



Gainsborough

TOWN COUNCIL

Gainsborough Town Council (the Council)

INFORMATION AND INSTRUCTIONS FOR TENDERING

INVITATION TO TENDER:

Supply of a 40hp rated tractor with cab and specified ancillary equipment.

Tenders must be submitted in accordance with the following instructions. Tenders not complying with these instructions, in any way, may be rejected by the Council whose decision on the matter is final.

PROJECT BRIEF

The Council is seeking to invite tenders for the supply of the following equipment / implements as a single package:

1. 40hp tractor with cab, turf tyres, hydrostatic transmission, PTO with horsepower rating capable of powering the following implements detailed in 5 and 6 below, three-point linkage, trailer electrics and road registered.
2. Front loader, brush grabbing bucket and rear counterweight to match maximum lifting capacity of the front loader.
3. Pallet forks / tines for the front loader.
4. Two (2) tonne tipping trailer with removable galvanised mesh sides, road lights and number plate.
5. PTO driven side arm finger bar hedge trimmer, minimum 1.5m wide cutting head, with minimum 3.5m level cut height and minimum 4.5m side reach.
6. PTO driven rear mounted rotavator, minimum 1.5. working width and 8-12cm working depth.
7. Instruction / training of seven (7) operatives to employ the foregoing. Provide evidence / certification for personnel files.

The Council is not fixed about the make or model of tractor and equipment / implements but will be looking for products that require minimal maintenance, are built for longevity and have a good warranty period.

Please provide information on all warranties, service intervals and parts supply. Please supply typical costs of servicing and service items.

The Council encourages any additional value-added options within the Tender submission. These should be set out separately in the Tender.

The delivery address and location for operative instruction / training is Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ.

Tenderers / suppliers must be able to respond quickly and effectively to any pre- and post-delivery queries and maintenance requirements.

Tenders will be evaluated in-line with the table and scoring below. Each category has a total number of points available which reflect the importance of the activity. Tenderers / suppliers should therefore identify within their tender how they meet each of the categories.

Item	Value	Detail	Score
Overall submission	25%	Meeting the tender brief: paragraphs 1 to 7 above.	0 to 4
Quality of Materials	25%	Robustness, minimal maintenance, built for longevity and dealer support and parts supply.	0 to 4
Warranties	10%	What is covered in the warranty and length of warranty: paragraphs 1 to 7 above.	0 to 4
Timetable and Service Levels	10%	Can you meet the time frames and agree to the services levels detailed in this document	0 to 4
Cost / value for money / value added	30%	Self-explanatory	0 to 4
	100%		20

Scoring System

Quality	Points	Criteria
Superior	4	A comprehensive achievement of the requirements specified in the tender with additional value-added options.
Good	3	A comprehensive achievement of the requirements specified in the tender.
Average	2	Minimal achievement of the requirements specified in the tender.
Poor	1	Limited response provided, or a response that is inadequate, inaccurate or misleading.
Unacceptable	0	Totally deficient and non-compliant.

This evaluation exercise will be used to select no more than four (4) tenders. These will go forward to a decision-making panel made up of three (3) officers / operatives and two (2) Elected Members. The tender / final decision to be made at a full Council Meeting.

Below is the project timeline. Tenderers / suppliers will need to provide confirmation that these dates can be met within their tender response:

Action:	Date Due By:
Tender Response Due	Noon on 3 rd July 2024.
Decision-making panel	8 th July 2024.
Full Council decision	6 th August 2024.
Tender selected and decision notified	7 th August 2024.

The Tender shall be made on the headed business paper of the Tenderer / supplier, dated and signed in ink.

The Tender must be signed where the Tenderer is an individual, by that individual. Where the Tenderer is a partnership, by two duly authorised partners. Where the Tenderer is a company, by a director, such persons to be duly authorised for the purpose.

Any questions or matters of clarification regarding the tender procedure, contract documentation, specification or requests for further information should be submitted by e-mail to townclerk@gainsborough-tc.gov.uk.

Tenderers / suppliers are required to keep Tenders valid for acceptance for a period of thirty (30) days from the closing date for receipt of tenders.

Tenders shall be submitted in a plain sealed envelope / package clearly marked “**Gainsborough Tractor Tender**”, in large bold print, by registered post, recorded delivery service to:

The Town Clerk, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ.

The envelope must not bear any name or mark indicating the identity of the sender.

Tenders must be received by no later than noon on 3rd July 2024

No Tender will be considered if it is received after the date and time specified, unless the Council, at its sole discretion, extends the closing date and time specified in writing.

Information supplied by Tenderers will be treated as contractually binding subject to the conditions and requirements laid down in this Invitation to Tender. The Council reserves the right to engage in a tender clarification process with one or more of the Tenderers / suppliers who submit a tender / price.

All unit rates and prices must be quoted in £ Sterling, exclusive of VAT and inclusive of all costs associated with the Tender.

The prices / fees provided in the Tender shall be the full inclusive value of the goods and services described. They shall represent all costs and expenses which may be incurred in order to provide the goods and services in accordance with the Conditions and Specification and to assume all express and implied risks, liabilities and obligations imposed by the Conditions, the Specification and all other documents forming part of the contract.

Tenderers / suppliers shall be deemed to have satisfied themselves before submitting their Tender as to the accuracy and sufficiency of the rates and prices stated by them in their Tender, which, shall (except in so far as it is otherwise provided for in the contract), cover all their obligations under the contract, and shall be deemed to have obtained for themselves all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect their tender. The Council is not bound to accept the lowest or any tender.

The Council will not be liable in respect of any costs, expenses or losses incurred (of whatever nature) by Tenderers / suppliers in the preparation of Tenders or any associated work effort in connection with this tender process.

Offering an inducement of any kind in relation to obtaining this or any other contract with the Council will disqualify your proposal from being considered and may constitute a criminal offence.

Payments will be made within 30 days of receipt of an invoice subject to all goods and services being completed to the satisfaction of the Operations Manager for Gainsborough Town Council.

Information supplied to Tenderers / suppliers by the Council (whether in these tender documents or otherwise) is supplied for general guidance in the preparation of the tenders. Tenderers / suppliers must satisfy themselves by their own investigations with regard to accuracy of any such information and no responsibility is accepted by the Council for any inaccurate information obtained by Tenderers.

All information supplied by the Council in connection with this invitation to tender shall be regarded as confidential by the Tenderer / supplier except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Tender. Any data provided by the Council may only be used for the purposes of providing the Services and may not be used for any other purpose without the prior written consent of the Council

The Council is a public authority within the meaning of the Freedom of Information Act 2000. Information in relation to this Tender and all correspondence received may be made available on demand in accordance with the Freedom of Information Act 2000. Tenderers should state if and why any of the information supplied by them in response to this Tender is confidential or commercially sensitive or exempt from disclosure under the aforementioned Act. Notwithstanding the foregoing, unless an exemption under the aforementioned Act or a duty of confidence applies, information shall be disclosed in accordance with the Freedom of Information Act 2000 in response to a freedom of information request where the public interest in favour of disclosure outweighs a Tenderer's commercial interests in maintaining non-disclosure.

The Council may publish the amount of the successful tender and the name of the successful Tenderer.