

**Swanage Town Council**  
**Contract for supply, installation and maintenance of festive lighting**

Swanage is the eastern gateway town to the Jurassic Coast World Heritage Site and is a traditional seaside resort proud of its Victorian heritage. It has just under 10,000 residents, a figure which expands significantly during the summer season.

Swanage Town Council has taken over the existing lighting equipment from a voluntary group and is now looking to have a new lighting scheme in place from late November 2019.

It is planned to roll this out in a phased approach. The first stage will include the main commercial street, Station Road, from the station to the Mowlem Theatre on the seafront. A further phase or phases will be implemented during 2020 and following years.

There are two elements required. Firstly, multi-coloured bulbs from overhead catenary wiring is permanently in place and lit during the summer months and at Christmas. Secondly, additional lighting features are installed for the Christmas period only (November to January). Companies are encouraged to consider overhead features, attachments to lampposts and potential static features at appropriate locations.

The council is seeking tenders for new lighting, and an ongoing contract for installation and maintenance from November 2019 for a period of three years. The Council is seeking costings for both purchase and lease options. The tender should be structured as follows:

- 1) Lease and purchase options for Station Road only.
- 2) Lease and purchase options for the rest of the Town Centre, as set out on the attached plan (including Shore Road, Institute Road and Lower High Street).

**Tenders will be assessed as follows, therefore please include relevant information in your tender return:**

<b>Criteria</b>	<b>Weighting</b>
<b>Price*</b>	<b>60</b>
<b>Quality</b>	<b>40</b>
Methodology – how will the service be delivered and what ongoing support will be offered?	20
Relevant experience	10
Challenges – how will challenges relating to installation and maintenance be met and risk assessed?	10

For further information and/or to arrange accompanied site visits please contact Cara Johnston, Operations Department Administration Officer, on 01929 423636 or e-mail [c.johnston@swanage.gov.uk](mailto:c.johnston@swanage.gov.uk)

All responses must be sent in a sealed envelope using the address label supplied to Dr Martin Ayres, Town Clerk, Swanage Town Council, Town Hall, High Street, Swanage BH19 2NZ to arrive no later than Noon on Friday 23<sup>rd</sup> August 2019.

## Information and Instructions for Tenderers

### 1. Introduction

- 1.1 This document explains some rules you need to follow when preparing your tender, tells you how to submit your tender and alerts you to some things to be aware of if you are awarded the contract. It also gives you some hints and tips to help you submit a successful bid.
- 1.2 If you do not follow the rules set out below, there is a risk your tender will be rejected.

### 2. Preparing your tender:

#### Rules you must follow:

- 2.1 Make sure your tender is completed legibly (either typed or in ink), in English, with all prices in Sterling (exclusive of VAT), and that it is signed and dated where required. If you need to make any amendments or corrections to your printed tender before you send it, you must initial these.
- 2.2 Your tender must tell us if you are registered for VAT and how this applies to the goods you are providing for us - for instance standard, reduced rate, zero, exempt or outside scope.
- 2.3 We publish details of successful bids as part of the Government's transparency agenda to show how public money is being spent. We may also be required to release details under the Freedom of Information Act 2000 if requested. For these reasons, please do not put general confidentiality clauses in your tender as we can only accept them in very exceptional and narrowly defined circumstances. If you do consider any information to be confidential, please clearly set it out in a separate schedule (along with your reasons).
- 2.4 Don't tell anyone what your tender price is (even approximately) before the contract is awarded. Don't try to obtain information about anyone else's tender before the date of contract award or discuss with anyone else whether or not they should tender, or about their (or your) tender price.

#### Important things to be aware of:

- 2.5 The expense you incur in preparing this tender is a matter for your own commercial judgement. Be aware that exceptionally we may need to withdraw the tender invitation or re-invite tenders on the same or an alternative basis.
- 2.6 We reserve the right not to accept the lowest (or any) tender, or to accept any part of your tender without accepting the rest.
- 2.7 It is not the Council's policy to reimburse tendering costs.

### Some hints and tips:

- 2.8 Please read the documents carefully and make sure you provide all the information we ask for. If you don't - at best you may lose valuable marks, at worst your tender might be disqualified as "non-compliant".
- 2.9 Pay attention to the evaluation criteria - these tell you what we are looking for. It's helpful if you can use the criteria headings to organise the information in your tender so that the evaluation team can immediately see that you have addressed them.
- 2.10 Please keep tenders brief and to the point - don't send lots of additional information. We don't award extra marks for expensive paper or glossy photographs and would prefer instead that you simply used less paper and printed on both sides of the page.
- 2.11 Make sure you properly explain how you propose to undertake the work. If you spot issues that need to be addressed or particular risks - cover these too (and tell us what you plan to do about them). This gives us confidence that you have understood our requirement and are capable of delivering it.
- 2.12 Please provide the price breakdown in the format we have requested.
- 2.13 Don't leave it until the last minute before sending your bid, even if you are using a courier. Unforeseen transport problems can result in your tender missing the deadline and being rejected.

### **3 Submitting your tender:**

- 3.1 The process for submitting tenders is very tightly controlled to make sure everyone is treated equally. Unfortunately this means that we cannot accept e-mailed tenders so you will need to send your tender by post or courier. The tender submission documents as set out in paragraph 3.3 below are to be returned in a sealed plain envelope using the form of label supplied. Your company's name must not be on the envelope or any other packaging or labelling (please make sure your courier is aware of this too).
- 3.2 The tender return date and time is noon on **Friday 23<sup>rd</sup> August 2019**, and you **must** make sure it is received by us before then. If the tender is delivered by hand you should ensure that you obtain a receipt from one of our officers. Be aware that late tenders will be rejected even if the reason for the delay is not your fault.
- 3.3 Your tender submission should include:
  - A detailed quotation, in the format requested
  - Information required to enable the quality scoring of your tender.
- 3.4 If, having informed us that you intend to submit a tender, you subsequently decide not to do so, please let us know as soon as possible by sending an e-

mail to the Town Clerk. It would be helpful to us to know your reasons but you don't have to tell us if you would prefer not to. Do not transfer these tender documents to anyone else without our prior, written agreement.

#### **4. If your tender is successful...**

##### Awarding the contract:

- 4.1 We will take into account the information provided by you in the tender along with pricing information any other information specifically related to the evaluation of tenders that we have requested. The information will be evaluated against the award criteria set out in the tender documentation published on Contracts Finder.
- 4.2 If on checking the tender, we find arithmetical errors you will be told in writing and given the opportunity to amend your tender to rectify the error so that it is arithmetically correct, to confirm the tender as submitted or to withdraw the offer.
- 4.3 If you are successful, we will let you know, formally, in writing. It is currently envisaged that the decision will be taken no later than 31<sup>st</sup> August 2019.
- 4.4 The successful tender, together with our written acceptance, shall form a binding agreement.
- 4.5 A Purchase Order number may either be issued with, or after, the award letter. You shouldn't supply the goods until you have received a Purchase Order number or, as a minimum, been given the number by the Contract Officer.

#### **5. If you are unhappy with the outcome...**

- 5.1 You are entitled to feedback on your tender if you would like it.
- 5.2 If you have a complaint about our tender process please write to the Town Clerk as soon as possible and they will do their best to resolve it.