



Parish Office, Colden Common Community Centre
St Vigor Way, Colden Common, Winchester
Hampshire, SO21 1UU

Clerk: Debbie Harding
Telephone 07775 627131
e-mail clerk@coldencommon-pc.gov.uk
www.coldencommon-pc.gov.uk

TENDER DOCUMENTATION
Deadline
to receive no later than NOON – 4th November 2024

INSTRUCTIONS TO TENDERERS

- a) The following instructions must be followed.
- b) An illustrated design shall be submitted with the attached Form of Tender (page 3) not later than noon on 4th November 2024, in an envelope addressed using the label on page 4
- c) All tenders should conform to the project design brief and specification.
- d) The form of tender shall be returned priced in black ink.
- e) A checklist of an additional information to supply with the tender can be found on page 2
- f) Any Tender arriving after noon on the date stated in (b) above will not be considered, as will no Tender which has not been fully priced in black ink as stated in (c) above.
- g) No alterations or qualifications of any kind whatsoever shall be made by the Tenderers to the text of this document, the specification or the brief.
- h) Any unauthorised alteration or qualification made by the Tenderer will be ignored and the original text of the specifications rigidly adhered to.
- i) Colden Common Parish Council is not bound to accept the lowest or any Tender, the Tender offer is to remain open for acceptance for a period up to 31st March 2025
- j) Abnormally low price - Where we consider the total price you have submitted to be abnormally low will ask you to explain the price you have submitted (as required in regulation 69 of the Public Contracts Regulations 2015)
- k) Any questions or points of clarification to be made to clerk@coldencommon-pc.gov.uk or 07775 627131

FURTHER DETAILS AND REQUIREMENTS

- The Parish Council reserves the right to reduce any or all of the requirements of the specification should circumstance dictate.
- Any extra work or visits must be agreed by both parties in advance of the work being undertaken.
- All prices quoted should exclude VAT.
- The contractor is required to produce risk assessments for each site before the commencement of the contract, which will be provided to the Parish Council upon request.
- All relevant protective clothing will be worn whilst conducting work for the Parish Council, and all safety procedures will be followed to ensure that both employees and members of the public are protected.
- Only suitably qualified staff will use machinery to carry out any work for the Parish Council.
- The contractor is required to have all necessary and relevant licences and certificates, including but not limited to a waste disposal licence,

CHECKLIST OF ITEMS TO BE PROVIDED BY APPLICANTS WITH THE TENDER

ITEM REQUIRED	TICK BOX
A letter introducing the company, examples of current and previous work (within a 30 mile radius if possible), including contact details for at least two customer references to be taken up.	
Design of the play area adhering to the specification including an illustrated layout.	
A breakdown of the cost of the proposed design.	
Copies of all relevant and necessary licences and certificates	
Copies of all necessary insurance documents, including the value of Public Liability insurance held	
Detail on the installation method including whether installation would be subcontracted, and if so to whom and how the installation will be project managed	
Company details – including but not limited to how long the company has been in operation.	
Bank account details	
Any further information relevant to tender evaluation included in the project design brief / specification i.e. detail on guarantees, after service etc	

TENDER

To: Colden Common Parish Council
Parish Office, Colden Common Community Centre
St Vigor Way, Colden Common, Winchester, Hants, SO21 1UU

Dear Sirs,

Having examined the specification for Colden Common Park Play Area replacement to undertake and carry out the said works in conformity with the said specification and general terms of contract for the sum of:

Price valid until 31st March 2025

£..... + VAT

Amount written in words.....

With an option to extend the price validity with percentage uplift as detailed below

Percentage increase to the price quoted

if an order is placed between 1st April 2025 to 31th August 2025.....%

We undertake to carry out and complete the works in accordance with the specification.

We understand that you are not bound to accept the lowest or any Tender you may receive.

Name

Signature:

for and on behalf of:

Address

.....

.....

Date:

Email Telephone

LABEL TO BE USED FOR RETURN OF TENDERS
Must be returned by NOON 4th November 2024

TENDER DOCUMENTS

DO NOT OPEN UNTIL TUESDAY 5th NOVEMBER 2024
COLDEN COMMON PARISH COUNCIL
PARISH OFFICE
COLDEN COMMON COMMUNITY CENTRE
ST VIGOR WAY
COLDEN COMMON
WINCHESTER
HANTS
SO21 1UU