

**TAVISTOCK TOWN COUNCIL**

**'Expressions of Interest'**

**Technical Assessment**

**for**

**Repair Works to Market Road River Wall**

## Technical Assessment

### Instructions for completion:

#### 1 General

- 1.1 Tavistock Town Council seeks the information sought in this document in order to inform its selection of a provider of capital works in a river-course along Market Road.
- 1.2 Responses to this document will be used in the first step of selecting providers to tender. Selected contractors will be invited to participate further in the procurement procedure through inclusion on a list of selected tenderers.

#### 2 Instructions for completion

- 2.1 Please complete all parts of this questionnaire fully, providing all the necessary supplementary information, before returning it to the Town Council **by no later than 11am on Monday 6<sup>th</sup> February**. Responses should be marked for the attention of Mr W Southall, General Manager (Market Road Works), Tavistock Town Council, Drake Road, Tavistock, Devon, PL19 0AU.
- 2.2 Prospective providers should answer all questions as accurately and concisely as possible. Where a question is not relevant to the responder's organisation, this should be indicated, with an explanation.
- 2.3 Supporting information should be presented in the same order as, and should be referenced to, the relevant question.
- 2.4 In the event that none of the responses are deemed satisfactory, the Council reserves the right to consider alternative procurement options.

#### 3 Timetable

- 3.1 Completed technical assessments and/or supporting information must be received by the date and time stated previously. The form and/or supporting documentation received after this time and date will be disregarded.

<b>Activity</b>	<b>Date</b>
Return Expressions of Interest	11am Monday 6 <sup>th</sup> Feb
Preparation of List of selected Tenderers	Monday 6 <sup>th</sup> to Wed 8 <sup>th</sup>
Issue Tender	Thurs 9 <sup>th</sup> Feb
Return Tender	Thurs 9 <sup>th</sup> March
Tender presentations (should they be considered necessary)	TBC
Contract Award Notification	Week commencing 20 <sup>th</sup> March
Contract Commencement	June 23

## Technical Assessment

Item	Information required	Response
1	<b>Organisation identity</b>	
1.1	Name of the organisation in whose name the tender would be submitted:	
1.2	Principal contact name:	
1.3	Address:	
1.4	Telephone number:	
1.5	Out of hours number:	
1.6	email address:	
1.7	Company registration number:	
1.8	VAT registration number (if applicable):	
1.9	Please enclose details of your organisation structure (diagrams are acceptable):	Enclosed? Yes/No

Item	Information required	Response	
1.10	Please give the names and responsibilities of your core team.	Name  .....  .....  .....  .....	Responsibility  .....  .....  .....  .....
1.11	<p>Please provide details of any significant changes that have occurred since your organisation's last set of audited accounts which may have the effect of altering the position as indicated in that set of accounts.</p> <p>Tavistock Town Council may request further information or make further independent enquiry.</p>	Details provided? Yes/No	
1.12	Please provide details of your company's efforts in staff training and development relevant to the specification of works.	Details enclosed? Yes/No	
1.13	Please provide details and copies of certification of any quality assurance certification/accreditation that your organisation holds	Details and certification enclosed? Yes/No	

Item	Information required	Response
1.14	Please provide evidence of insurance cover as listed within A20 Contract Particulars	Details enclosed? Yes/No
1.15	<p>Please provide details of up to two significant comparable projects similar to those detailed within the schedule of works which your organisation has performed.</p> <p>The details should include:</p> <ul style="list-style-type: none"> <li>i client name and address;</li> <li>ii contact name and telephone number;</li> <li>iii contract reference, cost of the contract and brief description of the works;</li> <li>iv date of completion.</li> </ul> <p>NOTE – in completing this section you acknowledge that the Council may contact the client concerned for references in connection with the conduct of the work. It will be advantageous, where possible, to provide a reference for comparable work undertaken on behalf of a public body.</p>	Enclosed? Yes/No
1.16	Please provide evidence of your previous experience of working with the Environment Agency, with particular attention of applying for and obtaining Environment Agency Flood Risk Activity Permits	Enclosed? Yes/No

Item	Information required	Response
1.17	Please provide evidence of your experience regarding cofferdam temporary works design to BS5975 and/or river diversion works.	Enclosed? Yes/No
1.18	Please indicate if you are part of the DEFRA Commercial Group	Yes/No

I undertake that the information contained in this technical assessment is accurate to the best of my knowledge and understand that false information will exclude the organisation I represent from proceeding further with the application:

Name .....

Signature .....

Position Held.....

Date .....

Organisation .....