

**CAPEL PARISH COUNCIL**  
**TEMPORARY BUILDING FOR CAPEL PRE-SCHOOL**  
**INVITATION TO TENDER**

1. Capel Parish Council ("the Council") tenders for the installation of a temporary building/portakabin for Capel Pre-school on our recreation ground in accordance with contract documents which comprise of:-
  - 1.1. Appendix A - Conditions of Contract
  - 1.2. Appendix B – Employer's Requirements
  - 1.3. Appendix C - Commercial Information
  - 1.4. Appendix D – Technical Submission
  - 1.5. Appendix E - Form of Tender
  - 1.6. Appendix F - Declaration
2. Prospective contractors should ensure that they are familiar with the nature and extent of the obligations to be accepted by them if their tender is accepted.
3. Any queries regarding the interpretation of any part of the contract should be addressed to the Clerk no later than one week before the closing date.
4. The tender shall be submitted in the Form of Tender (Appendix D).
5. Tenderers should note that as part of the evaluation process they may be asked to answer questions on their bid.
6. Prospective Contractors should note the Council is not bound to accept the lowest or any tender. The Council's decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.
7. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the contract documents.
8. If having examined the tender documents you wish to submit a tender you should:
  - 8.1. Fully complete and return the following documents
    - 8.1.1. Appendix C - Commercial Information
    - 8.1.2. Appendix D - Technical Submission
    - 8.1.3. Appendix E - Form of Tender
    - 8.1.4. Appendix F – Declaration

8.2. Return Tenders and related documentation by post to:

Louise Goldsmith  
Parish Manager and Clerk  
5 Artisan Road  
Headcorn  
Kent TN27 9AZ

**By 12pm Thursday 31 October 2024**

**Tenders received late will not be considered.**

8.3. Please note that the envelope containing the tender documents must clearly be marked "**Tender Documents for Temporary Building**" on the outside. This is in the interests of fairness to ensure that all tenders are opened at the same time.

# **Appendix A**

## **Conditions of Contract**

### **Site Details**

The site is situated in the parish of Capel, Kent.

### **Additional Erection / Installation**

The Council could add additional outside features and fittings during the period of the contract, no application from the Contractor to adjust the price will be considered.

### **Payment to Contractor**

Payment will be made in accordance with the type of contract awarded.

### **Termination of Contract**

Either party may terminate, without reason, the contract in writing giving three months' notice.

### **Insurance**

The Contractor is required to have a minimum of £10m public liability insurance. A current certificate of insurance to this effect must be produced to the Clerk prior to the commencement of the contract. A copy of the certificate of Insurance shall be provided on renewal annually for the duration of the contract.

The Contractor shall indemnify the Council against any claim or proceedings for any injury to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

### **Health and Safety**

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act 1974 and all other Acts and regulations in respect of the work comprised in this contract.

### **Notes to Tenderers**

- 1.** Invoices for payment must include a schedule of the works completed.  
Contractors are asked to contact the Clerk if any clarification is required. Email@clerk@capelparish.gov.uk Phone 07508 882810

## Appendix B

### Employer's Requirements

#### Existing

Capel Pre-school currently operates out of Capel Village Hall shown in the plan below. The village hall needs to be completely refurbished to include a new roof and may even be demolished and replaced. This project is expected to take a minimum of one year and possibly as long as five years. The roof is leaking and the heating system is not working so there is an immediate need to rehome the pre-school in a temporary building on the recreation ground.

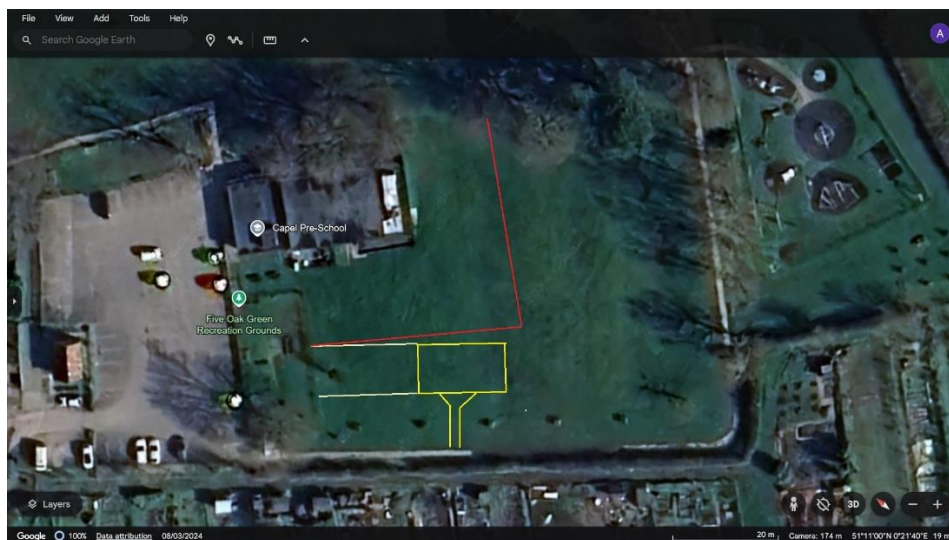


## Proposal

A temporary building is required to rehome the Pre-school. The pre-school currently has 42 pupils. On average 26 children attend a session. Our requirements are as follows:

- Size: in the region of 15-18m length and 10m-15m width
- Four toilets and sinks
- A separate accessible toilet and baby changing area
- A small kitchen area to include a couple of cupboards, worksurface, sockets and space for a fridge
- A larger classroom/space
- A smaller breakout area
- A large storage cupboard
- Small office area (preferable but not essential)

The temporary building is to be located as shown on the plan.



## **Appendix C**

### **Commercial Information**

Company Name of Organisation submitting the tender:

Contact Name and Position in the Organisation:

Company Address:

Contact Telephone Number:

Contact Email Address:

## **Appendix D**

### **Technical Capability**

#### Previous Experience:

Please provide information of your Organisation's technical capacity, expertise and experience over the last five years of carrying out similar services, in particular to parish councils or other public bodies.

*Attach additional sheets if necessary to provide your information*

## References

Please provide the details of two organisations for which you have delivered similar projects that will provide reference:

<b>Reference 1</b>	
Address	
Contact Phone No	
Email Address	

<b>Reference 2</b>	
Address	
Contact Phone No	
Email Address	



## Appendix E

### Form of Tender –

All costs to exclude VAT

#### OUTRIGHT PURCHASE OPTION

<b>Total Cost of Building</b>	
<b>Ground Investigation and Foundation Design</b>	
<b>Delivery &amp; Installation*</b>	

#### HIRE COST OPTION BASED ON A 6 MONTH MINIMUM HIRE

<b>Weekly Hire Cost</b>	
<b>Ground Investigation and Foundation Design</b>	
<b>Delivery and Installation*</b>	
<b>Removal at end of Hire Period</b>	

#### HIRE COST OPTION BASED ON A 12 MONTH MINIMUM HIRE

<b>Weekly Hire Cost</b>	
<b>Ground Investigation and Foundation Design</b>	
<b>Delivery and Installation*</b>	
<b>Removal at end of Hire Period</b>	

\*The Delivery and installation quote is not to include foundations or connection of the temporary building to services.

I/We agree to complete the work in accordance with the Employer's Requirements and the Form of Tender

I/We understand that Capel Parish Council is not bound to accept the lowest or any tender and that the Council will not be responsible for any expense incurred in preparing this tender;

This tender remains open for consideration for ..... Weeks from the date of this tender submission

I/We certify that the amount of the tender has not been calculated by agreement or arrangement with any other person or company and the amount of the tender has not been communicated to any person and will not be communicated to any person until after the closing date for submission of tenders.

Signed..... Name.....

Position..... Company Name.....

Date.....

## Appendix F

### Declaration

I certify the information supplied is accurate to the best of my knowledge and belief.

I understand that Capel Parish Council may contact anyone to verify this information and that false and misleading information could result in exclusion from the selected tender list.

Signed.....  
....

Position  
held.....

For and on behalf  
of.....

Date.....

**Before returning this application for, please ensure that you have:**

- **Answered all of the questions**
- **Enclosed all relevant documents**
- **Completed the above declaration**