
INFORMATION AND INSTRUCTIONS FOR TENDERERS

These Instructions apply to the tendering process for this contract to ensure that all tenderers are treated equally and fairly and to provide for compliance with other relevant legal requirements. Failure to comply with these Instructions may therefore invalidate your tender.

INTRODUCTION

- 1 Corfe Castle Parish Council is seeking Tenders from suitably qualified and experienced persons for regular Grounds Maintenance within various sites across the Parish, for a term of up to 2 years, with the option for Corfe Castle Parish Council to extend the period of contract for 1 further year. This document sets out the requirements and the selection criteria to be used in the evaluation and provides information regarding how the Tender process will be managed.
- 2 The Contract Administrator (Clerk) is Michelle Harrington, Parish Clerk to Corfe Castle Parish Council, contact details are e-mail clerk@corfecastleparishcouncil.gov.uk or telephone: 01202 670105.
- 3 The procurement timetable included in the tender pack is intended to be a guide and whilst Corfe Castle Parish Council does not intend to depart from the timetable the right to do so is reserved.
- 4 All submissions must be received as specified in the procurement timetable; any received later will not be considered.

INSTRUCTIONS TO TENDERERS

- 5 It is the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for a preparation of their Tenders. No subsequent allowances shall be made for Tenderers failure to familiarise themselves with the location of the Cemetery and any constraints on or adjacent to them.
- 6 Information supplied by Corfe Castle Parish Council (whether in these Tender Documents or otherwise) is supplied for general guidance in the preparation of the Tenders. Tenderers must satisfy themselves by their own investigations regarding the accuracy of any such information and Corfe Castle Parish Council accepts no responsibility for the inaccuracy of information obtained by Tenderers.
- 7 All information supplied by Corfe Castle Parish Council in connection with this Invitation to tender shall be regarded as confidential by the Tenderer except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Tender.
- 8 No one has the authority to make any representation or explanation to Tenderers as to the meaning of any tender documents or to any other matter so as to bind Corfe Castle Parish Council or bind or fetter the judgement or discretion of Corfe Castle Parish Council under the Contract except the Contract Administrator.
- 9 All tender documents, whether a tender is submitted or not, shall remain the property of Corfe Castle Parish Council. Tenderers shall treat the details of the Tender Documents as private and confidential.
- 10 Any queries arising from the tender documents should be submitted in writing to the Contract Administrator (Clerk) two weeks before the deadline for responses. The Contract Administrator will answer such queries and will send both queries and the answers to all Tenderers by close of business on one week before the deadline for responses. As necessary documents related to questions and responses shall be anonymised to protect the Tenderers identity.
- 11 Any queries that are of a sensitive nature must be clearly identified as such on submission.
- 12 Should any amendments to the Tender Documents as issued to Tenderers that are deemed to be necessary prior to the date of submission of Tenders, these will be issued to Tenderers in the form of Instructions and will form part of the Tender Documents.

SUBMITTING A TENDER

- 13 Tenders for the carrying out of this contract must be made on "Quotation Form A" which must be signed by the Tenderer and submitted with the following, all of which must be properly completed individually:
 - An analysis of resources in the Tender including sub-contractors and suppliers.
 - All relevant certificate for Insurance, Regulation compliance and Training. Public Liability Insurance & Employers Liability Insurance both with a minimum value of £5,000,000
 - Details of the Tenderers environmental policies on the use of environmentally friendly supplies & working practices
 - Health and Safety Policy

- 14 No tender received after the closing date will be considered. Proof of posting will not be accepted as proof of delivery if the Tender fails to arrive at the stated address before the closing date. Disputes on the timing of tenders delivered by hand or courier will only be investigated on the production of an official receipt/ signature.
- 15 Tenders must be address and sent to: Tender – Corfe Castle Parish Council, Michelle Harrington, 34 Egmont Road, Poole, Dorset BH16 5BZ.
- 16 Tenders are to be returned in a plain sealed envelope endorsed only with the legend “Tender”. Other than the address as stated there are to be no other marks or logos or other means of identifying the Tenderer.
- 17 Tenders submitted by any other form / method, other than stated above will not be accepted or considered.
- 18 Tenders shall remain valid for 90 days from the return date.

EVALUATION OF TENDERS

- 19 The Tender process will be conducted to ensure that Tenders are evaluated fairly to ascertain the most economically advantageous tender. Account will also be taken of any factors which may impact on the Tenderers suitability that emerge from the tendering process & relate to information that may have previously been provided by the Tenderer.
- 20 Corfe Castle Parish Council will take into account the information provided by the Tenderers in their tender along with pricing information and any other information, specifically related to the evaluation of Tenders and requested by Corfe Castle Parish Council in the Tender Documents which will be evaluated against the following award criteria.

Criteria	Weighting
Price	50%
Proposals for carrying out the contract including the level of resources (staff, plant etc., management and supervision arrangements)	20%
Quality including an assessment of the Tenderers environmental policies on the use of environmentally friendly supplies and working practices	20%
Health and Safety	10%

- 21 If on checking the Tender arithmetical errors are found, the Tenderer will be notified in writing giving them the opportunity either to amend their submitted Tender to rectify the error so that it is arithmetically correct, confirm their originally submitted Tender or to withdraw their offer. The alteration of tender rates is not permitted.
- 22 Corfe Castle Parish Council reserves the right to interview Tenderers by appointment should they so wish.

THE RIGHT TO REJECT ANY OR ALL TENDERS.

- 23 Corfe Castle Parish Council is not bound to accept the lowest or any tender and reserves the right to accept the tender either wholly or in part. The decision to award the contract will be based on the criteria as stated above.
- 24 Corfe Castle Parish Council will not accept any modified Tenders.

AWARD OF CONTRACT

- 25 The successful Tenderer will be required to provide two references from clients of similar standing to Corfe Castle Parish Council unless the Tenderer is already employed by Corfe Castle Parish Council. Corfe Castle Parish Council reserves the right to visit the locations to inspect the standard of work.
- 26 The successful Tenderer will be notified as soon as possible after the Parish Council has made its decision.

FREEDOM OF INFORMATION

- 27 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the ‘FOIA’), all information submitted to Corfe Castle Parish Council may be disclosed in response to a request made pursuant to the FOIA.
- 28 In respect of any information submitted by a Tenderer that it considers to be commercially sensitive the Tenderer should set out the following information in an appendix with the completed Tender response:
 - Clearly identify such information as commercially sensitive.
 - Explain the potential implications of disclosure of such information; and
 - Provide an estimate of the period of time during which the Tenderer believes that such information will remain commercially sensitive.
- 29 Where a Tenderer identifies Information as commercially sensitive, Corfe Castle Parish Council will endeavour to maintain confidentially. Tenderers should note, however, that, even where information is identified as commercially sensitive, Corfe Castle Parish Council might be required to disclose such information in accordance with the FOIA. Accordingly, Corfe Castle Parish Council cannot guarantee that any information marked ‘commercially sensitive’ will not be disclosed.