



PRESCOT TOWN COUNCIL

Instructions to Tendeer's

1. Return of responses

You are advised to read the following very carefully to help ensure you do not inadvertently invalidate your quotation.

Tenders must be returned no later than 12.00pm Friday 19th February 2021

Tenders may be submitted by hand at Prescot Town Hall, 1 Warrington Road, Prescot, Merseyside. L34 5QX.

Alternatively tenders may be emailed to liam.johnson@prescot-tc.gov.uk this email must be clearly marked as Ground Maintenance Tender in the subject matter.

2. General

You have been provided with a number of documents containing:

- Maintenance specification for each site
- Map of each site with current cutting method
- Scoring and evaluation criteria
- Expected standards
- Tender submission form

3. Guidance notes for completing the submission.

It is very important that you fully complete the tender submission form and the cost column of the schedule of works as this will provide a basis for any necessary value engineering or scope to potentially enhance the schedule beyond its current parameters.

4. Costs and expenses

Suppliers must obtain for themselves at their own expense all information necessary for the preparation and submission of the tender. No claim from the Council for any costs or expenses which may be incurred in preparing their Tender, whether or not it is successful, will be permitted.

5. Amendments to the Tender

If it is necessary for the Council to amend the tender documentation in any way, prior to receipt of the tenders all suppliers will be notified in writing. If appropriate, the deadline for receipt of tender will be extended. The Council reserve the right to issue supplementary documentation at any time during the process to clarify any issue or amend the tender. All such further documentation shall form part of the process and will supplement or supersede any part of the documentation to the extent indicated.

6. Confidentiality

All information received will be treated in accordance with the General Data Protection Regulations

7. Validity

The bid (including price) should remain valid for a minimum period of 60 days from the return deadline stated above.

8. Canvassing/Bribery Act

Any supplier who directly or indirectly canvasses any official of the Council or bribes or attempts to bribe concerning the award of the contract or who directly or indirectly obtains or attempts to bribe information from such official concerning the process will be disqualified and may also be guilty of a criminal offence

9. Whistle Blowing

The Council takes fraud, misconduct or corruption seriously and is committed to eradicating it. Our policies include a whistle blowing procedure, which enables employees, and staff within partner and contracting organisations to raise, in good faith, any concerns they may have without fear of victimisation. Such concerns may include:

- Health and safety risks;
- Damage to the environment;
- Abuse of vulnerable clients;
- Fraud, bribery and corruption; and,
- Any conduct which is illegal.

Please ensure that your staff is familiar with these whistle blowing arrangements.

10. Complaints Procedure

If you wish to make a complaint regarding the procurement process please see the Town Council's complaints procedure on the website through this [Link](#)