

# **Contract for Refurbishment of Swanage Tourist Information Centre**

## **Information and Instructions for Tenderers**

### **1. Introduction**

- 1.1 Swanage Town Council ("the Council") is seeking Tenders from suitably qualified and experienced persons to provide the works described in the Specification. 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 or services you are providing for us - for instance standard, reduced rate, zero, exempt or outside scope.
- 2.3 As part of your tender, you must provide (on headed paper) full contact details for the legal entity we would be contracting with including the name, registered address (and any alternative address for accounts etc), contact name and numbers, payment and banking details and e-mail and website addresses.
- 2.4 You must not alter any of our Invitation to Tender documents. The form of contract will be in accordance with the JCT Minor Works Building Contract as cited in the preliminaries of the Specification. Therefore, please don't include your own conditions of contract with your tender.
- 2.5 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).
- 2.6 Don't tell anyone what your tender price is (even approximately) before the contract is awarded. The only exceptions are when obtaining an insurance

quote to include in your tender or when seeking legal advice about the contract - on condition that you give this information in strict confidence.

- 2.7 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. The only exception is where you are considering a joint or team bid - on condition that all suppliers involved in the discussions are named in your tender.
- 2.8 If you can see a different way of approaching the requirement to the one we have described in our specification, you can submit an "alternative" tender. But if you do this then you **must** also submit a separate "primary" tender based strictly on our original specification. You must fully price both options showing clearly how and where costs differ.
- 2.9 If you decide to join with other suppliers to submit a joint or team bid, be aware that (if successful) the group will need to nominate a lead partner who we can contract with. Alternatively the group will need to form themselves into a single legal entity before the contract is awarded and you **must** provide an undertaking with your tender that the group is prepared to do this.

Important things to be aware of:

- 2.10 If we refer to an International, European or British Standard in our specification, you can offer an equivalent provided that it offers equivalent guarantees of safety, suitability and fitness for purpose to the one we specified.
- 2.11 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.
- 2.12 We reserve the right not to accept the lowest (or any) tender, or to accept any part of your tender without accepting the rest.
- 2.13 It is not the Council's policy to reimburse tendering costs.

Some hints and tips:

- 2.14 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".
- 2.15 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.
- 2.16 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.

- 2.17 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.
- 2.18 Please provide the price breakdown in the format we have requested.
- 2.19 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 24<sup>th</sup> October 2016 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 completed Form of Tender
  - A fully priced copy of the Schedule of Works
  - A completed copy of the Tender Questionnaire with supporting financial information and answers to the questions in appendix A.
  - A completed Anti-Collusion Certificate.
- 3.4 Your tender will remain open for acceptance for 3 months (90 calendar days) from the Tender Deadline.
- 3.5 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 following award criteria:

Criteria Heading	
<b>Economic and financial standing</b>	Pass or Fail
	<b>Weighting</b>
<b>Price submission</b>	44%
<b>Quality of submission – see the tender questionnaire and its Appendix A</b>	56%

- 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. The alteration of Tender rates is not permitted.
- 4.3 If you are successful, we will let you know, formally, in writing. It is currently envisaged that the decision will be taken at the Council meeting on Monday 31<sup>st</sup> October 2016, but this may be subject to change.
- 4.4 The successful tender, together with our written acceptance, shall form a binding agreement in the terms of the Contract Documents and, where there is any discrepancy or difference between the Tender and the (other) Contract Documents, the Contract Documents shall prevail.
- 4.5 A Purchase Order number may either be issued with, or after, the award letter. You shouldn't start work 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.