



BLANDFORD FORUM TOWN COUNCIL

Section 2

Instructions and information on the 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 information asked for in the format and order specified. Please contact Mrs Linda Scott-Giles on tel. no. 01258 454500 or via email at linda@blandfordforum-tc.gov.uk if you have any doubts as to what is required or if you will have difficulty in providing the information requested.

Please note that references to BFTC throughout these documents mean Blandford Forum Town Council.

Time and Date for return of tenders	12.00 noon 18 th March 2019
Method of Return of tenders	Via email to Mrs Linda Scott-Giles at linda@blandfordforum-tc.gov.uk or via post/courier to the office address below
Expected Date of Award	22 nd March 2019
Date contract expected to commence	As soon as possible after award of contract
Arrangements for enquiries/questions	Email: linda@blandfordforum-tc.gov.uk Office: 01258 454500

1. *General*

- 1.1 This process to quote does not constitute an offer and the Council does not undertake to accept any quotation. The Council reserves the right to accept any part of any supplier submission. The Council will not reimburse any bidding costs.
- 1.2 Suppliers must obtain for themselves all information necessary for the preparation of their quotation and satisfy themselves that the quality and standards specified by themselves or the Council are appropriate. Information supplied to suppliers by the Council's staff or contained in the Council's publications is supplied only for general guidance in the preparation of the quotation. Suppliers must satisfy themselves as to the accuracy of any such information, and no responsibility is accepted by the Council for any loss or damage of whatever kind and howsoever caused arising from the use by suppliers of such information.

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Town Clerk's Office
Church Lane, Blandford Forum
Dorset DT11 7AD



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2.0 *Contract Period*

- 2.1 The contract period is to be solely until the works outlined in the Technical Specifications document have been completed to the successful 'sign-off' by the Town Clerk. The Council reserves the right to terminate the contract at any point throughout the installation if the Town Clerk does not feel the works are being carried out to the required standard.

3.0 *Alterations*

- 3.1 You may not alter any of the documents. Any modification which you may think is necessary is to be detailed separately in the format set out in Section 4. Quotations shall not be qualified or accompanied by statements that might be construed as rendering the quotation equivocal. Only unqualified quotations will be considered. The Council's decision as to whether or not a quotation is in an acceptable form will be final.

Where a bidder wishes to submit a modified or alternative bid this must be in addition to the original quotation submission and may or may not be considered by the evaluating committee. Any modified or alternative bid must be free of qualifications and state all cost implications. Any deviations from the specification and all risks and contingencies must be identified.

4.0 *Incomplete Tender*

- 4.1 Tenders will be rejected if the complete information called for is not given at the time of tendering. The tender package must be returned in its entirety.

5.0 *Receipt of Tenders*

- 5.1 Tenders will be accepted up to the time and date stated. Those received before that date will be retained unopened/unchecked until then. Please ensure that your tender is delivered no later than the appointed time. BFTC does not undertake to consider tenders received after that time.

If hard copies are returned they must be in an envelope which shall be sealed and bear the handwritten words "**Tender for Woodhouse Gardens Pavilion extension**". Only original documents should be used. Any quotation received not complying with these requirements will be rejected.

6.0 *Acceptance of Tenders*

- 6.1 By issuing this invitation BFTC is not bound in any way and does not have to accept the lowest or any tender. The Council will seek to apply the best price-quality ratio in its decision-making processes and its selection criteria are detailed in this tender package. All applicants shall be notified of the outcome of the process.
- 6.2 BFTC will produce a short-list from the tenders received, (with all identification marks being covered/removed).

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6.3 The Council expects to award the contract as soon as possible, however depending on cost levels it may need to seek external funding support. In this case the Council will inform the supplier if they are their preferred supplier and keep them informed of the external funding bid timescales. If external funds are required work cannot be commissioned until the outcome of the bid is known due to the requirements of the external funders. In this event the Council may need the supplier to extend the period covered by the prices quoted in their tender response. This will be discussed with the supplier at the time, should the need arise.

6.4 Acceptance of the quotation by the Council shall be in writing and communicated to the supplier. Upon such acceptance the contract shall thereby be constituted and become binding on both parties. A bidder must not undertake any work until they have received official written notification that they have been awarded the contract by the Council and are required to start work or deliver materials.

7.0 *Period for which Tenders shall Remain Valid*

7.1 Unless otherwise stated by the tenderer, tenders shall remain valid for 26 weeks from the closing date for receipt of tenders.

8.0 *Amendments to the Tender Documents*

8.1 BFTC reserves the right to amend the enclosed documents at any time prior to the deadline for receipt of tenders. Any such amendment will be numbered, dated and issued by Mrs Linda Scott-Giles, Town Clerk. Where amendments are significant, BFTC may, at its discretion, extend the deadline for receipt of tenders and will be guided by the requirements of the Public Contracts Regulations 2015.

9.0 *Resolution of Tenderer Proposed Amendments and Contractual Status*

9.1 Where BFTC agrees changes with a tenderer to the proposed Contract Documents, then all such changes will be incorporated into the proposed contract by BFTC. There will not be a contract unless and until a form of agreement has been signed by BFTC.

10.0 *Inducements*

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

11.0 *Collusion*

11.1 Bidders shall not discuss the submission they intend to make other than with professional advisers or joint bidders who need to be consulted. Bids shall not be canvassed for acceptance or discussed with the media, any other bidder, member or officer of the Council. In submitting a quotation, the bidder warrants that he / she has not breached competition law and has not made their quotation in collusion or collaboration with any third party.

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12.0 *Costs and Expenses*

- 12.1 Your will not be entitled to claim from BFTC any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

13.0 *Financial Appraisal*

- 13.1 BFTC may conduct a financial appraisal of your company in order to satisfy itself that you have sufficient means to perform the contract.

14.0 *Compliant Tenders*

- 14.1 Subject to the submission of a compliant tender, you may also submit an alternative price and method for carrying out the services which BFTC, at its sole discretion, may or may not pursue or discuss with you.

15.0 *Confidentiality*

- 15.1 All information supplied by BFTC to you must be treated in confidence and not disclosed to third parties except in so far as this is necessary to obtain sureties or quotations for the purposes of submitting the tender. All information supplied by you to BFTC will similarly be treated in confidence except:

15.1.1 that references may be sought from banks, existing or past clients, or other referees submitted by the tenderers.

15.1.2 for the disclosure of such information with regard to the outcome of the procurement process as may be required to be published in the Supplement to the Official Journal of the European Communities in accordance with EC directives or elsewhere in accordance with the requirements of the Public Contract Regulations 2015.

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