**Invitation to Tender**

for the supply of floral displays in Winchester



# CONTENTS

|  |  |  |
| --- | --- | --- |
| **Section** | **Title** | **Page/s** |
| 1 | Introduction and Contact Details*Information about the tender and who to contact* | 3 |
| 2 | Procurement Timetable*Important dates of submission, evaluation and contract commencement* | 3-4 |
| 3 | Instructions for Submission of Tender*How to prepare and submit your tender* | 4-5 |
| 4 | Evaluation of Tender*Criteria on which the tenders will be evaluated* | 5-6 |
| 5 | Specification*Detailed specification of requirements* | 6-7 |
| 6 | Documents to be Completed*A checklist of the documents which must be completed and submitted* | 7 |
| 7 | Method Statement*To be completed by tenderer* | 8-9 |
| 8 | Pricing Schedule*To be completed by tenderer* | 10 |
| 9 | Supporting Information*To be completed by tenderer* | 10-12 |
| 10 | Any Other Information*To be completed by tenderer* | 13-14 |
| 11 | Signed Form of Tender*To be completed by tenderer* | 15 |
| 12 | Return Label*To be detached and fixed to the front of your return envelope* | 16 |

## 1. INTRODUCTION AND CONTACT DETAILS

* 1. Your organisation along with others is invited to tender for the supply of hanging baskets and window boxes in Winchester.
	2. The deadline for submission of tenders is 12 Noon on Friday 2 March.
	3. The information and instructions provided in this Invitation to Tender are designed to ensure that all tenders are given equal and fair consideration. If you have any doubts as to what is required, or you have difficulty in providing the information, please contact the person named below.
	4. If you have any queries relating to the tender documentation, or would like to request further information, please contact the person named below. You may be asked to submit your query in writing.
	5. You should note that any questions raised, which are not commercially confidential will be shared with the other tenderers and the answers to any written queries may also be circulated to all tenderers by Winchester Business Improvement District (hereafter ‘the BID’).
	6. Contact for this tender:

Paul Spencer

Projects and Operations Manager

Winchester BID

Winchester Business Centre

10 Parchment Street

Winchester

Hampshire

SO23 8AT

Tel: 01962 841000

E-mail: paul.spencer@winchesterbid.co.uk

## 2. Procurement timetable

2.1 The intended timetable for this procurement is:

|  |  |
| --- | --- |
| **Stage in Procurement Process** | **Dates** |
| Issue of Invitation to Tender | Friday 9 February 2018 |
| Deadline for submission of tenders | Friday 2 March 2018 |
| Evaluation of tenders | 5 – 9 March 2018 |
| Interviews and Presentation | Wednesday 14 March 2018 |
| Award decision | Friday 23 March 2018 |
| Anticipated contract start date | Early June 2018 |

2.2 The BID reserves the right to cancel the tender process at any point. The BID is not liable for any costs resulting from any cancellation of this tender process, nor for any other costs incurred by those tendering for this contract.

## 3. instructions for submission of tender

3.1 The following instructions are designed to give you assistance with the completion of your tender.

3.2 Read all the instructions and information included to understand fully what is being asked of you.

3.3 It is important that you provide all the information asked for in the format and order specified. You must not alter the format of any of the documents. If the space on the form is insufficient, attach additional sheets. Mark any additional sheets with your organisation name and the section name.

3.4 Please provide as full a response to the requirement as possible and bear in mind the points of evaluation listed in the next section.

3.5 Be aware of the deadline to return your tender and plan ahead, to ensure you meet it; tenders submitted once the deadline has passed will not be accepted.

3.6 Please ensure that where information is to be sought from third parties – for example, references, etc. – such requests can be dealt with speedily and at no cost to the BID. You may wish to contact referees for their agreement to provide a reference prior to putting their details in your tender.

3.7 You must notify the BID, in writing, of any change in the information submitted in response at any time during the tender process.

3.8 You must complete and return all the tender documentation listed below as your tender submission. The documents for completion can be found in sections 7-11:

* Method Statement
* Pricing Schedule
* Supporting Information
* Any Other Information
* Signed Form of Tender

3.9 A return label to mark the envelope containing your completed tender can be found in section 12.

3.10 You must submit 3 hard copies of your tender, in a plain envelope, using the address label, no later than 12 Noon on Friday 2 March. Proof of postage will not be considered as proof of delivery.

3.11 Tenders by e-mail will only be accepted in exceptional circumstances, with prior agreement of the BID. Verbal tenders will not be accepted.

3.12 The envelope and any other packaging or labelling should not identify your organisation. You must return your tender documents in a sealed envelope with return label affixed.

3.13 Make sure that the information you put into your tender is correct and check that all the information you need to submit is included before you send. Information submitted once the deadline has passed, including any amendments to your tender, may not be considered.

3.14 The BID will keep all tenders received securely, and open them once the tender deadline has expired. All tenders submitted will be opened at the same time.

3.15 If you intend to form a partnership or consortium in order to deliver this contract, you must identify:

* the lead organisation; or,
* a legal entity

to take responsibility for the tender and the eventual contractual arrangements.

3.16 If applying on behalf of a partnership or consortium, you must list the names and addresses of all the member organisations of the partnership/consortium in your submission. You may be asked for additional information about the partnership at a later stage in the tender process.

3.17 The Method Statement is your response to the BID’s specification and should set out how you will meet the requirements of the tender.

3.18 If more than one organisation will be involved in the delivery of the service, full details should be provided of how the arrangements will be made to meet the BID’s requirements.

3.19 The Pricing Schedule must calculate the full costs of providing the service for which you are tendering, including both the direct and non-direct costs.

3.20 This tender contains the terms and conditions of the contract.

3.21 Payment will normally be paid within 30 days of the BID receiving a valid invoice. The BID’s preferred method of payment is via BACS.

3.22 The successful tenderer will be notified in writing by 23 March 2018.

## 4. EVALUATON OF TENDER

4.1 The BID will evaluate tenders it receives on the basis of:

* Technical suitability and ability, including resources
* Financial stability and capacity
* Insurance cover provisions
* Quality and Environmental Management Systems
* Health and Safety policy and record
* Environmental, Social and Economic policy and record

4.2 The BID is not bound to accept the cheapest tender and will award contracts on the basis of the most comprehensive and suitable responses to the points listed above. The BID reserves the right to invite further tenderers at its discretion if it considers that the tenders received do not provide adequate competition or for other good reasons.

4.3 The tenders will be evaluated by the BID team and at least one member of the BID Board of Directors.

4.4 The BID reserves the right to reject any tender that fails to comply fully with the requirements listed or that is guilty of a serious misrepresentation in supplying any information requested in this document.

4.5 The BID may enter into post-tender negotiations; however it is important tenderers submit the best and final offer at the tender stage and do not rely on post-tender negotiations to revise the offer.

## 5. specification

5.1 To provide the BID with all their summer and winter hanging basket and window box plants in the city centre. The BID wishes to enter into an arrangement for the supply and maintenance of all its floral requirements over an initial period of 3 years with a review at the end of year one on delivery of the service and the opportunity for a further extension of two years thereafter.

5.2 The objectives are:

* To have supplied at least 500 summer hanging baskets, with the ability to order more on an ad hoc basis, as and when requested by BID members. Please note that this may include up to 16 baskets on lamp post columns which are already in place and which will need to be planted on site. Additional units to be supplied at the agreed standard rate.
* To have supplied up to 30 summer window boxes
* To have supplied between 50 – 75 winter hanging baskets
* To water up to 12 Buxus plants located in The Square, Winchester all year round

5.3 The summer floral displays must be installed during last week of May/beginning of June at pre-arranged locations across the city.

5.4 The summer floral displays need to be removed during late September/early October depending upon climatic conditions.

5.5 The winter hanging baskets need to be available and installed at pre-arranged locations across the city in early November and removed in the spring.

5.6 All floral displays must be fully maintained at regular intervals, including watering, feeding and pest and disease control. Any plants dying prematurely or outgrowing their position must be removed and replaced as soon as possible.

5.7 To enable new baskets to be hung, the tenderer must supply and install a purpose made heavy duty, black steel, hanging basket bracket, fixed securely to masonry.  The tenderer must work in a safe and effective manner at all times and to recognized standards and must comply with relevant Hampshire Highways legislation.

5.8 All existing brackets must be tested before installation of the baskets. If any of the brackets fail a strength test, are damaged or seem unsuitable, the brackets will need to be replaced.

5.9 All floral displays must be planted with the same dense display of mixed colourful summer/winter bedding. The tenderer is asked to recommend plant varieties for this scheme and the size of the baskets. Any change post contract to variation of colours and plants will be subject to approval by BID management, such consent not to be withheld.

5.10 During maintenance of the baskets, the BID requires up to 12 small Buxus plants, currently located in The Square, Winchester to be watered, as and when necessary.

5.11 Funding has been allocated and will be made available by the BID. The total contract value will be in the region of £35,000 per annum, inclusive of all costs.

## 6. DOCUMENTS TO BE COMPLETED

6.1 The documents that you must complete and submit as your tender submission can be found in the following sections: 7 – 11.

6.2 You must submit all the tender documentation listed, duly completed, as your Tender submission. Use the list below to make sure you have included all the required information:

* Method Statement
* Pricing Schedule
* Supporting Information
* Any Other Information
* Signed Form of Tender

6.3 A return label (to mark the envelope with completed tender) is included at section 12.

## 7. METHOD STATEMENT

|  |
| --- |
| Bearing in mind the points listed in the specification; please provide details of how your company would meet these requirements.If required, please continue the method statement on this sheet. |

## 8. pricing schedulE

8.1 Please complete the pricing schedule below, exclusive of VAT:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Plant Qty** | **Unit Price** | **Total Cost £** |
| Summer Hanging Baskets | 500 |  |  |
| Additional Summer Hanging Baskets (ad-hoc) | TBC |  |  |
| Additional or replacement brackets | TBC |  |  |
| Summer Window Boxes | Up to 30 |  |  |
| Winter Hanging Baskets | 50 - 75 |  |  |
| Watering of Buxus Plants | Up to 12 |  |  |

## 9. SUPPORTING INFORMATION

9.1 Company Details

|  |
| --- |
| Name:Registered Office:Registration Number:Telephone Number:E-mail Address:Fax Number:Website: |

9.2 Experience of the Company

|  |
| --- |
| Please provide a brief history of the Company and its evolution.  |

9.3 Company and Management Structure

|  |
| --- |
| Please detail your company and management structure. |

9.4 References

Please state the Company names, site addresses, telephone, e-mail address and contact names of referees from whom references may be sought.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Name and Job Title** | **Company Name and Address** | **Tel. Number** | **E-mail Address** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

## 10. Any OTHER INFORMATION

|  |
| --- |
| Please indicate here any other information, which you consider may be relevant to support your submission. Bear in mind the points in Section 4 – Evaluating the Tender. If required, please continue any other information on this sheet. |

## 11. signed form of tender

The tender will not be considered unless received no later than 12 Noon on Friday 2 March.

**TO WINCHESTER BUSINESS IMPROVEMENT DISTRICT**

Tender for supply of hanging baskets and window boxes in Winchester.

I/we the undersigned DO HEREBY UNDERTAKE to provide the goods upon and subject to the terms and conditions set out in the Specification, the pricing and rates contained in the Pricing Schedule and other documents as are contained or incorporated herein.

Signature ………………………………………………………………………………………………………………………

*Duly authorised agent of the Supplier*

Position Held …………………………………………………………………………………………………......................

Name and Address ………………………………………………………………………………………………………………………

of Supplier

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Dated ………………………………………………………………………………………………………………………

*It must be clearly shown whether the Supplier is a Limited Company Corporation, Partnership or Single Individual, trading in his/her own or another name. If the person signing is not the actual tenderer, it must clearly state the capacity in which he/she signs or is employed.*

## 12. Return label

12.1 The tender documents duly completed must be returned in a suitable envelope, which must be securely sealed. **The return label, below, must be fixed to the front of the envelope** and must bear no name or mark revealing, or likely to reveal, the identity of the sender (such marks include identification through postal franking or details revealed through express carriers ‘Datapost’).

Please detach

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**TENDER FOR:** The supply of floral displays in Winchester

To be returned by: 12 Noon on Friday 2 March

Projects and Operations Manager

Winchester BID

Winchester Business Centre

10 Parchment Street

Winchester

Hampshire

SO23 8AT

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