FSC). Any timber structural items (e.g. timber posts within the ground) should have a minimum replacement period of 15 years. If it is proposed to install timber posts within grass, these should include steel footings to reduce potential for strimmer damage.
     2. Due to the desire for low maintenance and longevity, it is anticipated that designs in predominantly galvanised steel will be favoured. Proposals in wood are still welcomed and will be considered on their merits against the award questions, however, will need to demonstrate appropriate warranties and design consistent with low maintenance (e.g. replacement of parts) and longevity. If wooden equipment is proposed to be installed into grass, steel footings will be expected.
  4. **Other relevant details**
     1. The total area of the park is 2.5 acres. The whole of the area is available for use and it is up to the play provider to come up with a suitable design to make the best use of the space available, taking into account site constraints.
     2. Details of local services (including Western Power, BT and South West Water) are not available and it should be noted that this information will be the responsibility of the contractor to check services.
     3. No specific ground investigation information exists within the park and the Contractor will be responsible for all necessary checks and due diligence.

**SECTION 4 - General Preambles**

**4.1 Site visits**

* + 1. The Contractor is welcome to visit and inspect the site prior to submitting their Bid. The area is freely accessible, and there are no restrictions on times or days at which the site can be accessed. Visits should be undertaken by foot, using nearby car parks / street parking. No vehicles should be brought onto the sites for the purposes of site visits to inform this Bid.
    2. The Contractor should gather all the information they deem necessary to fulfil the requirements of this Bid and subsequent contract and deliver the objectives therein. No consideration shall be given as a result of omissions or additions to this Bid or subsequent contract by the Authority or the client that arise as a result of failure to gather information that could reasonably be expected to have been determined from a site visit. The inspection shall not be invasive in any way. If the Applicant determines that an invasive survey is required in addition to the information provided with this Bid or subsequent contract, then the Applicant is to raise this as a clarification or include it in the tender price.
    3. For reasons of impartiality, visits by contractors will not be attended by any representative of the Authority.
  1. **Contract Management Requirements**
     1. The Contractor will be required to:
* Provide a final Project Plan, including timescales, following Contract Award. The Project Plan should include as a minimum: lead in times, period for installation and a date for final inspection and opening. To avoid the busy summer period, it is envisaged that work would start as set out in the procurement timetable.
* The playground must be finished in line with the Supplier programme as provided with the tender. The project must be completed by 1 July 2020
* Comply with CDM Regulations, as well as all relevant Health, Safety and Environmental legislation, and factor any costs associated with such compliance into the available budget.
* Complete a Post-Installation Inspection Report by an independent and qualified RPII inspector to satisfy the Authorities insurers.
* Provide the Authority with information in the required format regarding on-going maintenance and resource implications.
* Provide project timescales, method statements and risk assessments in order to meet the requirements of the CDM Regulations.
  + 1. The Authority will agree the final Project Plan with the Contractor following Contract Award.
    2. The Contractor must provide the Authority’s Representative with regular updates of progress and issues.
    3. Prior to commencement in conjunction with the Authority’s Representative the Contractor shall recorded in the ‘pre-start condition survey’ photographs (to be provided by the Authority in advance of the works commencing), the Contractor must take regular photographs of the work as it progresses.
    4. Upon Completion, the Contractor must ensure that all photographs have been passed to the Authority’s Representative and they become the property of the Authority. The Contractor ensures that no use is made of the photographs without the written approval of the Authority.
  1. **Site Access and Management**
     1. Camborne is located approximately 67 miles from Plymouth and 15 miles from Truro and is accessed via the A30. The town is generally bus with mainly small shops and eating places, such as bakeries and takeaway outlets. On street parking restrictions are in place with 30 minutes free, together with six pay and display car parks. Free parking is available between 4 pm and 9 am Monday to Saturday and all day Sunday.
     2. The location of the site is shown on Figure 1. The Contractor is to propose details on access and working area requirements and agree these with the Authority’s Representative prior to commencement of the works. The Contractor must confine their operations to the agreed working areas.
     3. The Contractor must ensure that access for emergency services is maintained at all times.
  2. **Entry** 
     1. The Contractor must notify the Authority at least 7 days in advance of intention to first enter or occupy the site. Any method statements and approvals must have been approved by the Authority in advance of this.
     2. The Contractor must help the Authority keep local residents and neighbouring organisations informed of the planned works.
     3. The Contractor must keep records of the dates of first entry onto and departure from the land together with the dates of the erection and removal of all temporary fencing.
     4. The Contractor should not enter or use the Site for any purpose not connected with the works.
  3. **Working Hours**
     1. The use of equipment and machinery on site should be limited to the normal working hours of 8.00am to 6.00pm Monday to Friday. Quiet operations will be permitted between the hours of 07:00am and 7:00pm Monday to Friday.
     2. No construction activities are to be undertaken outside of these hours or on Saturday, Sundays or Public Holidays without the prior written agreement of the Authority.
  4. **Site Tidiness and Site Waste Management Plans**
     1. The Contractor must keep the Working Areas tidy and promptly remove any waste. Materials, Plant and Equipment must be positioned, stored and stacked in a safe and orderly manner.
  5. **Site Fencing** 
     1. The Contractor is responsible for ensuring that the Site is adequately fenced during periods of reduced activity or when the Site is unattended, to ensure the safety of the public and to minimise risk of unauthorised entry to working and storage areas.
     2. The fencing for securing the site to be boarded fencing to ensure that it reduces the risk of unauthorised access.
  6. **Electricity and Water for the Site**
     1. The Contractor is to make own arrangements for the supply of water, power and fuel necessary to execute the works.
  7. **Third Party Land Interests**
     1. Subject to unavoidable disturbance caused by undertaking the works, the Contractor must not interfere with land rights which may be enjoyed on or near the Site and must cause the least possible interference with existing amenities whether natural or manmade.
  8. **Interference with any Access to Property, Apparatus or Service**
     1. Before interfering with any access to property, apparatus or service, the Contractor must identify its access requirements and provide alternative arrangements. The Contractor must notify the Authority’s Representative and the relevant owners and occupiers in writing 7 days in advance of any such interference and confirm to the Authority that alternative arrangements have been agreed.
     2. Should it become impractical to maintain vehicular access to any property, apparatus or service at any time during the works, the Contractor must provide and maintain alternative arrangements. The Contractor must also provide every assistance to the owner/occupier or tenant affected by the works to enable them to undertake all aspects of their normal activity.
     3. In particular the Contractor must take into account the access and service requirements of those with special needs.
  9. **Contractor’s Compounds and Storage Areas** 
     1. The Contractor must identify suitable areas for use as compounds and storage areas and agree these with the Authority.
     2. Except as may be otherwise required by the contract, the Contractor must design, construct, maintain, and afterwards remove and reinstate temporary accommodation, services, compounds, storage areas and accesses required for the works. The Contractor must submit details of the design and reinstatement proposals to the Authority’s Representative for acceptance.
     3. Reinstatement work includes the removal of all materials used during the works and restoring the area to at least its original degree of safety, stability, drainage and appearance, unless specific acceptance is otherwise given by the Authority’s Representative. The original condition will be recorded in pre-start condition survey photographs to be provided by the Authority in advance of the works commencing.
  10. **Facilities and Services to be provided by the Contractor**
      1. The Contractor must provide the appropriate level of welfare facilities and services for the use of the Contractor’s employees and work force, for the duration of the works.
  11. **Protection against Damage**
      1. The Contractor must not damage highways, roads, properties, land, trees, boundaries (including hedgerows and hedge banks) and any other features, and the apparatus of Statutory undertakers, the Highways Authority and others unless specific instruction is provided.
      2. The Contractor must protect the works, Material, Plant and Equipment liable to damage either by the weather or by the method used for carrying out the works.
  12. **Apparatus of Statutory Undertakers, Highway Authority and others**
      1. The Contractor must be satisfied as to the exact position of existing apparatus which may affect or be affected by the construction of the works and liaise with all relevant Statutory Undertakers or other owners as required.
      2. The Contractor must positively locate all services when plans indicate they are in the vicinity of the works even if they do not appear to be located within the immediate working area.
  13. **Traffic Requirements**
      1. No permanent or temporary highway, road or footpath closures or diversions are deemed to be required for the works. Should these be required then these are to be sought and managed by the Contractor including arranging all the necessary permissions, notices and licences.
      2. The Contractor is responsible for traffic safety and management. In particular, the Contractor is responsible for:
* Maintaining safe access to public areas;
* Separating site traffic from public areas;
* Separating pedestrian and vehicular traffic; and
* Maintaining access for emergency services at all times.
  + 1. The Contractor must prevent vehicles entering and leaving the Site depositing mud or other debris on the surface of adjacent roads, pavements or footpaths, and must promptly remove any materials deposited.
  1. **Vibration, Noise and Dust**
     1. The Contractor must provide Equipment and working methods so as to minimise the risk of damage to property caused by vibrations transmitted through the ground.
     2. The Contractor must ensure that the ‘best practicable means’ are employed to minimise the noise and vibration resulting from site operations.
     3. The Contractor must monitor noise levels. Operations producing excessive noise will need to be agreed in writing prior to commencement.
     4. The Contractor must take all reasonable measures to control the generation of dust and mud resulting from the works, including:
* watering exposed surfaces using mobile bowsers equipped with sprinkler bars;
* covering dust creating materials being delivered to or removed from Site on the truck;
* cleaning vehicles leaving Site; and
* immediately removing any debris deposited on the public highway outside the Working Areas.
  1. **Planning**
     1. The Authority is not aware that there is a requirement for Planning permission however the Contractor must satisfy itself whether it is requirement for their proposal. If Planning permission is required it must be factored into the project costs and delivery timeline.
  2. **Provision of Method Statements** 
     1. Method statements must be provided for acceptance and include full particulars of the methods, timing and sequence of the works including the use of Materials, Plant and Equipment proposed by the Contractor.
     2. The Contractor must issue method statements in advance of carrying out items of work. The Contractor should allow the period for reply for acceptance or rejection of method statements. Work must not commence until the Authority’s Representative has accepted the relevant method statement. The Contractor must undertake the work in accordance with the accepted method statement.
  3. **Health and Safety (CDM Regulations)**
     1. The Construction (Design and Management) Regulations 2015 (the CDM Regulations) apply to the works. The Contractor is to perform the role of either Contractor or Principal Contractor in accordance with the CDM Regulations.
     2. The Contractor is responsible for advising the Authority should the project become notifiable.
     3. The Contractor will need to submit a construction phase plan for review prior to commencement on site.
     4. The pre-construction information is contained within this Specification which Contractor must familiarise themselves with in development of the bid considerations and if appointed to the Contract the delivery of said contract.
     5. The Contractor must pay particular attention to ensuring the safety of the public during the construction phase particularly as the work is within a public open space.
  4. **Emergency Arrangements** 
     1. The Contractor must acquaint themselves and site operatives with any relevant emergency arrangements.
     2. The Contractor must provide emergency vehicle access to the site at all times and give reasonable access to members of the emergency services who may inspect the Site.
  5. **Site Security** 
     1. The Contractor must ensure that the works do not compromise the security of properties or vehicles adjacent to the works.
     2. The Contractor is responsible for the security of the Site and of vehicles and pedestrians entering and leaving the Site.
     3. The Contractor must ensure that the site gates are closed after the passage of vehicles or personnel on each and every occasion. Gates must not be left open.
     4. The Contractor must ensure that the Site is left properly secured at the end of each working day.
     5. The Contractor is required to ensure that all materials, equipment and facilities are suitable secured in the site boundary.
  6. **Hazardous substances** 
     1. The Contractor must advise the Authority’s Representative in writing of any substance that he proposes to bring onto Site that falls within the Control of Substances Hazardous to Health Regulations 2002 (as amended), or otherwise require special precautions to be taken. Such advice is to include copies of all relevant COSHH assessment sheets.
  7. **Environmental Best Practice**
     1. The Contractor should undertake the Works in accordance with environmental best practice.
     2. The Contractor must demonstrate the proposals minimise environmental impacts and to comply with environmental best practice principally through the content of, and adherence to approved method statements.
     3. Materials used in construction should, where appropriate, be locally sourced, manufactured using low energy demands, and manufactured without producing harmful by-products or pollution.
  8. **Control of pollution requirements**
     1. The Contractor must take all necessary precautions to protect all watercourses, together with water in underground strata, against silting, erosion and pollution.
  9. **Controlled Waste**
     1. Where Materials arising from or required for the works constitute ‘Controlled Waste’ under the Environmental Protection Act 1990, the Contractor must ensure that the duty of care legislation is followed, including ensuring that waste carriers are licensed to transfer the Materials and copies of Waste Transfer Notes are obtained.
     2. All waste and surplus materials to be duly disposed of at licensed sites.
  10. **Trees**
      1. The Contractor will be responsible for ensuring that any works that may affect trees shall be agreed during the design stage and prior to any works commencing.
      2. Where trees are affected, the contractor will be required to provide protective fencing in accordance with BS 5837:2012: Trees in relation to design, demolition & construction. This standard gives recommendations and guidance on the principles to be applied to achieve a satisfactory juxtaposition of trees, including shrubs, hedges and hedgerows, with structures. This must be agreed with the Authority’s Tree Specialist.
  11. **Public Relations**
      1. The Contractor must assist the Authority to establish and maintain good public relations during the course of the contract and thereafter. Public relations include keeping the general public informed; liaising with local residents, businesses and landowners; dealing with complaints; and dealing with the press and media.
      2. Any queries from the general public in regards to the works must be direct to the Town Council.
  12. **Third Party Complaints and Claims**
      1. The Contractor must notify the Authority’s Representative immediately following any damage or injury arising out of the execution of the works.
      2. The Contractor and Authority’s Representative must notify each other without delay of all complaints, claims or warnings of intended claims which they may receive. The Contractor must deal promptly with any complaints, claims, damage or injury by owners or occupiers.
  13. **Conditions of Contract**
      1. The conditions for this contract are the JCT Minor Works Building Contract with contractor’s design (MWD) 2016.
      2. A sum of £875 per week or part week would apply in the event of applying Liquidated Damages under the Contract

**SECTION 5 – Applicants response to Tender**

1. **Method Statements (award questions)**
   * 1. This Section is to be completed by all Applicants looking to submit a formal response to this Tender.

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| **Method Statement Topic Areas** |
| **Design of the Play site in line with the Specification and Objectives of the Tender**  The Applicant shall provide a Method Statement response in accordance with the information provided in the Section 3 Specification (in particular sub sections 3.1, 3.2 and 3.3) specifically related to the design of the play equipment and associated features. |
| **Council requirements for the Applicant’s response to this Method Statement:** is for the Applicant to provide a detailed method statement that focuses on the design as set out in the Specification set out for this tender along with the Objectives as set out in Volume 1, around how they would go about meeting the specification.  In particular the Council is looking to the Applicant to provide details around how they will meet the requirements as set out in the associated Specification around the design of the play site and associated features that would ultimately fulfil the requirements in any contract.  **WHAT DOES GOOD LOOK LIKE?**  A good response would clearly indicate an understanding of the requirements, an acknowledgement of what they would be required to undertake if appointed to the Contract as set out and what is necessary to deliver high quality outcomes. It will clearly set out how each of the identified sub-sections (specifically 3.1 to 3.3) will be approached and met by the bidder.  It would also set out the approach around undertaking the required activity any previous experience in similar situations (e.g. design of play area equipment) and how that knowledge and experience and expertise would be applied in the Contract delivery in relation to these requirements.  A good response would also inspire confidence that any design to be provided for would meet the community expectations being able to be successfully translated into actual built structure. This would likely include details on how the Contractor would build the design considering key features identified from the Community Consultation Outcomes (Appendix 1).  Initial design layout for the park to include proposed play equipment, surfacing, and explain how the proposed design and chosen product range, e.g.   * Makes best use of available space, natural features and topography; * Provides a wide range of play experiences (e.g. rocking, swinging, sliding etc) where children of between 0 and 16 years of age (with a focus on children between ages 5-12) can play in different ways; * Allows children of different ages to play together; * Builds in opportunities to experience risk and challenge where children can stretch and challenge themselves in every way; * should consider incorporating Camborne’s Rich Mining History when submitting designs/themes. * Takes safety into account.   To support any response a good response would include concept drawings that set out what the Council could expect as a delivered product. |
| ***PLEASE ADD RESPONSE HERE:*** |

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| **Method Statement Topic Areas** |
| **Delivery against the Specification and Objectives of the Tender**  The Applicant shall provide a Method Statement response in accordance with the information provided in the Section 3 Specification (sub sections 3.1 to 3.7) specifically related to the supply, delivery and installation of the play equipment and associated features. |
| **Council requirements for the Applicant’s response to this Method Statement:** is for the Applicant to provide a detailed method statement that focuses on Specification set out for this tender along with the Objectives as set out in Volume 1, around how they would go about meeting the specification.  In particular the Council is looking to the Applicant to provide details around how they will meet the requirements as set out in the associated Specification and would be looking for the Applicant to provide details delivery of the requirements in respect of the supply and installation of the play equipment and associated features to ultimately fulfil the requirements in any contract order to ensure the requirements are undertaken to the required acceptable standard.  **WHAT DOES GOOD LOOK LIKE?**  A good response would clearly indicate an understanding of the requirements, an acknowledgement of what they would be required to undertake if appointed to the Contract as set out and what is necessary to deliver high quality outcomes. It will clearly set out how each of the identified sub-sections (3.1 to 3.7) will be approached and met by the bidder.  It would also set out the approach around undertaking the required activity any previous experience in similar situations (e.g. delivery and installation of play area equipment) and how that knowledge and experience and expertise would be applied in the Contract delivery in relation to these requirements.  A good response would also inspire confidence that the design is able to be put into reality through installation onsite.  A good response would detail proposed materials to be used and robustness of proposed maintenance along with associated warranties and guarantees in order to meet expected design life. This would include why it offers the best choice to meet the requirements of robustness / being able to withstand anti-social behaviour; why it will need limited ongoing maintenance; and why the warranty period is considered suitable |
| ***PLEASE ADD RESPONSE HERE:*** |

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| **Method Statement Topic Areas** |
| **Fulfilling the commitments of the Preambles (Section 4 – Preambles)**  The Applicant shall provide a Method Statement response in accordance with the information provided in the Section 4 Preambles (sub sections 4.1 to 4.29) specifically related to the approach on how the works would be undertaken and the contract management aspects. |
| **Council requirements for the Applicant’s response to this Method Statement:** is for the Applicant to provide a detailed method statement that focuses on how the Contractor would approach the works as set out in the Preambles.  In particular the Council is looking to the Applicant to provide details around how they will meet the requirements as set out in the associated Preambles and would be looking for the Applicant necessary understanding of the requirements as set out in the Preambles themselves, relevant approach and experience and how this would be applied to ultimately fulfil the requirements in any contract order to ensure the requirements are undertaken to the required acceptable standard.  **WHAT DOES GOOD LOOK LIKE?**  A good response would clearly indicate an understanding of the requirements, an acknowledgement of how they would be required to undertake if appointed to the Contract as set out and what is necessary to deliver high quality outcomes. It will clearly set out how each of the identified sub-sections (4.1 to 4.29) will be approached and met by the bidder.  A good response would outline clearly details on key staff to be deployed with relevant details on their experience with similar projects will be utilised to deliver this project.  How quality is to be maintained in relation to the delivery of the required Contract as set out in the specification, and how staff are engaged to plan an active part in the delivery of this.  This would include details on how the Supplier monitors quality, what arrangements they would have in place to maintain the required quality, plus arrangements for how any service failings are corrected. It would also provide relevant details on how it is intended to undertake public consultation to ensure that the local community is given adequate opportunity to input into the final design layout.  It would outline what arrangements would be put in place to enable customers receiving the service to raise comments, comment and concerns, and how these would be captured and acted upon, including in monitoring and reporting arrangements.  Details on how the supplier would look to engage with the required contract monitoring and management arrangements would also form part of a good response.  A good response would also inspire confidence that the Contractor would be able to manage the Contract in line with the expectations as set out.  A good response could include indication of a strong track record around, working collaboratively with key stakeholders and an understanding on how this track record could successfully be applied in relation to this actual Contract and the expertise which the Contractor would bring to delivery of this in any awarded Contract.  A good response would also indicate the approach to be applied in relation to logistics, resourcing plan to undertake the work, along with resourcing / project plan that maps out to the required work and ensures resilience around service delivery and business continuity.  It would also clearly outline through the delivery of the contract how the objectives of the Council would be achieved, in line with expectations, safely and on time. The Plan should include but not be limited to:   1. Planning Permission application (if required) 2. Lead-in times; 3. Installation period; 4. Date for final inspection   The response would also indicate clear commitment to sign up to the specific contract terms. |
| ***PLEASE ADD RESPONSE HERE:*** |

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| **Method Statement Topic Areas** |
| **Social Value Considerations**  The Applicant shall provide a Method Statement in accordance with the information provided.  For the purposes of the consideration and application of this Tender, Social Value is defined as the additional added value or extra benefits able to be attributed to Social Value outcomes beyond the core requirements related to the spend. More details on the Social Value Act itself can be found here: <https://www.gov.uk/government/publications/social-value-act-information-and-resources/socialvalue-act-information-and-resources> |
| **Council requirements for the Applicant’s response to this Method Statement:** is for the Applicant to provide a detailed method statement that focuses on how they would approach supporting Social Value considerations as part of the delivery of the Contract. In relation to this contract the Council sees the following as being areas where through the delivery of the Services positive outcomes to Social, Economic and / Environmental outcomes could be achieved, in particular:   * Within the workforce this could be supporting apprenticeships, plus arrangements to ensure that staff are fairly recompensed for work undertaken, including the payment of the National Living Wage as a minimum. The Council is also keen to ensure that any resulting Contract with a supplier(s) does not have zero hour employment arrangements for employees). * Supporting environmental outcomes (including reduction of use of products / material that are harmful to the environment or working practices that minimise environmental damage), as well as making a positive contribution to removing use of “single use plastics”. * Social outcomes may also include details on how the Supplier would look to support community initiatives and / or work to make a positive outcome within the wider community, this could include how the community is engaged both in considerations of final designs but also opening ceremony.   The above list is not exclusive or exhaustive but an indication on what are deemed to be relevant and proportional areas for Social Value consideration to this contract.  **WHAT GOOD LOOKS LIKE?**  A good response would outline clearly what would be done to contribute towards added Social Value if awarded the Contract, actually how the Supplier would go about doing this, and what tangible outcomes the Council could expect as a result.  Linkages to how this would also support the Council’s wider aspirations within the Community Consultation would also be made clear.  Good response would demonstrate commitment to deliver on the stated outcomes not simply be aspirational.  The response would also be clear around the contribution which the Contractor would make within the local economy for example through both the construction and delivery phase the use of (and percentage total) of local suppliers for sourcing of materials and / or through the design and overall delivery of the project. |
| ***PLEASE ADD RESPONSE HERE:*** |

**SECTION 6 - Price Schedule**

6.1.1. Applicants are required to complete the below Pricing Schedule. These costs will form the basis of the Bid submission. All prices shall be stated in pounds sterling and exclusive of VAT. The costs should be broken down into components with a full description of each component and its associated costs exclusive of VAT.

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| --- | --- | --- | --- |
| **Activity Number** | **Sub Activity** | **Description** | **Cost (£)** |
| **1.0** | **Preliminaries** | | |
| 1.1 | Planning Permission (if needed) |  |
|  | 1.2 | Public consultation and design post tender |  |
| **2.0** | **Project Management** | | |
| 2.1 | Project Management/H&S/CDM Compliance |  |
| **3.0** | **Site works** | | |
| 3.1 | Mobilisation and site establishment |  |
| 3.2 | Provision of site facilities (to include security fencing, welfare facilities etc) and staff for duration of contract |  |
| 3.3 | Removal and disposal of existing play equipment and associated safety surfacing |  |
| 3.4 | Groundworks and Construction |  |
| 3.5 | Play area equipment |  |
| 3.6 | Safety surfacing |  |
| 3.7 | Fencing |  |
| **4.0** | **Post installation** | | |
|  | 4.1 | Post Installation Inspection Report undertaken by an independent inspector (i.e. not part of the Contractor’s company). |  |
| **5.0** | **Any other items (please add)** | | |
|  |  |  |
| **Total (excluding VAT)** | | |  |

\* No additional costs will be considered by the Council(s) unless these are clearly stated in the pricing schedule response.

**Price Validity Period**

As a minimum, all prices submitted must remain fixed and firm for the period of the contract.

**Pricing Schedule Declaration**

I/We offer to supply the goods or services as per the pricing schedule above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

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| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of:  *(State official position, i.e. Director, Manager, etc.)* | |
| Organisation name and postal address: | |
| Telephone No: | Fax No: |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under their own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).* | |

**Certificates**

**Conditions of Tender**

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| **Camborne Town Council**  **CONDITIONS OF TENDER** | | |
| **Reference number and Title of Contract:** Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant’s Offer | | |
| 1. | By submitting a Tender, Applicants are agreeing to be bound by the terms and conditions without further negotiation or amendment.    I/We fully accept the terms and conditions of contract for the provision of works | |
| 2. | Having examined the tender documents for the provision of the above works, we offer to provide the said works in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 1.17 of this Bid. | |
| 3. | The Authority does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as tendered for separately. | |
| 4. | I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Tender either in whole or in part, to supply (*or perform the services*), on such terms and conditions and in accordance with such specifications *(if any)*, as are contained or incorporated in the Invitation to Tender and Applicants Offer. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract. | |
| Signed\*: | | Date: |
| Name *(in block capitals)*: | | |
| In the capacity of:  *(State official position, i.e. Director, Manager, etc.)* | | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under their own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).* | | |

**Suitability Assessment Declaration**

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| **CERTIFICATE OF COMPLETING SUITABILITY ASSESSMENT** | |
| I/we declare that to the best of my knowledge the answers submitted in the Suitability Assessment are correct.  I/we understand that the information will be used in the evaluation process to assess my organisations suitability to tender for the Authority’s requirement. Should the Council discover any discrepancies or that I have been dishonest with the answers this will result in the organisation to which I have completed this quotation for, being rejected from the tender process or if awarded a Contract will have the Contract terminated with immediate effect and no cost incurred to the Council.  Signature is mandatory, failure to do so will result in your bid being deemed non-compliant which will result in your bid being disqualified from this tendering process. | |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of:  *(State official position, i.e. Director, Manager, etc.)* | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under their own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).* | |

**Certificate of Undertaking and Absence of Collusion or**

**Canvassing**

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| **CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING** | |
| The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply. | |
| Box A – Consortium  I/We the undersigned do hereby certify that:-   1. the consortium’s tender is bona fide and intended to be competitive; 2. the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made; 3. the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; 4. the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract. 5. the consortium has not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium’s behalf has done or will do such an act. 6. I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender. | |
| Box B – Single Body and/or Individual  I/We the undersigned do hereby certify that:-   1. My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person; 2. I/we have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; 3. I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted; 4. I/we have not offered to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the nature specified and described above. 5. I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act. 6. I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender. | |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under their own or another name, and also if the signatory is not the actual Applicant, the capacity in which they signs or are employed).* | |

**Certificate of Confidentiality**

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| **CERTIFICATE OF CONFIDENTIALITY** | |
| I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.  It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise. | |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under their own or another name, and also if the signatory is not the actual Applicant, the capacity in which they signs or are employed).* | |

**Commercially Sensitive Information**

The Authority may be obliged to disclose information in or relating to this Bid following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Bid.

I declare that I wish the following information to be designated as Commercially Sensitive.

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The reason(s) it is considered that this information should be exempt under Freedom of Information Act FOIA) or Environmental Information Regulations (EIR) is:

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**Conflict of Interest**

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| **CERTIFICATE OF CONFLICT OF INTEREST** | |
| I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest): | |
| I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators. | |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under their own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).* | |