

**INVITATION TO TENDER FOR
ALLOTMENT LEGAL WORK
GREAT AND LITTLE HAMPDEN PARISH COUNCIL
6 October 2023**

Great and Little Hampden Parish Council

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

Email: clerk@greatandlittlehampdenparishcouncil.gov.uk

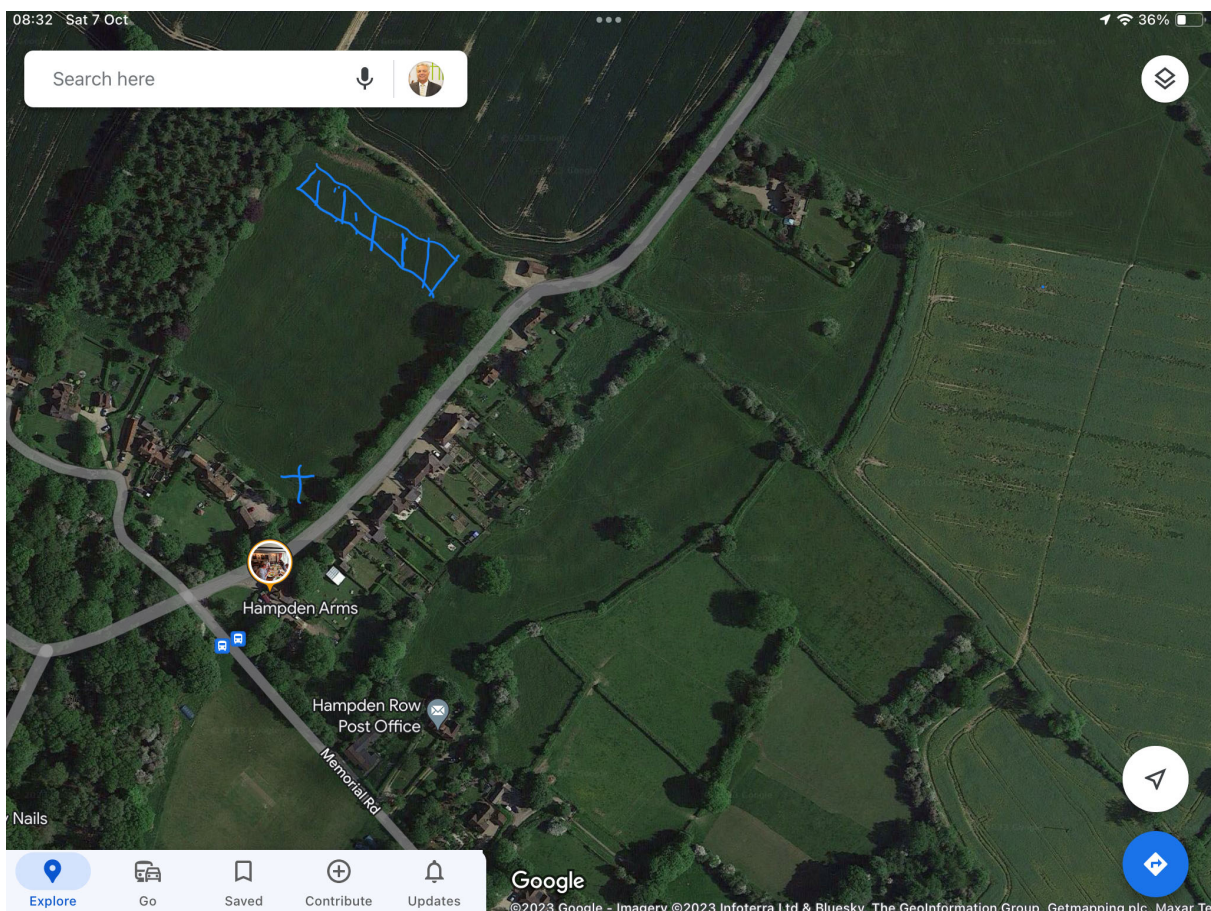
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1. Introduction

1.1. Great and Little Hampden Parish Council ['the Council'] is seeking to award a contract to provide legal advice in respect of new allotments ["**the legal requirements**"]. This contract is being procured under the Council's open tender process.

1.2. The approximate location of the proposed allotments is as below:



1.3. 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 clerk@greatandlittlehampdenparishcouncil.gov.uk by 5pm on 13 November 2023

1.4. 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.

Great and Little Hampden Parish Council

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

1.5. 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.

1.6. 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 legal requirements.

3. Contract

3.1. The Contract is to carry out the legal requirements detailed in 3.2 and 3.3.

3.2. Advise upon a lease to the Council of land comprising the allotments for a term of [15] years at a rent equal to the passing rent received by the Council for the allotments [which it is anticipated shall not exceed £300 per annum at commencement], incorporating a yearly break clause for Landlord or Tenant, and (existing) required form of allotment tenancy, with Tenant's right to: connect to and install water supply and sub-meter to existing water trough (subject to payment of metered water-usage); erect deer and rabbit fencing to all sides of the allotment land, with pedestrian and vehicular access-gates; vehicular access to existing highway gates and pedestrian access to Estate Office car park. To include all necessary investigation of title, searches, Stamp Duty Land Tax return (if required) and completion of Land Registry registration.

3.3. Advise upon a licence to the Council at a nominal charge for use of Estate Office car park by allotment tenants between the hours of 18.00 and 07.00 on weekdays, and during weekends and bank and other national public holidays,

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

Great and Little Hampden Parish Council

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

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.

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 13 November 2023 (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 as a result of 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.

Great and Little Hampden Parish Council

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

Procurement Stage	Deadline
Deadline for return of ITT to the Council	13 November 2023
Evaluation of the ITT responses commences	14 November 2023
Issuing of recommendation report to the Council	21 November 2023
Decision of the Council	28 November 2023
Awarding of Contract	Subject to land allocation
Contract Start Date	Subject to land allocation

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.

Selection Criteria	Weighting
Technical capacity, expertise, experience and references	70%
Nature of business (ideally a local SME firm with local representatives and offices)	30%
Total	100%

10. Contract Award

10.1. Contract award is subject to formal approval at the Council meeting which will take place on 28 November 2023. 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.

Great and Little Hampden Parish Council

**Memorial Hall, Memorial Road
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Tender Response

TENDER FOR ALLOTMENT LEGAL WORK.

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

Great and Little Hampden Parish Council

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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:

Great and Little Hampden Parish Council

Memorial Hall, Memorial Road
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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)	
Professional Indemnity Insurance Minimum £2,000,000.00	
Insurer	

Great and Little Hampden Parish Council

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

Policy Numbers	
Expiry Date	
Limits of Indemnity (per occurrence and aggregate)	
Excess (if any)	

Great and Little Hampden Parish Council

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

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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PART D

FINANCIAL PROPOSAL

D.1 Schedule of Charges

	Base price	Disbursements	VAT	Total price (inc VAT)
Lease				
Licence				

D.2 Form of Tender

TO BE COMPLETED BY THE TENDERER

To: Great and Little Hampden Parish Council

Great and Little Hampden Parish Council Allotments – legal work

From:

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: