



# ST GERMANS PARISH COUNCIL

St Germans Parish Council,  
Polbathic Hall,  
Polbathic, Torpoint  
PL11 3HA  
clerk@stgermansparishcouncil.gov.uk  
[www.stgermansparishcouncil.gov.uk](http://www.stgermansparishcouncil.gov.uk)

## TENDER NOTICE FOR TIDEFORD PLAYPARK REFURBISHMENT PROJECT

- 1 Your organisation along with others is invited to offer a tender for provision of the above, to the specification outlined in the attached documents. Enclosed are:  
  
Document 1     Design Brief  
Document 2     Scope of works
- 2 Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.
- 3 Please contact me if you have any questions about the tendering procedure.

I look forward to your response.

Yours sincerely

Daniel Hale



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## INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for. Please contact [daniel.hale@stgermansparishcouncil.gov.uk](mailto:daniel.hale@stgermansparishcouncil.gov.uk) if you have any doubts as to what is required, or you have difficulty in providing the information requested.

### Contract Period

- 1 The contract is anticipated to be for a period no longer than three weeks with all works to be completed by Spring 2023. The preference would be for works to take place early in the new year.

### Returning Tenders

Tenders should be submitted via email to the below recipients;

[clerk@stgermansparishcouncil.gov.uk](mailto:clerk@stgermansparishcouncil.gov.uk)

[daniel.hale@stgermansparishcouncil.gov.uk](mailto:daniel.hale@stgermansparishcouncil.gov.uk)

The Parish Council will send a confirmation of receipt of tenders via email.

Tenders must be submitted by 17:00 on December 5<sup>th</sup> 2022.

### Receipt of Tenders

- 2 Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is submitted and received not later than the appointed time.
- 3 Due to the adjudication process and Parish Council voting process on proposals, the Parish Council requires tenders to remain valid until 19/12/22.

### Acceptance of Tenders

- 4 The Parish Council is not bound in any way and does not have to accept the lowest or any tender, and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their tender. Please refer to the funding section of the design brief. Tender adjudication will take place w/c 05/12/22 with selected tender(s) proposals being submitted to the Parish Council on 14/12/22. Contract award is anticipated by the 15/12/22.

### Inducements

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

### Confidentiality of Tenders

- 6 Please note the following requirements, you must not:
  - Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
  - Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders



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## Costs and Expenses

- 7      You will not be entitled to claim from the Parish council any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.