

Provision of Play Equipment and Multiuse Games Area at Highcliffe Play Area: Invitation to tender

Berwick-upon-Tweed Town Council

March 2019

Highcliffe Play Area; Invitation to Tender
Berwick-upon-Tweed Town Council

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Section 1: Introduction and background

Berwick-upon-Tweed Town Council

The Council is a local authority established under the Local Government Act 1972. It performs the functions of a parish council for Berwick, Spittal and Tweedmouth. In the year ended 31 March 2018 it incurred expenditure of £400145.

As a public body the Council is subject to statutory duties to disclose information it holds, including under the Freedom of Information Act 2000.

Further information about the Council's activities and finances can be found http://www.berwick-tc.gov.uk/town_council.

Drivers for the procurement

The Council is seeking to upgrade an existing play area to provide additional facilities including informal sports areas (MUGA):

Section 2: Specification

Scope of work

Berwick-upon-Tweed Town Council invites suitably qualified and experienced contractors to tender to supply and install the following items to upgrade the existing community play area at Highcliffe in Berwick-upon-Tweed.

Lot 1

A 20m by 12m Multi Use Games Area, suitable for, as a minimum, football and basketball and with fencing sufficiently high to contain balls within the area,

Lot 2

Three items of play equipment to complement the existing play area, suitable for children aged 7 - 13, with one item specifically designed for users with impaired mobility, together with associated safety surfaces.

Timing of work

The work should be capable of being completed no later than 30th September 2019

Payment

Fees will be payable on completion of the work to a satisfactory standard unless a separate agreement is reached for stage payments.

Section 3: Pricing

Fixed fee

A fixed fee for the provision and installation of the equipment in accordance with the specification is sought.

Section 4: Planned tender timetable

The proposed tender timetable is:

DATE	ACTIVITY
1 April 2019	Issue of Invitation to Tender
No later than 12 April 2019	Receipt of any queries from prospective tenderers
No later than 19 April 2019	Answers to any queries from prospective tenderers
12 noon on 26 April 2019	Submission of tenders
By 4 May 2019	Completion of tender evaluation
23 May 2019	Decision on award of contract

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Section 5: Evaluation criteria

Selection basis

Tenders will be evaluated in accordance with pre-determined criteria. The Council is not obliged to accept the lowest tender.

Criteria

The Council will evaluate the tenders against the following criteria:

CRITERION	INCLUDING ...
Price	Value for money Warranty / guarantee period
Skills, competence and capacity	Professional qualifications Experience of undertaking similar types of work
Contractual terms	No unusual proposed contractual terms

Section 6: Tender submission

Tender submission arrangements

Tenders should be submitted no later than 12 noon on 26 April 2019 to:

Berwick-upon-Tweed Town Council

Berwick Workspace

Boarding School Yard

90 Marygate

Berwick-upon-Tweed

TD15 1BN

Tenders will be considered anonymously and so should be submitted in a sealed envelope clearly marked 'Tender for provision of play equipment at Highcliffe Play Area' and bearing no indication either on the envelope or the contents of the identity of the tenderer. This envelope should be contained within an outer envelope that should contain a covering letter identifying the company submitting the tender and the signed declaration statement [Appendix A]. Any information identifying the company submitting the tender may be removed from consideration as part of the assessment process.

The Council reserves the right not to consider tenders received after the tender submission date.

Submissions required

Tenderers should make submissions including the specification of the proposed play area and the price, and should be sufficiently detailed to allow them to be appraised by the panel without reference back to the tendering organization.

Tenderers should also include a signed declaration in the format set out in Appendix A.

Tender queries

Any queries should be submitted by email to town.clerk@berwick-tc.gov.uk no later than 12 April 2019. The Council will seek to respond to any queries by 19 April 2019. If queries are not specific to the circumstances of an individual prospective tenderer the responses will be shared with all tenderers.

Confidentiality

Tenderers shall treat the Invitation to Tender documents as confidential and restrict their circulation and distribution to a 'need to know' basis. Tenderers shall **not** disclose their Tender in whole or in part to any third party prior to either the award of contract or receipt of notification that their tender has not been accepted.

Appendix A: Declaration statement

We undertake to provide the following services:

We accept the provisions of the Invitation to Tender and offer to provide services in accordance with the prices, terms and conditions stated herein.

We understand that the Council will disregard any oral agreement or arrangement made by us. We have been cautious to check our Tender before submission, as amendments to or withdrawals of Tender submitted, if received by the Council after the time specified for receipt of tender, may not be considered.

We undertake, and it shall be a condition of any Contract, that the following is a 'bona-fide' Tender, intended to be competitive and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any other person. We also certify that we have not done and we undertake that we will not do any of the following:

- communicate to any person other than the person calling for these Tenders the rates or approximate rates in the proposed Tender;
- enter into an agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted;
- offer to pay or give or to receive, or agree to pay or give or receive, any sum of money or consideration directly or indirectly to or from any person for doing or having done or causing or having caused to be done in relation to this or any other Tender or proposed Tender for the said goods or services any act or thing of the sort described above. In this context "person" includes any person and any body or association, corporation or incorporate and "any agreement or arrangement" includes any such transaction formal or informal whether legally binding or not.

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We understand that no variations in, or acceptance of any Invitation to Tender, or Tender shall be binding unless agreed in writing.

This Tender shall remain open for acceptance for a period of sixty (60) days from the final date for the submission of Tenders.

Unless and until a formal agreement is executed this Tender, together with your written acceptance thereof, shall constitute a binding agreement between us.

We understand and it is agreed that the Council shall retain the right to reject any and all Tenders, in whole or in part and it is furthermore agreed that Council shall be under no obligation to select the lowest or any other Tender.

We understand that the Council reserves the right to alter or cancel any requirement stated in the contract at any time during the period of the contract.

We have taken all necessary steps to inform ourselves regarding this requirement and we understand and agree that the Council shall not be liable for any inaccuracy or insufficiency in the information available to us in connection with this Tender.

Dated:

Signed:

Name (Capitals):

Title:

On behalf of:

Address:

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