

BISHOPSTEIGNTON PARISH COUNCIL

DOCUMENT A - INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

- 1 These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Kim Ford Clerk to the Council on 07483 149812 if you have any doubts as to what is required, or you have difficulty in providing the information requested. Pre-tender negotiations are not permitted.

Contract Period

- 2 The contract is to be for a period of 1 April 2021 to 31 March 2024

Incomplete Tender

- 3 Tenders may be rejected if the information asked for in the ITT and Specification is not given at the time of tendering.

Returning Tenders

- 4 All bids should be sent electronically to clerk@bishopsteignton-pc.gov.uk
The council will send a confirmation of receipt of bid by Email.

Tenders must be delivered by Friday **23 October 2020 at 12 noon.**

Receipt of Tenders

- 5 Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

Acceptance of Tenders

- 6 By issuing this invitation the Council is not bound in any way and does not have to accept the lowest or any tender and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their tender.

Inducements

- 7 Offering an inducement of any kind in relation to obtaining this or any other contract with the Council will disqualify your tender from being considered and may constitute a criminal offence.

Confidentiality of Tenders

- 8 Please note the following requirements, you must not:

Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.

Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.

Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

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Costs and Expenses

- 9 You will not be entitled to claim from the Council any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

Debriefing

- 10 Following the award of contract, debriefing will be included in the letter sent to unsuccessful bidders.

Evaluation Criteria

- 11 The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender.

Freedom of Information

- 12 The Council is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Council may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked "confidential" or equivalent by the Council should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

Basis of the Contract

- 13 The Form of Agreement, Terms of Business and Schedule contained within the Contract Document will form the basis of the contract between the successful tenderer and the Council.

Timetable

- 14 This timetable is provisional and may be subject to change but will be adhered to by the Council as far as reasonably possible.

<u>ACTIVITY</u>	<u>TIMESCALE</u>
Advertise/Invitations sent	05/10/2020
Start of clarification stage/any questions about The specification or procurement process	06/10/2020
End of clarification stage	09/10/2020
Site visits start	12/10/2020
Site visits finish	16/10/2020
Submission deadline for receipt of bids	23/10/2020 @ noon
Inform bidders of award	02/11/2020
Award contract (by council resolution)	07/12/2020

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Format of Bids

- 15 Tenderers should present their proposals in the following format
- 1 Table of Contents
 - 2 Management Summary
 - 3 Meeting the Specification
 - 4 Cost and Charging arrangements
 - 5 Declarations, Undertakings and Attachments

Conclusions

- 16 Whilst every endeavour has been made to give tenderers an accurate description of the Council's requirements, tenderers should make their own assessment about the methods and resources needed to meet those requirements.