**Invitation to Tender**

***Ponsanooth Playing Field Path***

**Ref: CLUP**

# 1. About Ponsanooth Parish Council

A Parish council holding Foundation Award quality council status, covering Ponsanooth Parish in Cornwall. Alongside delivering the statutory duties required of the parish council we seek to improve the parish for our residents and businesses across several areas. We have a Parish Vision and plan which has been established with community consultation. We are actively working to deliver our Neighbourhood Development Plan.

# 2. Background and Context

To build a circular path at Ponsanooth Playing field using permeable tarmac. Including two areas along the perimeter of the path for benches.

The playing field is well used by all of the community, school and preschool. To ensure minimal disruption, we would hope for completion before April 2024.

This project is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender.

# 3. Tender requirements

The successful tenderer will be expected to undertake the following activities:

3.1 Construct a fully inclusive path (2m width) around the perimeter of Ponsanooth Playing field as per Enclosure 1. Path to be made of permeable tarmac to ensure good drainage. The plan shows 4 exits paths.

**3.2** Confirm with the tenderer the location of the 2 bench areas around the perimeter comprisingfirm, stable and clear ground space for a single wheel chair to manoeuvre and occupy to both the left and right of the space allocated for the benches as per the table below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Length |  | Depth |
| Bench | 1790 |  | 574 |
| Left area | 1220 | Back | 762 |
| right Area | 1220 | Front | 762 |
| Total mm's | 4230 |  | 2098 |

**3.3** To supply and lay a teram membrane to foot path to stop weed growth from below

3.4 To then grade off all top soil down to hard sub soil with digger and dumper and remove all waste to tip

**3.5** To supply and lay a 100mm x 25mm tanalised timber edging to path all laid to line and level

3.6 To then supply and lay a minimum of 803 hardcore sub base to path and compact and then supply and lay a minimum of 50/60mm average depth of sma10 surface course permeable tarmac to the whole path and compact to a smooth finish all laid to line and level

**3.7** To fill in and make good any low area’s around path edging with top soil and grass seed

**3.8** Method for construction of path will need to be clear, Ponsanooth Parish Council want to ensure that the playing field is protected and machinery used for construction does not damage the field.

3.9 The path is expected to be no more than 800m2

4**. Budget**

The total maximum budget available for this commission is £72,000.00 (exc VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until acceptance by the tenderer. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 18 January 2024 |
| Last date for raising queries | 1700 26 January 2024 |
| Last date for clarifications to queries | 29 January 2024 |
| Deadline to return ITT | **1700: 8 February 2024** |
| Evaluation of ITT | 9 February 2024 |
| Preferred supplier notified | 12 February 2024 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 60 days from contract evaluation |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and Ponsanooth Parish Council during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Employers Liability Insurance with a limit of indemnity of not less than one million (£1,000,000)
5. Public Liability Insurance with a limit of indemnity of not less than two million (£2,000,000).
6. Conflict of interest statement
7. Confirmation of machinery used will protect the playing field.

6.2 A statement as to how you intend to deliver the requirement set out in section 3.

6.3 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed.

6.4 Budget

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Ponsanooth parish Council.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Ponsanooth Parish Council or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Ponsanooth Parish Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

[ponsanoothpc@gmail.com](mailto:ponsanoothpc@gmail.com)

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Ponsanooth Parish Council to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Ponsanooth Parish Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 | 20 |
| A statement as to how you intend to deliver the requirement set out is section 3. |  |
| Ref 6.3 | 20 |
| Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed. |  |
| Ref 6.4 Budget | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 60 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 60 x lowest bid / bid |  |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |  |  |
| --- | --- | --- |
| **Scoring Matrix for Award Criteria** | | |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, Ponsanooth Parish Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Ponsanooth Parish Council is not bound to accept the lowest price or any tender. Ponsanooth Parish Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Ponsanooth Parish Council’s internal procedures and Ponsanooth Parish Council being able to proceed.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this ITT and your response.

# 14. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to:

[ponsanoothpc@gmail.com](mailto:ponsanoothpc@gmail.com)

with the following message clearly noted in the Subject box:

Ponsanooth Playing Field Path

**Tenderers are advised to request an acknowledgement of receipt of their email.**

# 15. Disclaimer

The issue of this documentation does not commit Ponsanooth Parish Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Ponsanooth Parish Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Ponsanooth Parish Council and any other party (save for a formal award of contract made in writing by Ponsanooth Parish Council or on behalf of Ponsanooth Parish Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Ponsanooth Parish Council or any information contained in Ponsanooth Parish Council’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Ponsanooth Parish Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Ponsanooth Parish Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Ponsanooth Parish Council liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

1. Playing Field Plan