Quotes are invited for:

**THE CREATION OF A NEW PLAY AREA AT THORPE MARRIOTT GREEN, PENDLESHAM RISE, TAVERHAM, NR8 6XG**

1. **Introduction**

The purpose of the brief is to obtain quotations and illustrated layouts for the supply and installation of new play equipment and ancillary items at Thorpe Marriott Green, Pendlesham Rise, Taverham, Norwich, NR8 6XG

Companies must be registered with the API (Association of Play Industries) to tender for this contract.

1. **Project Summary and Budget**

The Council is inviting proposals for:

1. Removal and disposal of existing play equipment and safety surfacing
2. Supply and installation of new play equipment
3. Supply and installation of picnic benches/tables and bins
4. Supply and installation of gate and signage
5. Supply and installation of wet pour safety surfacing
6. ROSPA inspection prior to site handover

Although there are some funds available, the Parish Council will be seeking grant funding. Upon conclusion of the tender process, the Council will appoint a preferred contractor, and the contract will only be awarded once all funding has been confirmed. The Parish Council reserves the right not to appoint any contractor.

As a guide, we are looking to spend a maximum of £220,000

1. **Requirement of quote**

A site visit to assess access and gain detailed measurements is a requirement of this contract. Any tenders received without a site visit having taken place prior to submission will not be accepted.

**Please note that the play area is an irregular shape, surrounded by hedging, in an area with high footfall and limited vehicular access.**

An itemised quotation is required to identify all costs together with an illustrated layout for design purposes which will be assessed for quality and play value, as well as on price.

Quotations must meet contract specification, should fall within budget and must not include items specifically excluded by Taverham Parish Council.

The successful bidder will need to show in the design how it addresses the requirement for resistance to issues relating to anti-social behaviour and maintenance. Designs are

expected to provide for a wide range of ages and abilities, be mindful of misuse by children/teenagers on bicycles/skateboards/scooters etc and be sympathetic to neighbouring residents whilst demonstrating value for money.

Timescales for installation are to be agreed between the preferred contractor and the Parish Council, however due to the potential risk to nesting birds, a project commencement date from **SEPTEMBER 2026** would be welcomed. Within your submission, please provide an outline of your timescales for delivery of this project.

PRICES SHOULD BE NET. The submission is to include:

* Itemised quote, pricing schedule, payment phasing. Undisputed invoices will be paid within 30 days
* Layout plans at A3, area used and overall dimensions
* 3D layouts to show all equipment proposed at A3
* Recommended safety surfacing
* Recommended fencing/gates
* Equipment by age grouping
* Any landscaping proposals
* Site preparation and reinstatement
* Installation
* Programme of work/method statement describing sequence of operations
* Any removal of excess materials, spoil and surfacing from excavations
* Heras security fencing and secure site access points enclosing the working area. Site warning signs to be erected.
* A copy of Public Liability Insurance Certificate of no less than £10millon
* A copy of the bidder’s Health and Safety policy
* A Risk Assessment for the project
* Bidders must provide their own catering and welfare facilities.
* ROSPA safety report.

The tender should also cover:

* Assumptions and exclusions
* Appropriate warranties for the equipment and installation
* Spares availability
* Site restrictions and requirements of the Bidders during the works
* Company capabilities in providing similar installations
* Key contact details

All costs, expenses and liabilities incurred by bidders in connection with the preparation and submission of any quotation shall be borne by the bidders.

Information supplied by the Council (whether in this document or otherwise) is supplied for general guidance in the preparation of tenders. Bidders must satisfy themselves by their own investigations with the regard of the accuracy of such information. The Council cannot accept responsibility for any inaccurate information obtained by bidders.

1. **Procurement Timetable**

Any clarification requests should be submitted as soon as possible. A copy of all questions and answers will be maintained and distributed periodically to all bidders. Questions must be submitted by **Wednesday 8 October 2025**. Questions received after this date may not be answered.

The key dates for procurement procedure are as below although Taverham Parish Council reserves the right to vary key dates on notice to all bidders.

Bidders are requested to confirm intent to submit a tender by sending an email to Samantha Salmons, [clerk@taverhamparishcouncil.org.uk](mailto:clerk@taverhamparishcouncil.org.uk) and to include all contact details. This will enable us to inform you of any alterations or additions to the specifications, and to arrange a site visit.

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| Issue invitation to tender | **Friday 5 September 2025** |
| Visits to site | **Monday 22 & Tuesday 23 September 2025** |
| Deadline for submission of tenders | **4pm Friday 17 October 2025** |
| First round evaluation (short-listed bidders will be contacted with comments/changes as required) | **Monday 27 October 2025** |
| Closing date for second round submissions | **4.30pm on Thursday 6 November 2025** |
| Public consultation | **Monday 10 November to Sunday 23 November 2025** |
| Preferred contractor chosen | **Monday 8 December 2025** |

The deadline for submitting hard copy quotations is **4pm on Friday 17 October 2025**. All documents to also be supplied on **USB flashdrive** to be delivered with the quotation.

Quotations and related documentation must be sent by post/courier/hand delivered to:

Taverham Parish Council

Taverham Village Hall

Sandy Lane

Taverham

Norwich

Norfolk

NR8 6JR

**LATE AND/OR EMAILED TENDERS WILL NOT BE CONSIDERED**

Packaging containing tenders must be clearly marked “**Thorpe Marriott Green Play Area Tender**”

1. **Standing Orders Pertaining to Contracts**

* If a bidder or employee of a bidding firm to tender for a contract under the Parish Council is to his knowledge related to a member of, or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Clerk.
* A bidder or bidding firm who fails to do so shall be disqualified from such a contract and, if the contract is agreed, it will be null and void without notice.
* Canvassing of members of the Council or any of its committees, directly or indirectly, for any contract under the Council shall disqualify the bidder for such contract.
* A member of the Council shall not solicit for any person or firm for such contract: but, nevertheless, a member may give a written testimonial of a bidder’s ability, experience or character for submission to the Council with the application to tender.

1. **Evaluation criteria and scoring**

Tenders will be evaluated against the following criteria.

The quality to price ratio is **80:20**

Quality will be evaluated based on the bidder’s proposal **80%**

Pricing will be evaluated based on the bidder’s pricing schedule **20%**

The Council will evaluate the tenders using a three-stage evaluation process

* Stage 1 – The Council will evaluate all essential requirements on a pass or fail basis. Tenders failing any of the essential criteria will be rejected at this stage of the evaluation.
* Stage 2 - The Council will evaluate all quality requirements as specified
* Stage 3 – The Council will evaluate the price specified

**Quality criteria (80%)**

Quality will be assessed by reference to your proposal and supporting documents provided as detailed in the tables below. Each quality criterion will be awarded a score in accordance with the scoring scale.

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| **Quality criteria** | **Weighting** |
| **Presentation**: The presentation score will be assessed by evaluation of the itemised quotes, plan scale drawings and design artwork submitted. The Council will consider and score accordingly on whether the design shows a satisfactory understanding of what is to be achieved and addresses the constraints of the site, these being the continued heath of the trees in the picnic/toddler area, concerns about noise impacting on neighbouring residents, visibility to combat anti-social behaviour and access to maintain the playing field. | 30% |
| **Play equipment play value and design**: The Council will evaluate the play value of each proposed item of equipment including images, materials, dimensions, fencing and safety surface specification diagrams. | 35% |
| **Warranties and guarantees**: The Council will evaluate information provided about the type of warranties available for all play equipment, surfacing, ancillary items and installation. Added value will also be evaluated in this section, eg availability of spare parts and ease of maintenance. | 15% |

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| **Score** | **Criteria for award** |
| 0 | The response raises major concerns about understanding and/or approach which are potentially highly detrimental to satisfactory service delivery or contract performance |
| 1 | The response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or contract performance |
| 2 | The response suggests shortcomings of understanding or approach which is likely to impact on service delivery or contract performance |
| 3 | The response raises no concerns about understanding or approach to service delivery or contract performance |
| 4 | Response is above expectations in terms of understanding or approach to service delivery or contract performance |
| 5 | Response is significantly above expectations in terms of understanding or approach to service delivery or contract performance |

Each score will be divided by the highest score available for that question (ie 5) to give a percentage score. The percentage score will then be multiplied by the criteria weighting to provide a weighted score for each and the overall quality weighting will then be applied.

For example:

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| **Criteria** | **Weighting criteria** | **Quality assessment** | **Consensus score awarded** | **Score calculation** | **Score awarded** |
| **Presentation** | 30% | Meets expectations | 3 | (3/5) x 30 | 18 |
| **Play equipment play value and design** | 35% | Above expectations | 4 | (4/5) x 35 | 28 |
| **Warranties and guarantees** | 15% | Below expectations | 2 | (2/5) x 15 | 6 |
| **Total** | 80% | **Total weighted quality score:** | | | **52** |

**Price criteria (20%)**

Bidders are requested to provide a detailed schedule of all project related costs.

The lowest acceptable bid price will score full marks. The other offers will then receive scores expressed as in inverse proportion of the lowest price. The formula used will be:

(Lowest acceptable bid price/bidder’s price) x 20 = bidder’s price score

For example:

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| **Bidder** | **Price** | **Score calculation** | **Price score** |
| Company A | £160,000 | (£160,000/£160,000) x 20 | 20 |
| Company B | £170,000 | (£160,000/£170,000) x 20 | 18.82 |
| Company C | £180,000 | (£160,000/£180,000) x 20 | 17.78 |

Price and quality scores will then be added together to produce the total score.

1. **Award of Contract**

* The successful bidder will be notified in writing via an Intention to Award letter.
* Unsuccessful bidders will be notified in writing via a Non-acceptance of Submission letter.
* The decision will be subject to a ten-day standstill period which will commence from the notification of intention to award as per the Public Contracts Regulations.
* Further to the ten-day standstill period elapsing, a Confirmation of Outcome of Further Competition Process letter will be issued to all bidders confirming the Council’s decision.
* Upon conclusion of all the above stages, subject to funding, a contract will be created between Taverham Parish Council and the Preferred Contractor

All equipment and materials connected to the successful delivery of the project remains the responsibility of the appointed contractor until a satisfactory Post Installation Report has been accepted by Taverham Parish Council. This will be confirmed in writing on the day of the handover of the site and signed by the Clerk and the contractor.