



Peacehaven Town Council

Invitation to Tender for 2 replacement air handling units

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1. Statement of purpose

- 1.1. Peacehaven Town Council is looking to replace 2 air handling units supplying a large hall with heating and ventilation to replace an existing system that is almost 50 years old. The specification document in the appendices gives further details on this.
- 1.2. The Council has not set a maximum budget for this tender but advises tenderers to submit their most competitive price. The full assessment criteria forms part of the specification document.
- 1.3. This document is intended to provide tenderers with all the necessary information to submit an compliant tender.

2. Procurement policy

- 2.1. The Council is responsible for ensuring best value for money at all times in line with our Financial Regulations. A copy of the adopted Financial Regulations can be viewed on the Peacehaven Town Council website.

3. Timetable

Activity	Date / Deadline
Tender commences with advert publication	22 nd January 2024
Final receipt of clarification questions	12 th February 2024
Closing date for Tender submissions	4 th March 2024
Opening of Tenders and Evaluations	w/c 4 th March 2024
Decision & preferred tenderer announced	13 th March 2024
Final decision notice issued	20 th March 2024

4. Tender submission information

4.1. Submissions should be:

- as concise as possible whilst providing enough information for the Council to evaluate the tender.
- Submitted by post, clearly marked with the reference 'PTCTS-AHU' and for the attention of the Town Clerk.
- Formally signed by a person duly authorised to sign on the organisations behalf.
- Received by the Council before the set deadline.

- 4.2. A copy of the final tender must be received by the Council no later than 17:00 on the date specified in the timetable. Late tenders will not be considered unless the Council is satisfied that the delay was caused by reasons outside of your control. This is at the sole discretion of the Council and the decision is final. Requests for amendments or additions to tender information after the submission deadline will not be considered in any circumstances.

4.3. All Tenders and supporting documents must be submitted by post, clearly marked with the reference 'PTCTS-AHU' and for the attention of the Town Clerk.

4.4. All Tenders shall remain sealed until Council agrees that they be opened by the Town Clerk or Responsible Financial Officer in the presence of at least 2 members of the Council.

5. Queries raised by tenderers

5.1. Tenderers may request clarification concerning the requirements or the process of this procurement exercise at any time before the deadline date specified in the timetable. Questions should be sent by email to townclerk@peacehaventowncouncil.gov.uk. The Council will endeavour to answer all questions as quickly as practicable.

5.2. To ensure fairness throughout the procurement exercise, the Council will publish the questions and responses to all questions. Tenderers should therefore ensure that any questions submitted are written in such a way that they do not disclose any commercially sensitive information.

5.3. The Council retains absolute discretion to extend the closing date and time.

6. Limitations on this invitation

6.1. The Council shall not be bound to accept any Tender and reserves the right not to conclude a contract for some or all of the services for which tenders are invited.

6.2. The Council reserves the right to amend or withdraw all or any part of this Tender and any time during the procurement process.

6.3. All communication regarding the details of this Tender shall be made to the Town Clerk.

6.4. Tenderers shall not make contact with any other employee or Councillor during the period of the procurement exercise unless instructed otherwise by the Council. The Bribery Act 2010 applies at all times.

7. Procurement process

7.1. All Tenders received will be reviewed during the week commencing 4th March 2024.

7.2. The Tenderer is solely responsible for ensuring that sufficient information is provided in the Tender to enable the Council to make an effective and fair evaluation of Tenders in line with the assessment criteria set out in the specification document.

- 7.3. Questions from Tenderers to clarify details or specifications are welcomed, provided this does not modify any substantial aspects of the Tender or risk distorting competition or otherwise causing discrimination.
- 7.4. The Council welcomes Tenderers to arrange a site visit to enable an accurate Tender to be submitted. Requests for site visits should be arranged via the Town Clerk.
- 7.5. The Council reserves the right to abandon or recommence the Procurement exercise and contract awarding if it is unable to select a winner.
- 7.6. Details of the successful bid, including the contract value will be shared on Contracts Finder once the contract has been awarded.

8. Freedom of Information

- 8.1. The Council is a public authority for the purposes of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
- 8.2. Certain elements of the information submitted to the Council by the Tenderer may need to be disclosed in response to a request made by a third party under the Acts. The Council may also decide to include certain information in the publication scheme which it is required to maintain.
- 8.3. If a request is received, the Council may also be required to disclose details of the unsuccessful Tenders.

9. Equal Opportunities

- 9.1. The Council is obliged to promote equality of opportunity and eliminate unlawful discrimination as set in the Equality Act 2010. Tenderers will be required to be compliant with this legislation.