

Temple Cloud with Cameley PARISH COUNCIL

Temple Cloud PUMP TRACK

**SCHEDULE 2:
FORM OF TENDER AND QUALITY SUBMISSION**

Contact person: Philip Edwards, Parish Council Clerk

Address – on request (electronic submission is preferred)

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All submissions to be returned by email to the above by 24th August 2021

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A FORM OF TENDER

Temple Cloud with Cameley PARISH COUNCIL

Temple Cloud Pump Track

Name of Company.....
Address.....
Post code.....
Primary point of contact.....
Telephone number:.....
Email.

To Temple Cloud with Cameley Parish Council

Two Stage Design and Build Multi-wheels Pump Track

I/We the undersigned, having read the Conditions of Contract and Specifications do hereby offer to complete the supply of services required to be performed in the carrying out of the above contract in accordance with the above documents, to the criteria as appended to this form of tender.

I/We quote a total price of excluding VAT, of which

Stage 1: Consultation and design £.....

Stage 2: Construction & completion £.....

I/we agree that my/our offer shall remain open for acceptance for a period of 90 days from the date fixed for return of Tenders.

I/We declare that Insurance is currently maintained by me/us and shall be maintained in accordance with the Contract Particulars.

I/We confirm that I/we have the capability and resources to meet all requirements of the brief in terms of quality, cost and time.

I/We understand that the Council does not bind itself to accept the lowest or any tender and shall not be liable for any loss or expense incurred by any tenderer in the production of their tender or as a result of its decision not to award the Contract to any tenderer.

Dated this _____ day of _____ 20__

Name in capitals _____

Signature _____

Position in Company _____

B ADMINISTRATIVE QUESTIONS

1 COMPANY DETAILS

This section is for information purposes only, however your company registration number may be used as part of a credit check. Temple Cloud with Cameley Parish Council reserves the right to conduct credit checks and/or other financial investigations to assess the economic and financial standing of bidders.

If you are a consortium bid (i.e. a group of contractors bidding together) please also provide details of your partner(s), indicating which company will act as the lead contractor.

C1	Business name (or Consortium Name):
C2	Registered or trading name if different
C3	Type of organisation (e.g. private limited company, partnership, sole trader, social enterprise, community and voluntary organisation):
C4	Registered address
C5	Correspondence address if different from the above:
C6	Address from which the Contract will be provided if different from the above:
C7	Name of ultimate holding/parent company or subsidiary companies including addresses and an explanation of group structure and internal relationships:
C8	Company Registration Number of ultimate holding/parent company or subsidiary companies:
C9	If you have included details of an ultimate holding/parent company above would this company be willing to guarantee your contract performance and enter into any requisite legal documentation?
C10	Indication of the principal areas of business activity of your organisation
C11	Size of Organisation: Micro (<10 Employees) Small (10-49 Employees) Medium (50-249 Employees) Large (250> Employees)
C12	
a	Contact name:
b	Contact's position:
c	Contact's telephone number:
d	Contact's email address:
e	Company/ies registration number(s):
f	Place of registration:
g	Year established:
h	VAT number:
C13	Organisations must disclose whether there are any actual or potential conflicts of interest regarding the contract*
i	If the answer is 'yes', please include details:

*Declarations of interest: Declarations relating to conflicts of interest will be investigated and reviewed. Such a declaration does not equate to an automatic fail.

2 SUPPORTING INFORMATION:

This section will be evaluated on a pass/fail basis. It is a requirement of this tender that submissions are completed and made by duly authorised individuals within the company.

2.1 FINANCE & COMPLIANCE

C14	Please indicate that you would be willing to provide the following upon request:	
a	A copy of your audited accounts for the most recent two years	Yes/no
b	A statement of your turnover, profit and loss account and cash flow for the most recent year of trading	Yes/no
c	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position	Yes/no

2.2 Modern Slavery Act 2015

Answer N/A if the organisation has a global turnover less than £36 million.

C15	Does your company comply with the Modern Slavery Act	Yes/No/ N/A
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2.3 Insurance Levels:

The Council requires a minimum level of insurance cover as detailed below prior to the issue of any contracts. The successful bidder(s), if not currently holding this level of cover, will be required to purchase insurance to this level, at the suppliers/contractors cost, prior to contract commencement. A copy of your insurance certificate(s) will be required as evidence of adequate cover prior to the award of contract.

C16	Public Liability £5 million	Yes/No
C17	Employers liability £10 million	Yes/No
C18	Professional Indemnity £2 million	Yes/No

2.4 HEALTH & SAFETY

C19	Responsibility & Structure Please state the name and position of the person with overall responsibility for health and safety in your organisation together with details of experience and any relevant qualifications	
a	Name:	
b	Position in Organisation	
c	Experience:	
d	Qualifications:	
C20	Please state the name and position of the person (if different to above) appointed to provide health and safety advice as required by Regulation 7 of the Management of Health & Safety Work Regulations 1999, together with details of experience and any relevant qualifications.	
a	Name:	

b	Position in Organisation	
c	Experience:	
d	Qualifications:	
C21	How many persons does your organisation normally employ?	
C22	Does your organisation (not individuals within it) have current membership of any trade associations, safety organisations, registration with or accreditation by any accrediting bodies, for example an SSIP (Safety Schemes in Procurement) Registered Member or equivalent?	Yes/no
	If the answer is YES, provide details, using full names of associations, bodies and any applicable registration number (please do not use abbreviations):	
C23	Policies and Procedures Does your organisation have a written Health and Safety Policy (covering General Policy, Organisation and Arrangement) as required by Section 2(3) of the Health and Safety at Work etc Act 1974 and issue any codes of safe working practices to workforce?	Yes/no
C24	During the last five years, has the organisation been subject to formal enforcement (e.g. Prosecution, Prohibition Notice or Improvement Notice) for contravention of the Health and Safety at Work etc Act 1974, or equivalent legislation arising from your conduct of activities similar to those covered by this contract?	Yes/no
	If the answer is yes, please provide full details and explain corrective action taken to prevent re-occurrence. (The authority will exclude bidders that have been in receipt of enforcement/remedial action orders unless the bidder can demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches).	

Enforcement/remedial orders: Answering yes does not mean an automatic fail. Bidders will be failed if there is a pattern of issues relative to the size of the business, or the bidder fails to demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.

2.5 ENVIRONMENTAL

C25	Environmental prosecutions, improvement or prohibition notices: Please detail any environmental prosecutions, improvement or prohibition notices served on your firm in the last three years and the actions taken in response. If none please state 'N/A'.	Yes/no
	Providing information relating to any prosecutions, improvement or prohibition notices does not automatically mean a submission will be excluded. Bidders, however, will be failed if there is a pattern of issues relative to the size of the business, and the explanation is not satisfactory.	

Answering yes does not mean an automatic fail. Submissions will be rejected if there is a pattern of issues relative to the size of the business, and the explanation is unsatisfactory

2.6 EQUALITY & DIVERSITY

C26	Does your organisation comply with its legal obligations, including the Equality Act 2010, relating to the following Age; Disability; Race; Religion or Belief; Sex; Sexual Orientation; Gender Reassignment; Pregnancy and Maternity.	Yes/no
C27	Do you have an Equality Policy in place to ensure that you do not discriminate directly or indirectly in breach of equality legislation which applies in Great Britain and legislation in the countries in which you employ staff, in relation to decisions to recruit, select, remunerate, train, transfer and promote employees?	Yes/no
	If the answer is no are you willing to operate in line with Temple Cloud and Cameley Parish Council's Equality and Diversity policy	Yes/no
C28	In the last three years has your organisation been the subject of a formal investigation on grounds of alleged unlawful discrimination by, for example, the Commission for Racial Equality (CRE), Disability Rights Commission (DRC), Equal Opportunities Commission (EOC) or Equality and Human Rights Commission (EHRC)?	Yes/no
	If the answer to the above question is yes, please detail what actions you were required to take as a result and what actions you have taken (please note: failure to provide details may result in disqualification of your submission)	

Unlawful discrimination: Providing information relating to any findings of unlawful discrimination does not automatically mean a submission will be excluded. Bidders, however, will be failed if there is a pattern of issues relative to the size of the business, and the explanation is unsatisfactory

2.7 GENERAL DATA PROTECTION REGULATION

This section is evaluated on a pass/fail basis

C29	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects.	Yes/no
C30	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures to: <ul style="list-style-type: none"> a) ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services; b) comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data c) ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable d) ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place); e) maintain records of personal data processing activities; and f) regularly test, assess and evaluate the effectiveness of the above measures 	

C. QUALITATIVE QUESTIONS

Please complete and return the table below. You may put cross references in the response boxes, however responses provided should be specific to this project and not general company documents.

<p>Question 1 (Design Experience and Approach) - Weighting 20% Please detail your experience in designing and installing pump tracks of at least a similar size to that proposed at TCPC. Please include details of previous experience relating to the managing and delivering projects of a similar nature, including working with key stakeholders and engaging in consultation with local residents and users, and where that experience will be used during the delivery of the contract.</p>
<p>Response</p>
<p>Question 2 (Consultation)– Weighting 10% Please detail how you will engage with and liaise with the client team during the duration of the contract. Include details of the project team and their experience of communicating with the wider stakeholder team.</p>
<p>Response</p>
<p>Question 3 – Technical Design Weighting 15% Please provide full details of the design and specification of the surface to be installed, including foundations and structures. Include method of assessment of existing ground conditions, drainage work, surveys required prior to the start on site.</p>
<p>Response</p>
<p>Question 4 – Aesthetics and Design Response Weighting 25% Please provide indicative design drawings / plans, flow patterns etc. to illustrate your proposals, together with a narrative to support your design concept and theming.</p> <p>The client will assess the overall aesthetics, the environmental impact and the play value of your proposed designs, including accessibility for varying age groups, abilities and variety riding equipment.</p>
<p>Response</p>
<p>Question 5 – Durability and functionality Weighting 10% Please detail how the track will offer quality, robustness, resistance to vandalism, functionalist and sustainability. Please include details of guarantees/ warranties, maintenance requirements, drainage proposal and insurance requirements.</p>
<p>Response</p>

<p>Question 6 – Design Safety Weighting 10% Please describe the steps taken to ensure the pump track complies to industry standard safety guidelines. Include details of how the safety of other field users is protected.</p>
<p>Response</p>
<p>Question 7 Scheduling of work Weighting 10% Please detail how you will meet the timescales of this contract and your contingency arrangements in case of programme slippage</p>
<p>Response</p>

Marking Guidelines

The following scoring matrix will be used when evaluating the Quality submission.

Score	Marking Guidelines
0	Where question not answered or response unsatisfactory to the scope of the requirement.
1	Where response meets a few aspects of the requirement, but in the main is unsatisfactory.
2	Meets requirements, with some reservations (reservations to be documented)
3	Where response is very close to satisfying requirement (compliant with minor reservations)
4	Meets or exceeds full requirements, with no reservations