

# **NECTON PARISH COUNCIL**



## **TENDER FOR SERVICES RELATING TO INSTALLATION OF TWO BUS SHELTERS ON EITHER SIDE OF A47 AT NECTON**

**Tender Ref. NPC/26072016**

Website: [www.nectonparishcouncil.norfolkparishes.gov.uk](http://www.nectonparishcouncil.norfolkparishes.gov.uk)

Necton Parish Council is the sole Trustee of Necton Rural Community Centre.  
Registered Charity No: 304016



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## INSTALLATION OF TWO BUS SHELTERS ON EITHER SIDE OF A47 AT NECTON

### SECTION 1 - INTRODUCTION

The Parish of Necton lies within the district of Breckland, in the county of Norfolk. Within this village, there are about 950 houses and nearly 2,150 residents.

Necton Parish Council (hereafter The Council) currently has one bus shelter on the A47 (west-bound) which is not fit for purpose. The Council has decided to remove this shelter and install two new shelters on each side of the A47 to accommodate its residents who utilise public transport.

This tender is exempt, by reason of expected value, from the Official Journal of the European Community (OJEC is now recognised as OJEU - the Official Journal of the European Union) tendering process.

A full schedule of works is enclosed as Appendix ONE.

Any questions relating to this tender must be raised by email only no later than the date listed on the submission schedule. Questions should be addressed to the Clerk: Ms Gabrielle Joyce at [nectonparishcouncil@gmail.com](mailto:nectonparishcouncil@gmail.com). Any questions raised and the answers to those questions will be distributed to all companies or organisations invited to tender.

Your tender submission must be received by The Clerk. The envelope must be sealed and clearly labelled with the words: **"Confidential. Not to be opened until after noon of Tuesday, 20 September 2016 in the presence of a councillor"**. Tenders received after the closing time and date will not be considered. The postal address for completed tenders is **Parish Office, Necton Community Centre, 13 Tun's Road, Necton. PE37 8EH.**

Tenderers should note that as part of the evaluation process, they may be asked to attend a meeting at which they will be expected to give a presentation and answer questions on their bid. Tenderers will be contacted if it is decided that a meeting needs to be arranged.

The Council is not bound to accept the lowest priced, or any, tender, although the basis of the decision will be as detailed in Section 2.8, Instructions to Tenderer.

Our Tender process aims to provide a clear and balanced methodology for procurement of services. Contact by prospective contractors outside this process, with the aim of encouraging or supporting their tender is prohibited.

## SECTION 2 - INSTRUCTIONS TO TENDERERS

It is the responsibility of the tenderer to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tender.

All information supplied by Necton Parish Council in connection with this tender shall be treated as confidential by tenderers, except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation and submission of the tender.

All information submitted to the Council may need to be disclosed and/or published by the Parish Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002, (the decisions of The Council and their legal advisors in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure.

Accordingly, if you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though, that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked "confidential" or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

Any organisation wishing to tender for this work **must** present a written expression of interest to be received by the Clerk to the Parish Council – email will suffice. Any tender received from an organisation that has not presented an expression of interest will not be considered.

Please note that the responses to any questions raised during the tendering period will be circulated to all tenderers in the form of a Circular Advice Note.

The evaluation criteria will include emphasis on quality as well as price. Each tender will be subject to a Technical, Commercial and Financial Analysis. The successful tender will be decided primarily on suitability of the method statement and technical appraisal, then on costs and relevant experience.

The contract period will be for the time of successful installation of units. Warranty periods will extend beyond this period and information about warranties must be clearly presented in the tender.

**The timescales relating to this tender are:**

Issue of tender documents	Tuesday, 26 July 2016
Last date for submitting expression of interest	Tuesday 09 August 2016 (2-week period)
Closing date for any questions relating to Tender	Tuesday 23 August 2016
Responses to questions will be issued by	Tuesday 06 September 2016
<b>Closing date for return of Tenders</b>	<b>Noon, Tuesday, 20 September 2016</b>
Shortlisted companies advised of interview date	Tuesday, 27 September 2016 (if required)
Shortlisted companies interview date	Thursday, 29 September 2016 (if required)
Tender award date	Tuesday, 4 October 2016
Contract start date	In agreement with selected contractor

## SECTION 3 – GENERAL INFORMATION

### 3.1 ORGANISATION IDENTITY

#### 3.1.1 Name of the Company in whose name business is to be transacted:

.....

Contact Person .....

Registered Address .....

.....

Tel No. .... Fax No. ....

email .....

website .....

#### 3.1.2 Or correspondence address if different from above:

.....

Tel No. .... Fax No. ....

email .....

#### 3.1.3 If your organisation is part of a larger group, or is operated on a franchise basis, please provide details of the ultimate holding company or master franchise holder.

Relationship with ultimate holding company .....

Address of holding company or master franchise holder:

Registered Address .....

.....

Tel No. .... Fax No. ....

email .....

website .....

**3.1.4** Please indicate below the principal types of business activity of your company, and your main geographic operating area:

## **3.2 LEGAL INFORMATION**

**3.2.1** What is the legal status of your organisation (e.g. sole trader, limited liability partnership, public limited company, private limited company, charity, mutual etc.)?

.....

**3.2.2** Date of organisation's formation and company registration number (if applicable)

**3.2.3** Date of incorporation in U.K. if different from 3.2.2 .....

**3.2.4** VAT registration number.....

**3.2.5** Is your organisation registered under the current Data Protection Act?

yes / no

If yes, what is your DPA registration number? .....

**3.2.6** Are there any court actions and/or industrial tribunal hearings outstanding against your organisation?

yes / no

If yes, please give details on a separate sheet

**3.2.7** Has your organisation been involved in any court action and/or industrial tribunals over the last 3 years?

yes / no

If yes, please give details on a separate sheet

**3.2.8** Please give the names and responsibilities of the Directors /Partners of your organisation.

Name:	Title/Responsibility:
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

**3.2.9** Have any bankruptcy or insolvency investigations or procedures being applied to the company or any of its directors? Yes / No

#### **SECTION 4 – FINANCIAL BACKGROUND**

**4.1** Please indicate the annual turnover of your organisation and group over the last 3 years.

Organisation

Annual turnover	£ .....	For year .....
Annual turnover	£ .....	For year .....
Annual turnover	£ .....	For year .....

Group (if applicable)

Annual consolidated turnover	£ .....	For year .....
Annual consolidated turnover	£ .....	For year .....
Annual consolidated turnover	£ .....	For year .....

The Parish Council automatically carries out a financial assessment on all applicants. Sets of accounts are not required at this stage but may be required prior to awarding the tender.



## **SECTION 5 - QUALITY ASSURANCE**

**5.1** Please provide details of any quality assurance accreditation that your company holds e.g. BS EN ISO 9001, Investors In People or equivalent standard. If no accreditation is held, please attach an outline of your quality assurance policy.

.....

**5.2** Please provide details of any quality assurance accreditation for which you have applied but where formal accreditation has not yet been achieved.

.....

## **SECTION 6 - HEALTH AND SAFETY**

All contractors undertaking works under this tender must satisfy the Parish Council of their competency regarding Health and Safety.

**6.1** Please enclose a copy of your organisations Health and Safety Policy.

## SECTION 7 – EQUAL OPPORTUNITIES

### Corporate Social Responsibility & the Promotion of Equality

Please note if you are a One Person Business (i.e. no employees except the owner), then select OPB when given that option.

It is the policy of the Parish Council to promote Equality in all its operations. It is also now law that as a body, which receives and spends public funds, we are required to satisfy our obligations in law to promote equality throughout all our operations. This includes activities related to supplier selection – a supplier's performance and behaviour in the area of Equality can now (under section 71 of the Race Relations Act) impact on their ability to obtain business from publicly funded organisations. We also wish and are required to ensure that we purchase from sources that do not obtain benefit in any way from criminal activity. To comply both with our policies and our obligations in legislation therefore, please answer the following questions -

**7.4.1** The Commission for Racial Equality defines an Ethnic Minority Business as “a business 51% or more of which is owned by members of one or more ethnic minority groups, or, if there are few owners, where at least 50% of the owners are members of one or more ethnic minority groups”. For this purpose, ethnic minority means ethnic groups other than “white British”.

Is your enterprise an ethnic minority business according to the above definition?

yes / no

**7.4.2** Is it your policy as an employer to comply with your statutory obligations under current UK Race Relations legislation or equivalent for the countries in which your firm employs staff?

yes / no

**7.4.3** Is it your policy as an employer to comply with your legal obligations under the Equal Pay Act and also under relevant equality legislation not to discriminate on grounds of disability, Sex, Sexual Orientation, Religion or Belief under relevant UK legislation or equivalent legislation which applies in the countries in which your firm employs staff?

yes / no

**7.4.4** Do you have a written policy or methodology on equal opportunities or race relations in relation to the provision of goods or services to the public?

yes / no

If yes, please supply a copy.

## SECTION 8 - REFERENCES

Please complete details below for at least 2 referees, preferably in the Public Sector, for current or recent similar contracts. The Parish Council may contact these referees as part of supplier evaluation prior to tender invitation. Your permission to do so will be assumed.

NB. Contacts should be for actual client/site not merely general.

### Reference 1:

Contact name and position .....

Contact phone and email .....

Company/organisation name .....

Full postal address .....

.....

Brief description of contract including value

### Reference 2:

Contact name and position .....

Contact phone and email .....

Company/organisation name .....

Full postal address .....

Brief description of contract including value:

## SECTION 9 - PROFESSIONAL ORGANISATIONS

9.1 Please indicate membership of any professional or trade bodies

.....  
.....

## SECTION 10 - INSURANCE

10.1 Please provide details of your organisations insurance protection in relation to employers' liability, public liability and professional indemnity.

Policy	Insurer	Value £
Employers liability	.....	.....
Public liability	.....	.....
Professional indemnity	.....	.....

Please enclose a copy of the insurance certificates.

## SECTION 11 - ENVIRONMENTAL

11.1 Please enclose a copy of your Environmental Policy.

11.3 Do you have ISO 14001: yes/no

If yes attach a copy

11.5 Tenderers are required to remove from site(s) all waste materials.

11.6 Tenderers shall indicate how they separate and dispose of the waste materials removed.

(On separate sheet in no more than 600 words)

## SECTION 12 – ADDITIONAL INFORMATION

12.1 Please provide details of your ability to provide a quick response to the Parish Council to attend site should there be a need for follow up investigation or repair, whilst under warranty.

12.2 Please provide (maximum 500 words) any other information that you feel is relevant to this tender which supports your case providing the services as described.

## **SECTION 14 – COMMERCIAL INFORMATION**

### **14.1 Pricing Instructions**

A document indicating scope of work is enclosed as Appendix One. You are required to review that document, respond with a breakdown of cost per area. Clearly indicate cost for each element, in addition to final figures. Lack of clarity in your pricing schedule will affect our ability to assess objectively and may lead to your tender being disqualified.

### **14.2 Payment Terms**

**14.2.1** The Council will only make payment against itemised supplier invoices.

**14.2.2** Payments are currently made by cheques.

**14.2.3** Cheques are issued after the Parish Council meeting that is held on the first Monday of the month. Therefore, invoices received after the first Monday of the month will not be paid until after the Parish Council meeting of the following month.

**14.2.4** Any invoices issued for work that has not been authorised by The Council will be rejected.

**14.2.5** If the supplier is declared bankrupt, is liquidated or is placed into administration, the contract will immediately become null and void.

**14.2.6** If the supplier is found guilty of committing fraudulent acts (whether or not associated with this contract), The Council will have the right to terminate the contract without prior notice.

**14.2.7** All other terms and conditions will be negotiated and defined at the point that the contract is drawn up.

### **14.3 Site Visit**

**14.3.1** In view of the location of these bus shelters on the A47, a site visit is mandatory. Tenderers are required to indicate in their submission that they confirm that they have made one or more site visits. The dates of these visits must be recorded in your submission.

**14.3.2** In order to arrange to be accompanied on the site visit, please contact Ms Gabrielle Joyce by email at [nectonparishcouncil@gmail.com](mailto:nectonparishcouncil@gmail.com) or telephone on 01760 721665.

**14.3.3** All tenderers are required to satisfy themselves that they are in possession of sufficient information to prepare a detailed and fixed price offer. If any errors are made due to failure to obtain such information, the responsibility therein lies with the tenderer.

## **SECTION 15 – ENCLOSURE CHECK LIST**

Please tick ✓ that you have enclosed the following details with your completed questionnaire, ensuring these are clearly cross-referenced to the related section:

- Details of quality assurance accreditation and/or policy
- Copy of your Health and Safety Policy
- Copies of insurance certificates
- Environmental Policy
- Details of separation and disposal of waste materials
- Equal Opportunities
- Additional Information
- Pricing Matrix

**Schedule of Work & Pricing Matrix**

**1. The Works**

- A47 westbound
  - Remove the existing shelter and move to a location at the Necton Community Centre (no fixing required).
  - Install a new shelter in new designated location (specification below)
- A47 eastbound
  - Install a new shelter in designated location (specification below)

**2. Bus shelter specification**

- Standard size, enclosed (similar to existing, see appendix 5)
- Provide protection from spray from road
- Please provide options that consider visibility of shelter to oncoming traffic
- Please provide a feasibility report on the recycling of existing shelter

**3. Other inclusions**

- Construction phase plan
- Risk assessments
- Method statements

## Appendix 2

## Location Map (Aerial view)





### Appendix 3 Westbound photographs





#### Appendix 4 Eastbound photographs



## Appendix 5 Existing bus shelter

