



**Weston Turville Parish Council**

Village Hall  
School Approach  
Weston Turville  
HP22 9RW

Tel: 01296 612838

Email: [clerk@westonturville-pc.gov.uk](mailto:clerk@westonturville-pc.gov.uk)

**INVITATION TO TENDER**

**PROVISION AND INSTALLATION OF**

**FOOTPATH AROUND THE RECREATION GROUND,**

**SCHOOL APPROACH, WESTON TURVILLE**

To be supplied to Weston Turville Parish Council

Project	Provision of Footpath
Timeframe for works	Autumn 2021
Release Date	22 <sup>nd</sup> March 2021
Respond to	Parish Council Clerk
Response Deadline	4 <sup>th</sup> May 2021

## Introduction

This invitation to tender (ITT) has been prepared by Weston Turville Parish Council (The Council) for the provision of a footpath to encircle the two fields at the Recreation Ground, School Approach, Weston Turville HP22 5RW.

Information about the Parish Council can be found at [www.westonturville-pc.gov.uk](http://www.westonturville-pc.gov.uk).

This Invitation to Tender is subject to the following instructions.

## Tender Instructions

### 1. Questions

Queries relating to this tender must be raised in writing no later than noon on 9<sup>th</sup> April and should be addressed to the Clerk by email to [clerk@westonturville-pc.gov.uk](mailto:clerk@westonturville-pc.gov.uk)

### 2. Site Visits

The Contractor is assumed to have visited the site to assess the nature of the work, access, topography etc and carried out relevant services checks. Should site visits be required with the Parish Council then this should take place well in advance of the tender close date, contact [clerk@westonturville-pc.gov.uk](mailto:clerk@westonturville-pc.gov.uk) to arrange.

### 3. Insurance

The Contractor must have the following minimum insurance cover in place:

£10m Public Liability Insurance  
£5m Employer's Liability Insurance  
£1m Professional Indemnity Insurance

### 4. Deadline for receipt of tenders

All tenders must be received either in a sealed envelope or via an attachment to an email by the Clerk to the Council by noon on 4<sup>th</sup> May 2021.

### 5. Business References

In addition to your tender, please include two business references obtained in the last 2 years. Please include the contact names and telephone numbers of referees.

### 6. The Decision

The expected value of this tender is below the OJEU threshold. The process will be a single stage process. The Council is not bound to accept the lowest priced, or any, tender.

### 7. Canvassing

Contractors tendering for this contract must not canvas Members of the Council or its Officers. Any effort to do so will immediately disqualify any tender submitted.

### 8. Notification of Outcome

The Clerk will notify all parties of the outcome of this tender process by email before noon on 24<sup>th</sup> May 2021.

### 9. Freedom of Information

Please note that all information submitted to the Council may need to be disclosed and/or published by the Parish Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002 (the decisions of The Council and their legal advisors in the interpretation thereof shall be final and conclusive in any

dispute, difference or question arising in respect of disclosure under its terms), any other law, or, because of judicial order, order by any court or tribunal with the authority to order disclosure.

If you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked “confidential” or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

## 10. Tender Timescales

Action	Date
Issue of Invitation to Tender	22 <sup>nd</sup> March 2021
Deadline for return of Tender document	12 noon 4 <sup>th</sup> May 2021
Evaluation of Tenders by Weston Turville Parish Council	20 <sup>th</sup> May 2021
Notification of award decision	By 24 <sup>th</sup> May 2021

## Specification of Works

- Provide a self binding gravel footpath around the playing fields
- Connect with current footpaths alongside the village hall.
- Path to be extended to 6m<sup>2</sup> area by rear of the changing rooms
- All spoil to be removed from site

Appendix 1 shows a plan of the playing field, which is provided for illustrative / reference purposes and gives an indication of where the footpath is intended go. All measurements are approximate.

- Width of the footpath to be 1.8m.
- Length of the footpath is approximately 1150m
- Material is to be self binding gravel.

As part of your response you should provide details of the proposed resources for the project and provide details of any contract / agency labour you propose to employ to complete the contract. If the tenderer intends to use sub-contractors (whether individual or a collective team) on this project, it must detail the quantity, experience and relationship to the tenderer.

An indication of the length of time you would expect to take to complete the project should be given.

## Supporting Documentation

Please note that to be considered, tenders must include all criteria listed below:

- Evidence of Public Liability insurance.
- Evidence of Employer’s Liability.
- Health & Safety policy.
- Waste Transfer Certification along with confirmation that all waste generated will be taken off site.
- Trade references from other clients.

### **Service Specification**

It is expected that all tendering companies will be able to meet these requirements. It is a requirement that all groundwork staff will be provided by the successful tendering company with the appropriate PPE which must be worn whilst working under the contract.

### **Tender responses**

Tenders must be laid out clearly in the parts as detailed above.

All tenders must be received prior to 12 midday on 4<sup>th</sup> May 2021, either electronically to [clerk@westonturville-pc.gov.uk](mailto:clerk@westonturville-pc.gov.uk) or by post to:

Clerk  
Weston Turville Parish Council  
Village Hall  
School Approach  
Weston Turville  
Bucks HP22 5RW

All respondents will be notified in writing of the outcome of their quotation submitted following the decision by Weston Turville Parish Council.

# **Tender Response Form**

Weston Turville Parish Council

**TENDER RESPONSE DOCUMENT**  
**For**  
**PROVISION AND INSTALLATION OF**  
**FOOTPATH AROUND THE RECREATION GROUND,**  
**SCHOOL APPROACH, WESTON TURVILLE**

Please submit this Tender Response Document and all supporting material by noon on 4<sup>th</sup> May 2021. Any tenders received after this time will be excluded from the tendering process.

Tenders should be sent to: The Clerk, Weston Turville Parish Council, Village Hall, School Approach, Weston Turville HP22 5RW or via email [clerk@westonturville-pc.gov.uk](mailto:clerk@westonturville-pc.gov.uk)

## **Details of Tenderer**

Organisation Name
Legal status (sole trader, limited company etc)
Company registration number
Registered Address
Primary business (if different)
VAT registration number
Organisation Name
Date of business formation
Are there any court actions and / or industrial tribunal hearings outstanding against your organisation? YES / NO If yes, please give details on a separate sheet.

To: Weston Turville Parish Council

I/We having read the condition of the contract and specification delivered to me/us and having examined the site, do hereby offer to execute, and complete the whole of the works described for the sum of: . . . . .  
..... (£            )

I/We hereby undertake to commence and complete the works within the time specified if my/our tender is accepted.

I/We agree that should obvious errors in pricing or arithmetic be discovered before acceptance of this offer in the priced Specification submitted by me/us these errors are to be corrected in accordance with Alternative 1 contained in Section 6.3 of the code of practice for selective tendering 1989.

I/We understand that I/we are tendering at my/our own expense and that neither the lowest or any tender will necessarily be accepted and that Weston Turville Parish Council reserves the right to call for fresh tenders should they consider this desirable.

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

I/We agree that this tender shall remain open for consideration for 12 weeks from the date of the receipt of the tenders.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

For and on behalf of \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Telephone number \_\_\_\_\_

Details of referees for whom I/we have provided comparable services within the last three years and who are prepared to be contacted by the Council are:

Name: Address:  Telephone: Email: Value of contract:	Name: Address:  Telephone: Email: Value of contract:
---	---

# CERTIFICATE OF BONA FIDE TENDER

## PROVISION AND INSTALLATION OF FOOTPATH AROUND THE RECREATION GROUND, SCHOOL APPROACH, WESTON TURVILLE

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this 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 agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender, any of the following acts:

- Communicating to a person other than that the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, of the approximate premium quotations required for the preparation of the tender.
- Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender bid submitted.
- Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons, anybody, or association, corporate or unincorporated and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signed (as in form of tender) \_\_\_\_\_ Date \_\_\_\_\_

For and on behalf of \_\_\_\_\_

# Appendix A

