CALSTOCK PARISH COUNCIL

Tamar Valley Centre, Cemetery Road, Drakewalls, PL18 9FE

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INVITATION TO TENDER

For the Design, Supply and Build of a Halfpipe,

King George V Playing Field, St Ann's Chapel, nr Gunnislake, Cornwall

Published: 27-11-2024

1. Project Overview

1.1 Introduction

Calstock Parish Council is seeking to replace skate park equipment in the King George V Playing Field, St Ann's Chapel, Cornwall.

The original half pipe was installed in 2000 but removed for safety reasons in 2018.

Following community engagement and consultation with skaters, BMX users and scooter users a similar structure to that which was removed is being sought.

The successful bidder will need to work closely with members of the wheeled sports community, councillors and council staff.

1.2 Location/site

The site is owned by Calstock Parish Council under title number CL249858 and is accessible to the public, should they so wish, through the day and night.

The area is adjacent to a car parking area and has some scrubland behind it - The submitted design must be within the footprint specified in the drawing overleaf. The area shown is the maximum footprint, however if the Tenderer wishes to submit a design which has a smaller footprint then this is acceptable.

The proposal should not impact on any ditch or drainage feature of the wider site. The location of the skate park is an area that may in extreme events be subject to flooding. The Tenderer must ensure that all required investigations are made prior to submission of the Tender and that the tender submitted is done so with full consideration of all the work required to ensure that land is suitable for development with appropriate costings reflecting these aspects

Location KGV Playing Field	Calstock	PARISH ONLINE
	Author:	
	Date: 14/10/2024	Scale: 1:2500

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Skate Park Footprint	Calstock	PARISH ONLINE
	Author:	
	Date: 14/10/2024	Scale: 1:500

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1.3 Design

Contractors are invited to consider the requirements of this project brief and submit a design and a fully costed tender specification for the delivery of a timber construction on an existing concrete pad, to replicate the previous facility (please see design below):

- 10x6m footprint
- 1.7m high transition to deck
- To include a 1.8m wide, 1.2m high transition to deck section – transition height and radii critical to design – long deck/platform to be 1.8m deep and full height handrail across and above 1.2 section to allow addition of a sub box.

Frame:

- 4”x4”/95mm x 95m treated posts
- 4”x2”/95mmx47mm treated joists @ 8”-10” intervals

Sheet materials:

- 2 layers of 9mm structural plywood undersheeting
- 1 layer of 9mm birch faced plywood for finished riding surface
- 18mm Marine grade plywood decks (braced with extra 4”x2” in ‘high traffic’ areas)
- 12mm marine grade plywood exterior (structural) cladding

Supply rails:

- Frames between 4”x4” posts with 4”x2” treated timber
- 6”x1” treated open board cladding (or similar to satisfy safety regs).

Copings:

- Galvanised steel copings drilled or tab fixed 1”1/2 /48.3mm
- Coping reveal 5mm up and out

Noise reduction:

- To include internal baffles, reducing cavity size to limit resonance.

Additional:

- Safety signage and build insurance to be included in quotations.

The design should indicate how noise emissions will be limited, and any the quote should reflect any financial costs regarding this.

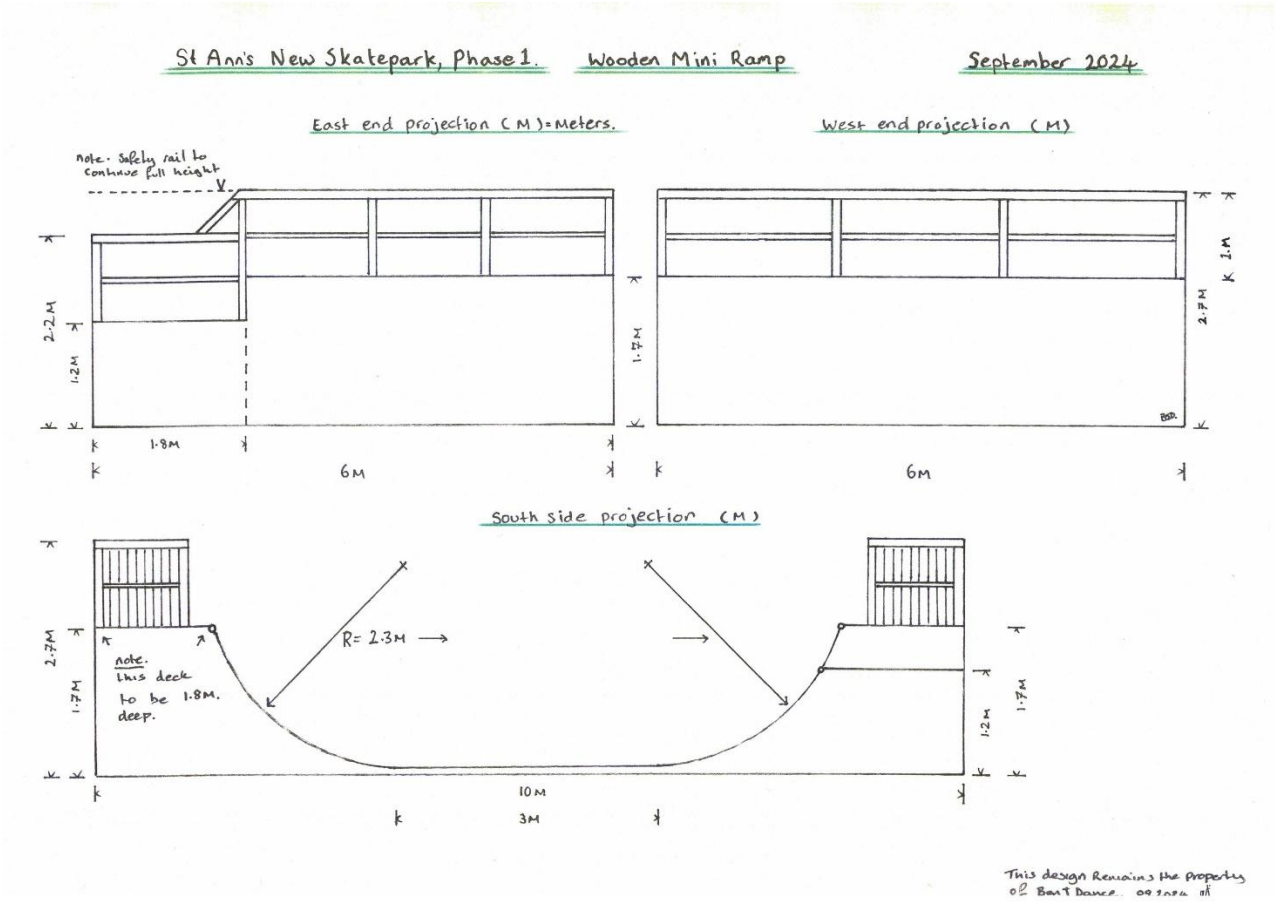
The facility should cater for skateboards, wheels (BMX and scooters) and blades. It should be accessible to all age ranges and levels – the design should indicate details on maximum user numbers.

Any ground water around and/or within the site must be intercepted and properly dealt with. Surface water must not pool or remain on the skatepark surface.

All aspects of the design must conform to the British safety standards, as outlined in the British Standards Institution specification EN 14974 and satisfy the recommendations of RoSPA’s

“Prevention of Skateboarding Accidents and Litigation Management.

Tenders received will be considered by Council members, staff and community members.



1.4 Budget

The Council has agreed a budget of up to £30,000 ex VAT for the project. All pricing should be in GBP (£). Pricing should be valid for a minimum of 12 months from the date of the tender deadline. Prices will be fixed for the duration of the contract.

Following completion, all grass areas damaged in the construction period are to be reinstated using topsoil and good quality cultivated turf. All levels of surrounding land must be flush with levels of edging kerbs and/or surface. All hard surfaces must be washed clean and ready for use – these costs to be included in the price.

Tender prices must include an independent post installation inspection by an RPII certified inspector and the report to be issued to the Council as part of the completion process – any remedial tasks identified are the responsibility of the contractor and must be carried out and signed off before final payment is made by the Council.

All elements of the submitted design are subject to planning approval and approval by Calstock Parish Council.

Interim payments may be paid following agreement between the Council and the Contractor.

2. Procurement process

2.1 Timetable

Action	Event	Date
Publish tender	Parish Council Website Social media sites Contract finder	13-11-2024
Notification of intention to bid	Interest parties to contact the council of their intention to bid and arrange site visits	13-12-2024
Site visits	Contractors can visit their site at their own convenience – should they wish a visit with a representative from the Council or Recreations Committee they should contact the Clerk	
Deadline for the submission of tenders	Any tenders received after 1700 on the date specified will not be accepted	Friday 03-01-2025, 1700
Evaluation	Recreations Committee to evaluate the bids	Tuesday 07-01-2025
Recommendation of contractor	Recommendation made to Full Council	14-01-2025
Contractor formally notified, decision published	Contact made with contractor Decision posted on website/social media	15-01-2025

The Contractor shall be fully conversant with the project by reading the documentation and visiting the site. Any issues or queries shall be raised by the contract prior to submission of their tender. Tenders should be submitted in email/electronic format but will require a hard copy sent by post or hand delivered.

All formal communication that the contractor wishes to be taken into account during the evaluation should be directed to the Clerk of the Council, Clare Bullimore: clerk@calstockparishcouncil.gov.uk Questions will be directed to a named councillor and/or the Recreations Committee.

Council representatives and/or community members will be available to hold site visits – contact should be made with the Clerk to arrange a mutually convenient time to do so. There is access to the site at all times should a contractor wish to visit on their own.

You should inform the Clerk of your intention to bid to be able to receive any updates to the Tender Process or other relevant communication.

2.2 Submission of Tender

Tenders will be accepted by email with the subject heading "Confidential: Skate Park Tender" sent to the Clerk of the Parish Council, Clare Bullimore: clerk@calstockparishcouncil.gov.uk but a hard copy must also be received by post or delivered by hand in an envelope labelled "Confidential Skate Park Tender" addressed to Calstock Parish Council, Tamar Valley Centre, Cemetery Road, Drakewalls, PL18 9FE. Applications must be received by 1700 on Friday 03-01-2025.

No applications will be considered if they are received later than the date and time specified unless at the Council's discretion, a deadline is given and the reasons for this extension are published along with the new date/time.

Costs should be itemised for each element to allow for comparison between suppliers.

If Calstock Parish Council has a query and suspects an error has been made in the final quote they reserve the right to seek clarification as necessary from the contractor only.

Contractors are required to keep the prices fixed and tenders valid for 12 months from the deadline of the tender.

The Council may reject tenders they feel do not comply with the tender document.

The Council is not bound to accept the lowest tender, nor does it guarantee that a tender will be awarded.

The Council will contact all contractors after the Full Council has resolved which tender to accept.

All information supplied by the Council in connection with this invitation to tender shall be regarded as confidential by the Contractor except such information that may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the tender. The tender documents shall remain the property of the Council.

All information submitted to the Council may need to be disclosed and/or published by the Council in compliance with the Freedom of Information Act 2002.

If you consider any aspect of your tender is commercially confidential you should explain why -the Council will retain the right to disclose this information.

You will be required to submit the following information:

- A document outlining all aspects of the project as outlined in Section 3: Evaluation Criteria
- Form of Tender
- Supplier Details
- Bidding Model
- Contact details
- Declaration
- Exclusion Grounds (Mandatory and Discretionary)
- Information regarding your Economic and Financial Standing, Insurance, Environmental Management, Health and Safety, Equality Legislation practices
- Certificates/Declarations: Conflicts of Interest, Collusive Tendering Certificate, Confidentiality and Commercially Sensitive Information, declaration

The Council reserves the right to automatically reject a bid that has not supplied the documents requested or given adequate reasons as to why the information cannot be provided.

3. Evaluation

All submissions will be assessed to ensure that they comply with the parish council's Financial Regulations and Standing Orders.

The contractor should indicate whether they have visited the site and that they have installed similar projects

The Recreation Committee will delegate some or all of its members to assess the tenders and will appoint – for the purpose of this exercise – community members to take part in the evaluation process.

Contractors shall clearly identify the construction material for each element and provide a guarantee of the life expectancy of the facility, which should accompany the designs.

A supplier questionnaire will need to be submitted and if a contractor does not meet some or all of the essential criteria they will be rejected.

3.1 Evaluation Weighting

Full evaluation will then be based upon the following criteria and weighting:

Evaluation Criteria	Weighting
Approach	20%
Quality	50%
Previous experience	15%
Management and Communication	5%
Programme	5%
Budget	5%

Questions will be scored using the system described; applicants should refer to the Council's minimum requirements to ensure they meet or exceed these.

3.2 Scoring guidelines

Score 0	No response	No response	
Score 1	Extremely Weak	Extremely poor proposal/response; does not cover the associated requirements, major deficiencies in thinking or detail, significant detail missing, unrealistic or impossible to implement and manage	Weak
Score 2	Very Weak	Poor proposal/response, only partially covers the requirements, deficiencies in thinking or detail apparent, difficult to implement and manage	
Score 3	Weak	Mediocre proposal/response, moderate coverage of the requirements, minor deficiencies either in thinking or detail, problematic to implement and manage	
Score 4	Fair – below average	Proposal/response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it	Fair - good
Score 5	Fair – average	Satisfactory proposal/response, would work to deliver all the Council's requirements to the minimum level	
Score 6	Fair – above average	Satisfactory proposal/response, would work to deliver the majority of the Council's requirements to the minimum level with some evidence of where the Applicant could exceed the minimum requirements	
Score 7	Good	Good proposal/response that convinces the Council of its suitability, response slightly exceeds the minimum requirements with a reasonable level of detail	
Score 8	Strong	Robust proposal/response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid and provides a great deal of detail	Strong - excellent
Score 9	Very strong	Proposal/response well more than expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed	
Score 10	Outstanding/ Excellent	Fully thought through proposal/response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted due to the complete level of detail provided	

3.3 Award Questions

Approach
The Applicant shall provide a method statement detailing how it would plan, manage, and deliver the project
The Council is looking for: • evidence of the applicant's previous experience in relation to managing and delivering projects of a similar nature • evidence of the applicant's previous experience of collaborating with key stakeholders and engaging in consultation with young people. • relevant project examples which demonstrate the applicants' track history of successful delivery.
Quality
The applicant should provide a method statement detailing how it proposes to deliver a high quality skatepark that delivers the young people's aspirations on time, within budget, within any relevant planning constraints at competitive construction rates.
The Council is looking for: • evidence that the applicant understands the importance of managing key stakeholder's expectations within a set budget • a warranty against any structure of a minimum of 15 years • relevant other councils who could provide copies of safety checks/ROSPA reports would be useful
Previous Experience
The applicant should provide examples of previous work and similar projects and testimonials
The Council is looking for: • examples of similar projects which demonstrate the applicant's track history of successful delivery • explanations of any problem solving that has been undertaken in other projects
Management and Communication
The applicant should provide details of the team involved in the delivery of the contract and an outline programme with key contacts
The Council is looking for • the appropriateness of the project team to meet the requirements of the project, • details of their previous experience, • how the project will be managed and • how the project team will communicate with the Council and key stakeholders throughout the project.

Programme
The applicant should provide a timetable for each stage of construction with expected timescales and contingency measures
The Council is looking for: • a clear and realistic timetable of each phase of construction • any contingencies that can be planned in
Budget
The applicant should provide costs ex VAT and clearly demonstrate an understanding that the budget should not exceed £30,000 (ex VAT)
The Council is looking for: • a fully costed programme of work including the time and cost of submitting a planning application, • costs should be included for warranties and any safety inspections that are required before the apparatus is deemed to be of a high enough safety standard

4. Selection Process

4.1 Notes for Completion

The "Council" means the Calstock Parish Council, or anyone acting on behalf of the Calstock Parish Council, that is seeking to invite suitable candidates to participate in this procurement process.

1. "You" / "Your" refers to the potential Tenderer completing this standard Business Questionnaire i.e. the legal entity responsible for the information provided. The term "potential Tenderer" is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the "regulations") and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
2. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state 'N/A'. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
3. The Council recognises that arrangements set out in section 3 of the standard Business Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Council immediately of any change in the proposed arrangements and ensure they complete the appropriate section and send it to the Council immediately. The Council will make a revised assessment of the submission based on the updated information.
4. Every organisation that is being relied on to meet the selection must complete and submit the Exclusions Questionnaire (mandatory and discretionary) self-declaration (4.7a and 4.7b).
5. *All sub-contractors are required to complete form 4.7a and 4.7b.*
6. For answers to 4.4, if you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent Council or body where the Council is under a legal or regulatory obligation to make such a disclosure

4.2 Form of Tender

Re: Invitation to Tender for the Design & Build of a wooden half pipe in the King George V Playing Field, St Ann's Chapel.

Having read carefully the Invitation to Tender I/we offer to complete the above named works.

I/we offer to complete the whole of the said works in conformity with the above for the sum of:

Amount in Figures **.**…….

Amount in Words: ……..

I/we have full authority to enter into the contract and to provide the service.

This tender shall be kept open for 12 months.

The contract shall become binding upon the Council's written acceptance of the Tender.

I/we are able and willing to complete the whole of the works tendered for on or before:

Date: ……..

I/we anticipate that the works will take …….. weeks to complete.

We agree that this Tender shall constitute an irrecoverable, unconditional offer which may not be withdrawn for a period of **40** days from this date.

We confirm that if our Tender is accepted we will, upon demand:

- Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force.
- Sign formal contract documentation
- We understand that the Council is not bound to accept any Tender it receives.

Signature: **…….**

Name: **…….**

Position: **…….**

Company name: ……

Contact person: ……

Phone number: ……..

Email address: ……

Date: **…….**

4.3 Supplier Details

Please answer the following questions in full. Note that every organisation that is being relied on to meet the project delivery must complete and submit the self-declaration.

Full name of the potential Tenderer submitting the information	
Registered company address	
Registered company number	
Date of formation	
Registered charity number (if applicable)	
Registered VAT number	
Name of parent/holding company (if applicable)	
Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
Trading name(s) that will be used if successful in this procurement	
Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Small or medium enterprise c) Other (please state)	
Please note: The Council reserve the right to undertake a criminal record check for relevant convictions may be undertaken for the preferred Tenderers and the persons of significant in control of them.	

4.4 Bidding Model

Please provide the following information about your approach to this procurement:

Are you bidding as the lead contact for a group of economic operators? **OR**	Yes ☐ No ☐
Are you bidding as the lead contractor and will use third parties to deliver some of the services? If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. **OR**	Yes ☐ No ☐
Are you bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all the services? If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. **OR**	Yes ☐ No ☐
Are you bidding as a consortium? If yes please provide all relevant details including consortium members, lead member, if you are creating a new legal entity or not	Yes ☐ No ☐ Consortium Members: Lead member:

4.5 Contact Details

Please supply details for enquiries about this Selection Questionnaire	
Name	
Postal Address	
Country	
Contact Number (mobile)	
Contact Number (other)	
Email	

4.7 Exclusions

Exclusion Grounds: Part 1 and Part 2.

This questionnaire is a self-declaration, made by you (the potential Tenderer), that you do not meet any of the grounds for exclusion[1]. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

4.7a Mandatory Exclusion

Grounds for mandatory exclusion	
Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage. There is space at the end of this section to provide details if you have answered yes to any questions.	
Participation in a criminal organisation.	Yes ☐ No ☐
Corruption.	Yes ☐ No ☐
Fraud.	Yes ☐ No ☐

Terrorist offences or offences linked to terrorist activities	Yes ☐ No ☐
Money laundering or terrorist financing	Yes ☐ No ☐
Child labour and other forms of trafficking in human beings	Yes ☐ No ☐
If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing Council, precise reference of the documents.	
If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Yes ☐ No ☐
Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes ☐ No ☐
If you have answered yes to any questions in this section, please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. *Please Note: The Council reserves the right to use its discretion to exclude a potential Tenderer where it can demonstrate by any appropriate means that the potential Tenderer is in breach of its obligations relating to the non-payment of taxes or social security contributions.*	

4.7b Discretionary Exclusion

Grounds for discretionary exclusion	
Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. There is space at the end of this section to provide details if you have answered yes to any questions.	
Breach of environmental obligations?	Yes ☐ No ☐
Breach of social obligations?	Yes ☐ No ☐
Breach of labour law obligations?	Yes ☐ No ☐
Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes ☐ No ☐
Guilty of grave professional misconduct?	Yes ☐ No ☐
Entered into agreements with other economic operators aimed at distorting competition?	Yes ☐ No ☐
Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes ☐ No ☐

Been involved in the preparation of the procurement procedure?	Yes ☐ No ☐
Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes ☐ No ☐
Please answer the following statements The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. The organisation has withheld such information. The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. The organisation has influenced the decision-making process of the contracting Council to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐
If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	

4.9 Additional Questions

4.9a Economic and Financial Standing

Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide **one** of the following: answer with Y/N in the relevant box.	Yes ☐ No ☐
(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes ☐ No ☐
(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes ☐ No ☐
(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes ☐ No ☐
If you have indicated in the Business Questionnaire question 1.2 that you are part of a wider group, please provide further details below	
Name of organisation	
Relationship to the Tenderer completing the questionnaire	
Are you able to provide parent company accounts if requested to at a later stage?	Yes ☐ No ☐
If yes, would the parent company be willing to provide a guarantee if necessary?	Yes ☐ No ☐
If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes ☐ No ☐

4.9b Insurance

Tenderers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability Insurance = £10,000,000 Public Liability Insurance = £10,000,000 Professional Indemnity Insurance-= £500,000 * It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.	☐ Yes ☐ No ☐ Yes ☐ No

4.9c Environmental Management

Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to this question is "Yes", please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.	☐ Yes ☐ No
If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	☐ Yes ☐ No

4.9d Health and Safety

Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	☐ Yes ☐ No
Has your organisation or any of its directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question was "Yes", please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The council will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.	☐ Yes ☐ No
If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	☐ Yes ☐ No

4.9e Equality

In the last five years, has any finding of unlawful discrimination been made against anyone within your organisation by an Employment Tribunal, an Employment Appeal Tribunal, or any other court (or in comparable proceedings in any area other than the UK)?	☐ Yes ☐ No
In the last five years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? If you have answered "yes" to one or both questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.	☐ Yes ☐ No

5 Certificates and declaration

5.1 Conflicts of Interest

I/we understand that in accordance with the Standing Orders of the Town Council contractors are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.	
I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest):	
I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures to avoid any distortion of competition and to ensure equal treatment of all economic operators.	
Signed:	Date:
Name:	In the capacity of:
**(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).*	

4.2 Collusive Tendering Certificate

To: CALSTOCK PARISH COUNCIL ('the Council')

I/We certify that this tender ("Tender") is a bona fide tender, intended to be competitive and that I/We have not - either personally or by anyone acting on my/our behalf:

1. Fixed the amount of the Tender (or the rate and prices quoted) by agreement with any person.
2. Communicated to anyone other than the Council the amount or approximate amount or terms of my/our proposed Tender (other than in confidence in order to obtain quotations, professional advice or insurance necessary for the preparation of the Tender).
3. Entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or terms of any tender to be submitted by him.
4. Canvassed or solicited any member, officer or other employee of the Council in connection with the award of this or any other Council contract or tender.
5. Offered, given or agreed to give any inducement or reward in respect of this or any other Council contract or tender.

Date: .....

Signed (as in Tender) ……..

5.3 Certificate of Confidentiality

I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project. It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise.	
Signed	Date
Name:	In the capacity of:
**(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed)*	

5.4 Commercially Sensitive Information

I declare that I wish the following information to be designated as Commercially Sensitive.	
The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 is:	
Signed	Date
Name:	In the capacity of:
**(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed)*	

4.6 Declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the Council may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Signed: ……..

Date: …….