



INVITATION TO TENDER

for

A SINGLE-STOREY EXTENSION PROVIDING

NEW ENTRANCE AND WC FACILITIES

at

PLUCKLEY VILLAGE HALL, STATION ROAD, PLUCKLEY, KENT

ENQUIRIES

Enquiries concerning this Invitation to Tender should be referred to:

Name: Mr Chris Housman
Job Title: Chairman
Address: Pluckley Parish Council
Chambers Green Farmhouse
Station Road
Pluckley
Ashford, Kent
TN27 0RL
Email: chairman@pluckley.net
Phone: 01233 840139

IMPORTANT INFORMATION

This Invitation to Tender ('ITT') forms part of the Tender and Contract Pack for the contract and should be read along with the other documents in the Pack:

- 1) Pluckley Village Hall Extension ITT v1 July 2016 (This document)
- 2) Pluckley Village Hall Extension Form of Tender (Word document)
- 3) Pluckley Village Hall Extension Specification Details v1 July 2016
- 4) Pluckley Village Hall Extension Contract Terms and Conditions v1 July 2016
- 5) Pluckley Village Hall Extension Construction Notes v2 Revision C 24/07/15
- 6) Drawing 14/05/13 - Elevations and Plan P1 21/07/15
- 7) Drawing 14/05/14 - Proposed Floor Plan P1 21/07/15
- 8) Drawing 14/05/15 - Proposed Sections P1 21/07/15
- 9) Drawing 14/05/16 - Foundation and Roof Plans P1 21/07/15

Pluckley Parish Council ('the Council') will not accept liability for any action arising from the reading of any schedule, section paragraph or part out of context.

1. PROJECT SCOPE

- 1.1 Pluckley Parish Council invites tenders for building works to Pluckley Village Hall, a single storey detached building located on Station Road, Pluckley, Ashford, Kent, TN27 0QZ comprising construction of a single-storey extension, measuring approximately 5.7 meters x 10.2 meters, providing a new entrance along with new toilets (including facilities for disabled people). This proposed extension is on the south-western end of the existing building.
- 1.3 The contract is a stand-alone building project; it is anticipated that contractor selection and appointment will be within 3 months of tender return date; commencement date is to be agreed with the successful contractor but expected to be no more than 1 month after such appointment; completion timescales should be put forward by the prospective contractor as part of this tendering process.
- 1.3 Whilst every attempt has been made to provide all the necessary and correct information, it is the responsibility of tenderers to obtain for themselves, at their own expense, information necessary for the preparation of their tenders. The Council will not accept liability for any incorrect or missing information.
- 1.4 It is anticipated that tenderers will wish to visit the site. This can be arranged by contacting Chris Housman on 01233 840139 / 07850 744776 or e-mail chairman@pluckley.net.

2. TENDER RESPONSE & PRICING

- 2.1 The tender response must include completion of the **Form of Tender** document provided in the document pack, including the information requested in the Supporting Information in that document. The Tenderer can also include any other relevant information that the tenderer wishes to provide.

- 2.2 Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.
- 2.3 In addition to tendering for the Works as defined in these tender documents, alternative methods of construction may be submitted for consideration. Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and timescales and describe its benefits.
- 2.4 Applicants may raise questions and seek clarification of this tender document with the Council up to seven days prior to the tender closing date. Any clarifying information will be loaded onto the Council's website periodically up until the deadline.
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- 2.6 The prices inserted in the Form of Tender shall be the fully inclusive value of the work described under the appropriate items, including **all** costs and expenses which may be required to provide a satisfactory service in accordance with the Specification, contract conditions and all other contract documents. Prices should be submitted **exclusive** of Value Added Tax. Tenderers should clearly state any assumptions made in the pricing of their tenders.

3 ADDITIONAL INFORMATION

- 3.1 In support of the tender, applicants are required to provide the information requested in the Form of Tender.
- 3.2 Applicants may be required subsequently to attend at the Council to be interviewed by or to give a presentation to the Councillors as to how the contract would be carried out if the applicant were successful.
- 3.3 Applicants are required to allow the Councillors to visit their offices or other projects completed or being progressed by them before the contract is awarded.
- 3.4 The Council will take up references before the contract is awarded. The Council assumes that it may approach the contact name of those customers provided by the tenderer.

4 CONFIDENTIALITY OF TENDERS

- 4.1 All documentation and information supplied by the Council in relation to this tender exercise shall be treated by the applicant as confidential for use only in connection with the tender and any resulting contract and shall not be disclosed in whole or in part without the prior written consent of the Council.
- 4.2 Applicants are required by the Council to respect the following guidelines:
 - a) Not to tell anyone else, even approximately, what your tender price (the "Contract Price") is or will be, before the date of contract award.
 - b) Applicants must not try to obtain any information about anyone else's tender or proposed tender before the date of contract award.

- c) Tender documents may not be transferred to anyone, other than the company or firm to which they were sent, without the prior specific approval of the Council.

5 FREEDOM OF INFORMATION ACT

- 5.1 The Council is under certain statutory obligations as a Public Authority under the Freedom of Information Act 2000 and the Regulations. As a consequence the Council is required to disclose, upon request, any recorded information that it holds about any person anywhere in the world unless a specific statutory exemption applies to the disclosure of such information.
- 5.2 This will include information about the Council's tendering process and information contained in any documentation you supply to the Council (including your tender).
- 5.3 If you consider that your Tender (or any other recorded information you supply to us) contains commercially sensitive information which, if it were disclosed, would prejudice your commercial interests or result in a breach of confidence, you should:
 - (a) clearly identify and keep separate any sections of the Tender which you would like to be kept confidential and the specific reasons why you consider they should not be disclosed
 - (b) provide an indication as to the duration you consider such information is to remain confidential

6 DOCUMENT RETENTION

- 6.1 At the end of the tender process, when the contract has been awarded, tenders will be kept for reference purposes for the periods set out below, and then destroyed:
 - a) The successful tender will be kept for a period of up to six years after the relevant Contract terminates or expires.
 - b) Any unsuccessful tenders will be kept for a period of up to six months from the award of the Contract to the successful applicant(s).

7 TENDER SUBMISSION, VALIDITY & TIMETABLE

- 7.1 Two completed hard copies and one electronic copy (on memory stick) of your response must be submitted to the address in the Form of Tender **NO LATER THAN 4pm on Friday 9th September 2016**. Note that the Council may in its absolute discretion extend this closing date.
- 7.3 Applicants are required to keep their tenders open for acceptance for a period of 90 days from the closing date for the receipt of tenders. Pending completion of a formal contract, the Tender and its acceptance by the Council will constitute a binding contract.

7.4 The timetable currently proposed for the project is as follows:

1 st August 2016	Contract Notice/Issue Tender Documents
26 th August 2016	Last date for Tenderers questions
9 th September 2016	Closing date for tender submission.
(Target) 4 weeks after tender closing date.	Selection of preferred Contractor
(Target) 2 weeks after Selection of Contractor	Contract Award
(Target) Within 1 month of Contract Award	Contract start date

8 EVALUATION CRITERIA

- 8.1 The award of the contract will be on the basis of the most economically advantageous tender to the Council, taking into account BOTH price and quality.
- 8.2 Tenders will be evaluated using the following process (not in order of importance):
- a) Compliance checks to ensure that the requirements of the tendering process have been complied with.
 - b) A quality evaluation using information provided by tenderers.
 - c) Financial evaluation based upon the pricing information provided by tenderers.
- 8.3 Following initial assessment the final selection will take place by reference to:
- a) the information supplied in response to this ITT
 - b) References provided by the tenderer's current and recent customers.
 - c) Site visits and/or interviews by the Council
 - d) Response to any post tender queries

9 ACCEPTANCE OF TENDER

- 9.1 The Council shall not be bound to accept the lowest or any tender either before or after any negotiations with any of the applicants.
- 9.2 The successful applicant will be required to execute a formal contract based on the information supplied in these Tender Documents. The contract will incorporate all information supplied and representations made by the successful applicant during contract letting process.