

**INVITATION TO TENDER FOR  
RESTORATION OF THE LETTERING ON THE LITTLE  
HAMPDEN WAR MEMORIAL  
GREAT AND LITTLE HAMPDEN PARISH COUNCIL  
27 May 2022**

**Great and Little Hampden Parish Council**

**Memorial Hall, Memorial Road  
Great Hampden, Great Missenden, Bucks, HP16 9RF**

**Email: [gandlhampdenpc@gmail.com](mailto:gandlhampdenpc@gmail.com)**

# Great and Little Hampden Parish Council

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## 1. Introduction

- 1.1. Great and Little Hampden Parish Council [‘the Council’] is seeking to award a contract to restore the lettering on the Little Hampden War Memorial. [“**the works**”]. This contract is being procured under the Council’s open tender process.
- 1.2. You are invited to complete the attached Invitation to Tender [“**ITT**”] and to submit it together with any requested supporting information, to the Clerk, Memorial Hall, Memorial Road, Great Hampden, Great Missenden, Bucks, HP16 9RF or by email to [gandlhampdenpc@gmail.com](mailto:gandlhampdenpc@gmail.com) by 5pm on 30 June 2022.
- 1.3. Potential providers shall accept and acknowledge that by issuing this ITT the Council shall not be bound to accept any tender and reserve the right not to conclude a contract for the Services for which tenders are invited.
- 1.4. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Clerk by no later than two weeks before the closing date.
- 1.5. The tender shall be submitted **ONLY** on the attached Form of Tender.

## 2. Purpose and Scope

- 2.1. These instructions are designed to ensure that all potential providers are given equal and fair consideration. It is important, therefore, that you provide all the information asked for in the format and order specified.
- 2.2. The potential provider shall not contact any other employee or member of the Council, who are in any way connected with this procurement exercise during the period of this procurement exercise, unless instructed or approved otherwise by the Parish Clerk.
- 2.3. The Clerk, by prior arrangement, is happy to meet with any potential suppliers at the site to discuss the works.

## 3. Contract

- 3.1. The Contract is to carry out the works detailed in 1.1. above.
- 3.2. A photograph showing the issue is provided below:

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## 4. Instructions for Completion

4.1. Potential providers should read these instructions and the specifications carefully before completing the tender documentation. Failure to comply with these requirements for completion and submission of the tender response may result in the rejection of the tender. Potential providers are required, therefore, to acquaint themselves fully with the extent and nature of the services and contractual obligations. These instructions constitute the Conditions of Tender ["CoT"]. Participation in the tender process automatically signals that the potential provider accepts these CoTs.

## 5. Tender Validity

5.1. Your tender should remain open for acceptance for a minimum period of 90 days. A tender valid for a shorter period may be rejected.

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## 6. Return of Tender

- 6.1. The completed questionnaire must be returned to the Clerk, Great and Little Hampden Parish Council, no later than 5pm on 20 June 2022 (see also section 1.2).
- 6.2. The Tender must be submitted in the form specified. Failure to do so may render the response non-compliant and it will be rejected.

## 7. Disclaimers

- 7.1. Whilst the information in this ITT, due diligence information and supporting documents has been prepared in good faith, it does not purport to be comprehensive, nor has it been independently verified.
- 7.2. Neither the Parish Council, the Clerk, or other employees:
- 7.2.1. Makes any representation or warranty (express or implied) as to the accuracy, reasonableness, or completeness of the ITT; or
  - 7.2.2. Accepts any responsibility for the information contained in the ITT or for their fairness, accuracy or completeness nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising due to reliance on such information or any subsequent communication.

## 8. Indicative Timetable

- 8.1. Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Council does not intend to depart from the timetable, it reserves the right to do so at any stage.

Procurement Stage	Deadline
Deadline for return of ITT to the Council	30 June 2022
Evaluation of the ITT responses commences	1 July 2022
Issuing of recommendation report to the Council	14 July 2022
Decision of the Council	26 July 2022
Awarding of Contract	26 July 2022
Contract Start Date	ASAP after 26 July 2022

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## 9. Eligibility, Selection and Award Criteria

9.1. In addition to price all tenders will be evaluated against the selection criteria set out in the table below.

<b>Selection Criteria</b>	<b>Weighting</b>
Technical capacity, expertise, experience, and references	70%
Environmental sustainability/geographical location in terms of closeness to Great Hampden (to minimise use of fossil fuels travelling)	15%
Nature of business (ideally a local SME)	15%
Total	100%

## 10. Contract Award

10.1. Contract award is subject to formal approval at the Council meeting which will take place at on 26 July 2022. Until all necessary approvals are obtained no agreement will be entered into.

10.2. The Council shall be under no obligation to accept the lowest or any tender.

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## **Tender Response**

### **TENDER FOR THE LETTERING RESTORATION ON THE LITTLE HAMPDEN WAR MEMORIAL.**

**Tenderers are to complete Parts A, B, C and D and  
return either by email or post as directed**

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## PART A

### COMMERCIAL INFORMATION

#### A.1. Company/Organisation identity:

A.1.1 Company name of organisation submitting the tender:

A.1.2 Contact name and position in organisation:

A.1.3 Company address:

A.1.4 Contact Telephone number:

A.1.5 Contact e-mail address:

A.1.6 Company Web Site Address:

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## A.2 Areas of Business

A.2.1 Please indicate below the principal areas of business activity of your organisation

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A.2.2 Please indicate which elements if any of the services your organisation anticipates may be sub-contracted:

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## A.3 Insurance

A.3.1 Please provide a copy of your organisation's insurance certificates and provide the required information regarding your company/organisation's insurance cover:

Public Liability Insurance Minimum £5,000,000.00	
Insurer	
Policy Numbers	
Expiry Date	
Limits of Indemnity (per occurrence and aggregate)	
Excess (if any)	
Employers Liability Insurance Minimum £10,000,000.00	
Insurer	
Policy Numbers	
Expiry Date	
Limits of Indemnity (per occurrence and aggregate)	
Excess (if any)	



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## **A.4 Health and Safety**

A.4.1 Please supply the name and designation of the person responsible for the implementation of the organisation's Health and Safety Policy.

A.4.2 If you employ 5 or more employees, please enclose a copy of your current Health and Safety Policy.

A.4.3 If you employ less than 5 employees, please tell us how you ensure that your Health and Safety measures are put in place and practiced within your organisation.

## **A.5 Environmental Sustainability**

A.5.1 Please enclose a copy of any environmental management certification that your organisation holds. If you do not have any certification, please detail how your organisation complies with environmental legislation.

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## PART B

### TECHNICAL CAPABILITY

#### **B.1 Previous Experience**

B.1.1 Please provide information of your organisation's technical capability, expertise and experience over the past five years of carrying out similar services under a formal contract to the public sector, parish councils or other public bodies.

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#### **B.2 Staff Skills and Development**

B.2.1 Please indicate below whether any operatives you employ and expect to engage on this contract have specific skills/qualifications related to the range of requirements set out in this tender document.

Skill/Qualification	Number of Operatives

B.2.2 Please provide details of your current training policy/procedures (including any health and safety training) and describe how you ensure that skills are maintained.

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## **B.3 References – please provide 2 references**

B.3.1 Please provide details for two companies/organisations for which you have carried out similar works.

### Reference 1

Company Name	
Company address	
Contact Name	
Contact Phone number	
Contact e-mail address	
Contract start / end dates	
Contract value	
Brief description of contract	

### Reference 2

Company Name	
Company address	
Contact Name	
Contact Phone number	
Contact e-mail address	
Contract start / end dates	
Contract value	
Brief description of contract	

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## PART C

### TECHNICAL PROPOSAL

#### C.1 On-site Arrangements

C.1.1 What arrangements does your organisation have for the removal and recycling of any rubbish and debris accumulated during the supply of the services?

#### C.2 Quality of work and Supplier conduct

C.2.1 Please detail the checks that your organisation will make to ensure that the services will be carried out by a suitably trained and competent team / member of staff.

#### C.3 Sub-Contracting

C.3.1 Please detail your organisation's methodology for employing sub-contractors and ensuring that sub-contractors if used are fully compliant with the terms and conditions of the Framework Agreement.

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## PART D

### FINANCIAL PROPOSAL

#### D.1 Schedule of Charges

	Base price	VAT	Total price (incl. VAT)
Price for the lettering restoration			
Any other works you feel are required or any amendments to the above items (please itemise the additional costs for these separately).			

#### D.2 Form of Tender

TO BE COMPLETED BY THE TENDERER

To: Great and Little Hampden Parish Council

Restoration of the lettering on the Little Hampden War Memorial

From:

I/We confirm a site visit has been undertaken.

I/We understand that you are not bound to accept the lowest or any tender you receive.

I/We understand that no payment will be made for any expenses or losses incurred in the preparation of my/our tender.

I/We agree that this tender remain open for acceptance for 90 days after the closing date for submission.

I/We warrant that I/we have all the requisite corporate authority to sign this Tender.

Signed: .....

For and on behalf of: .....

Address:.....

.....

Date: .....