Invitation to tender to Undertake the survey, design, installation, connection, testing and commissioning of solar photovoltaic (PV) panels and all associated electrical and civil infrastructure, delivering a fully operational and compliant renewable energy system to 3 x BA sites

Hoveton Tourist Information Centre

Ranworth Tourist Information Centre

Great Yarmouth Yacht Station

11 November 2026

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Part A – Employers Information

1.0 Employer

The Employer is:

Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY, UK.

Referred to in this document as “the Authority” or “the Broads Authority”

1.1 Statement of Requirement

The Authority requires the tenderer to:

Undertake the survey, design, installation, connection, testing and commissioning of solar photovoltaic (PV) panels and all associated electrical and civil infrastructure, delivering a fully operational and compliant renewable energy system to Hoveton Tourist Information Centre, Ranworth Tourist Information Centre and Great Yarmouth Yacht Station.

1.2 Timeframe

The works shall be completed no later than 1 March 2027. This is required to align with the conditions of funding as set out by the Department for Environment, Food and Rural Affairs (Defra). A programme of works will be required to comply with this deadline and shall be reviewed and agreed with the Authority's Project Manager prior to start of works on site.

1.3 Contact details for The Authority

Any questions regarding these documents and the specific requirements of the Authority must be made in writing by emailing queries to:

Amy Dunham, Capital Projects Manager, Broads Authority

amy.dunham@broads-authority.gov.uk

Tel No: 01603 756 035

All communications and instructions between the Contractor and the Employer are to be made through the Project Manager, or persons named by the Project Manager.

1.4 Insurance requirements

The Authority expects the successful tenderer to hold adequate insurance. For this contract it is expected that this will include:

Insurance Type	**Minimum level of indemnity**
Public Liability	£5,000,000
Employers Liability	£5,000,000

Insurance Type	Minimum level of indemnity
Professional Indemnity	£2,000,000

The Contractor is expected to familiarise themselves with the insurance terms as laid out in the NEC 4 Engineering and short construction contract template.

1.5 Form of Contract and Conditions

The form of agreement is an NEC4 Engineering and Construction Short Contract. An example of this can be found at Appendix D

The Contractor shall assess predicted tides and MET Office forecast weather conditions. The Contractor should programme the works to avoid foreseeable unworkable conditions. Delays due to foreseeable conditions will not be subject to a compensation event.

1.6 Tender submission

All tenders must be returned to the Broads Authority as per the instructions below and arrive not later than 12pm on 11 December 2026. Tenderers should note that the questions and responses raised during the clarification period will be anonymised and shared with other Tenderers on the Authority's website.

This document is split into two sections Part A, the Broads Authority (Employer) information on the tender and Part B, the information required from prospective Tenderers. Tenderers must comply with these instructions. They are designed to ensure that all tenders are treated equally and fairly and to comply with all legal requirements for public sector procurement. Failure to comply with these instructions and conditions may invalidate your tender.

The Tender documents are and shall be the property of the Authority and will not be copied or reproduced in whole or in part, save as is necessary to enable you to complete the Tender and must be returned to the Authority when requested to do so.

Contact by any person acting in the name of the prospective contractor with any employee of the Authority other than those mentioned in this ITT will be grounds for the Authority to terminate the tender process for that supplier.

Tenders must be returned to: tenders@broads-authority.gov.uk and no other email should be cc'd or Bcc'd.

Email subject must read Tender to Undertake the survey, design, installation, connection, testing and commissioning of solar photovoltaic (PV) panels and all associated electrical and civil infrastructure, delivering a fully operational and compliant renewable energy system Hoveton Tourist Information Centre, Ranworth Tourist Information Centre and Great Yarmouth Yacht Station"

Do not copy in the Project Manager named in section 1.3 as this will invalidate your tender.

Please note that this mailbox is not monitored and will only be reviewed after the closing date. Suppliers will receive an automatic notification to confirm receipt.

No extensions to the closing date for Tenders can be granted. However, the Authority may at its discretion extend the closing date and time specified.

The Authority will not accept any responsibility if any tender is unable to be submitted by the deadline unless it can be evidenced that there is a problem with the Authority's IT system.

Qualified tenders or tenders bearing any unauthorised alteration or addition to the form of tender or any other tender documents may be rejected by the Authority.

Tender timetable

The following dates are applicable to this tender:

Activity	**Estimated Dates**
Publication of Invitation to Tender	11 November
Site visits (with Project Manager by arrangement)	TBC as arranged with BA officers
Clarification period starts	11 November 2026
Clarification period closes	26 November 2026
Deadline for the Authority to publicise responses to Tender Clarification questions	3 December 2026
Deadline for submission of Tender	11 December 2026 12pm
Deadline for Notification of successful/unsuccessful tenders	16 December 2026
Eight day standstill period	23 December 2026
Contract Commencement	11 January 2027
Completion of on site works	1 March 2027
Contract completion	19 March 2027

This timetable is indicative only. The Authority may amend at its discretion.

2.0 Works Information

2.1 Outline

This tender is to undertake the survey, design, installation, connection, testing and commissioning of solar photovoltaic (PV) panels and all associated electrical and civil infrastructure, delivering a fully operational and compliant renewable energy system These buildings are Hoveton Tourist Information Centre, Ranworth Tourist Information Centre and Great Yarmouth Yacht Station.

2.2 Scope

The project is to be delivered across three buildings. The on site works aspect of the project must complete by 1 March 2027.

Completion of all documentation including handover of O&M manuals should be complete by 19 March 2027.

Building 1 Hoveton Tourist Information Centre – Installation, connection and testing of solar panels including design and installation of supporting electrical systems and grid integration.

Building 2 Ranworth Tourist Information Centre – Installation, connection and testing of solar panels including design and installation of supporting electrical systems and grid integration.

Building 3 Great Yarmouth Yacht Station (GYYS) – Installation, connection and testing of solar panels including design and installation of supporting electrical systems and grid integration. GYYS is a building in the ownership of Great Yarmouth Borough Council. The building is leased by The Broads Authority and permission has been granted for this installation.

2.3 Hoveton Tourist Information Centre

Address: Station Road, Hoveton, NR12 8UR what3words: ///dugouts.spillage.ticked

Special access arrangements : None. Successful tenderer will be required to arrange site visits during BA normal working hours.

The building was built in the early 1980s and is a traditional brick building with tiled roof. Asbestos survey attached. ACM fillet in gable end render. Some details of construction available in survey Appendix A

2.4 Ranworth Tourist Information Centre

Address: Farm Lane, The Staithe, Ranworth, NR13 6HY what3words: ///supported.dusty.monorail

Special access arrangements: None. Successful tenderer will be required to arrange site visits during BA normal working hours.

The building was built in the early 1980's and is a traditional brick building with tiled roof. Asbestos management survey attached, no ACM's noted. Original architectural drawings in possession of BA, some details of construction available within survey: Appendix B

2.5 Great Yarmouth Yacht Station

Address: Lawn Avenue, Great Yarmouth, NR30 1QX what3 words: ///animal.tiny.upgrading

Special access arrangements: We would draw to the tenderer's attention that this area is a working base, with the building situated close to the quay heading which is open to the main river. Life Jackets will be required to be worn at GYYS at all times and these will be provided at the site visit.

Traditional brick building with tiled roof. Asbestos management survey attached. Some details of construction available in survey. Appendix C.

It should be noted that works are underway throughout November to remove AIB from the roof space and space above the public toilets. An updated Asbestos Management Survey will be provided following the completion of works.

Contractors will be required to sign up to managing access through the Environment Agency flood barrier for their own operatives, a key and guidance is provided through the BA.

2.6 Health & Safety: CDM 2015 and Principal Designer responsibilities of the successful tenderer

The appointed contractor must ensure that any designer—whether internal, part of a consortia, or a named sub-contractor—is suitably qualified and resourced in accordance with CDM 2015. Where roofing works are delivered via a consortia or sub-contractor, the contractor must confirm the designer's appointment and competence. The Principal Designer must be clearly identified and capable of coordinating health and safety across each building.

The supplier will be responsible for arranging all parts of the works, including appropriate specification of all materials to be installed, system design, feasibility of installation options on the existing roof, integration with existing electrical supply and usage on site, scaffolding or other safe elevated access, Health & Safety file, installation works, waste removal and any liaison required with the DSO. They will also provide drawings and descriptions to support the notification required to be given to the Planning Authority under The Town and Country Planning (General Permitted Development) (England) Order 2015.

2.7 Specification for system design and products used

Suppliers should be aware that the Broads Authority is also the Local Planning Authority (LPA) for the relevant site.

The selected Contractor will Undertake the survey, design, installation, connection, testing and commissioning of solar photovoltaic (PV) panels and all associated electrical and civil infrastructure, delivering a fully operational and compliant renewable energy system and supply all relevant information to enable set up of export under the Smart Export Guarantee, for each of the three sites covered by this tender.

Tenderers will be asked to include the power rating (kWp) for their proposed system in the tender.

The system is to be compliant with Schedule 2, Part 14 Class J as a Permitted Renewable Energy Development under the Town and Country Planning (General Permitted Development) (England) Order 2015.

The choice of panels and power rating is for the tenderer to provide. The aim is to have the maximum kWp system possible, given the roof constraints listed and space available.

The panels and system are to have a lifespan of a minimum of 25 years, covered by manufacturer's warranty. This is to include 10 years 90% power output, and 25 years 80% power output.

The installation will allow export to the grid under the Smart Export Guarantee. The local DSO is UK Power Networks.

The supporting electrical systems and grid integration need to be compatible with the existing EO Hub electric vehicle charging system installed on site.

Installation to meet all relevant UK Standards (BSI 7671, Microgeneration Certification Scheme (MCS))

Installation to be compatible with future site development, such as Vehicle 2 Grid systems, additional panels, and onsite battery storage.

2.8 Planning Permission

The Broads Authority will make a pre-notification to the local planning authority based on the designs produced by the supplier. The supplier must produce and supply suitable designs in the formats required for this purpose. This is for the purpose of obtaining a Lawful Development Certificate as a permitted development.

2.9 Materials – General

The Contractor is to supply all materials and fixings unless otherwise stated.

3.0 Site information and constraints

3.1 Hoveton Tourist Information Centre

Hoveton Tourist Information Centre is located next to a road, with hardstanding to the front of the building and around the building. See aerial view below. The building is non operational from end of October – Easter, and therefore contractors will need to take on full responsibility for the security and safety of the site during the works.



Figure 1 – Hoveton Tourist Information Centre

3.2 Ranworth Tourist Information Centre

Ranworth Tourist Information Centre is located adjacent to moorings. The building is accessed by a footpath leading from the public car park. Special consideration should be given to minimising disturbance to neighbouring properties and businesses. The successful contractor should be able to demonstrate they have considered the risks associated with working in close proximity to water. The building is non operational from end of October – Easter, and therefore contractors will need to take on full responsibility for the security and safety of the site during the works. The site is accessible from the river by the boating public and a public footpath is adjacent and leads to the site. Suitable signs and 2m high heras fencing will need to be erected during the work period to make clear the site is closed to public access. Location of fencing to be agreed in advance with Broads Authority.



Figure 2 – Ranworth Tourist Information Centre

3.3 Great Yarmouth Yacht Station

Great Yarmouth Yacht Station is located on land adjacent to the River Bure. The building is a working base for visiting vessels and as such the successful contractor should give some thought to how they will manage the safety of their personnel on site. The building sits within its own fenced compound. The building is non operational from end of October – Easter, and therefore contractors will need to take on full responsibility for the security and safety of the site during the works.



Figure 3 – Great Yarmouth Yacht Station

3.4 Site visits

It is encouraged that the tenderer visits each site to understand the environment of each building, but it is not deemed essential. Site visits can be arranged by contacting amy.dunham@broads-authority.gov.uk. Site visits must be pre arranged as the buildings are now closed.

3.5 Services

Power and water are available for the contractors free use during the duration of the works. Where contractors are using the WC facilities within the Authority's buildings, the contractor shall fall liable for any damage, blockage or mis-use which occurs during their occupation of the site. Facilities which are made available for the use of the contractor will be subject to inspection by the Project Manager before the settlement of the final account.

4.0 Contract management

4.1 Performance Management

To ensure that the contract operates in a successful and efficient way, as well as delivering all outcomes described in this specification to the correct standards, the contractor will be required to communicate on a regular basis with the Authority to monitor performance, reporting and consistency of the data. The Authority requires the contractor to:

Ref	Requirement description
CM – A	Weekly update reports from the Contractor to the Project Manager. Effective from the first day of mobilisation
CM – B	Weekly site visits by Broads Authority staff to verify material and installation specifications
CM – C	Planned site visits and works sign-off by the Project Manager at key milestones (to be determined)

4.2 Payment Schedule

The tenderer should detail their preferred payment schedule at Tender Form 1.

It is a requirement of the Authority to withhold 10% of the contract value until completion of works and receipt of full technical details and O&M manuals in relation to each installation.

5.0 Evaluation of Tenders

5.1 Mandatory requirements

Tender Forms 1, 3, 4, 6, 8, 9 and 10 are Mandatory. Failure to provide these is an immediate disqualification from the evaluation process.

Price (Tender Form 1)

Copies of Insurance Certificates, see section 3 for specifications. (Tender Form 3)

Health & Safety Policy, including an example of a project specific risk assessment (Tender Form 4)

Personnel, CV's and Experience (Tender Form 6)

Certificate to Canvassing (Tender Form 8)

Certificate as to Collusive Tendering (Tender Form 9)

Two Trade References (Tender Form 10)

Tenderers are required to include within the tender return forms all information as requested in the Tender Forms 1 – 10.

5.2 Tender assessment and scoring

Evaluation of the returned tenders will be based on the following award criteria. For each criterion, a score from the table below will be awarded against the weightings as shown in the table in section 10.3.

Mandatory Qualification for Evaluation (Tender Forms 1, 3, 4, 6, 8, 9 and 10)		
Assessment	**Description**	**Score**
Satisfactory response to a mandatory pass/fail question	Tender response will be included in the evaluation process	Pass
Failure to reply to a mandatory pass/fail question or response does not meet minimum requirements	Tender response will not be evaluated further and will be excluded from the tender	Fail
Tender Evaluation Questions – Quality Scoring (Tender Forms 2, 5 and 7)		
Assessment	**Description**	**Score**
Excellent	Exceeds the required standards Response answers the questions with precision and relevance. Includes improvement through innovation/added value	100%
Good	Meets the required standard Comprehensive response in terms of detail and relevance to the questions	80%
Acceptable	Meets the standard in most aspects but fails in some areas Acceptable level of detail, accuracy and relevance	60%

Mandatory Qualification for Evaluation (Tender Forms 1, 3, 4, 6, 8, 9 and 10)		
Limited	Fails to meet the standards in most aspects but meets some Limited information/inadequate/only partially addresses questions	40%
Inadequate	Significantly fails to meet the standard Inadequate detail provided / questions not answered / answer not directly relevant	20%
Not eligible for consideration	Completely fails to meet the standard Response significantly deficient / no response	0

The full evaluation methodology breakdown and the factors to be considered in judging the award criteria are set out below.

Price - The calculation that will be used is as follows:

Score = Lowest Tender Price/Tender Price x 60 (maximum mark available)

The Potential Provider that achieves the highest total score will be awarded the Contract.

If two or more Potential Providers obtain the highest total score, the Potential Provider with the highest score for the Price element will be deemed the winner and awarded the Contract.

If the Authority receives only one Tender, the Potential Provider will be awarded the Contract if they meet the Minimum Total Score of 70.

No tender will be considered unless the potential supplier has submitted a full proposal including the completed forms in Part B within this tender document.

The Authority will advise each Tenderer whether its tender has been successful or not. Once the standstill period has passed the successful tender will be recorded on Contracts Finder.

5.3 Evaluation Criteria

Tenders will be evaluated using the scoring criteria below. A panel of the Authority' Officers will undertake the evaluation process. The Authority will consider both quality and price in the evaluation of tenders. These reflect the relative importance and are scored as follows:

Criteria	Maximum Score Available
Price (excluding VAT) Tender Form 1	60
Quality Submission TF2 – Previous experience 5% TF5 – Quality management systems and tools 5%	40
Total	100

Procurement process and tender procedures

6.0 Tenderers' responsibilities

All tenderers are required to read these instructions before submitting a tender as referred to below. The Authority will assume that Tenderers are fully aware of the contents of these instructions and that unless queries are raised by Tenderers they are fully satisfied and have no queries upon them. The Authority will not entertain any claims for compensation arising from the neglect or failure of any Tenderer to comply.

Information supplied to Tenderers by the Authority is supplied for general guidance only. Tenderers must satisfy themselves by their own investigations about the accuracy of such information and no responsibility is accepted by the Authority for any inaccurate information obtained or for any loss or damage of whatever kind and howsoever caused arising from the use of such information.

It is the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for the preparation of their tender. All works of investigation and preparation of tenders shall be carried out at the Tenderers' cost.

The Invitation to Tender and any other information issued by the Authority relating to the services shall be treated by you as confidential and shall not be disclosed in whole or in part to any third party without the prior consent of the Authority other than for obtaining sureties, guarantees or quotations.

6.1 Pricing

Tenderers shall provide fixed price rates in relation to the contract. Prices are to include installation, transport, plant, equipment, materials and consumable supplies necessary for the full and proper completion of the contract obligations as described. All overheads and profit charged to this contract to be included in these prices. Prices are to be exclusive of VAT.

6.2 Basis of the Tender

All prices quoted in the tender and any supporting documents must be in pounds sterling and must be exclusive of VAT and must include the cost of delivery, packaging, and any additional related costs to the place(s) specified by the Authority. If required, the Authority will return packaging at the Tenderer's expense.

Tenderers are required to keep tenders and prices valid for acceptance for a period of 60 days from the closing date for receipt of tenders. A Tender with a shorter validity period may be rejected.

The Tenderer shall bear all costs expenses and liabilities incurred in connection with the preparation and submission of the Tender.

6.3 Arithmetic accuracy of the Tender

If the Authority suspects that there has been an error in the pricing of the Tender, it reserves the right to seek such clarification as it considers necessary from the Tenderer only.

It is the responsibility of the supplier to check that all unit rates and other information entered in the cost templates are accurate. If any errors in the unit rates or in the totals are detected the tenderer will be afforded the opportunity to either:

to confirm in writing and accept the error if it is in the Authority’s favour; or

to correct the error(s) and to revise the tender downwards. Any revisions must be confirmed in writing; or

to withdraw the tender. This must be confirmed in writing.

Any item for which no unit rate is entered in the appropriate column will be treated as if it is free of charge.

6.4 The Tender

The Tender shall be submitted in accordance with these Instructions to Tenderers. The Authority may reject any tender not complying in any matter and its decision in that regard shall be final.

All relevant tender forms for completion can be found in Part B, shall be signed and submitted with all other documents comprising the Tenderers Tender.

The Authority reserves the right not to award a contract after this tender and may accept or reject the whole or any part of a tender. The Authority does not bind itself to accept any tender and will not accept responsibility for any expense or loss which may be incurred by any potential supplier in the preparation of the tender.

The Authority reserves the right to make all, or any bids received available for inspection by the Office of Fair Trading or any other regulatory body.

Any Tenderer who:

fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other party; or

communicates to any party other than the Authority or as applicable, relevant other commercial body, the amount or approximate amount of its proposed Tender or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence to obtain quotations necessary for the preparation of the Tender or insurance or any necessary security); or

enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Tender; or

enters into any agreement or arrangement with any other party as to the amount of any Tender submitted; or

offers or agrees to pay or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender, any act or omission,

may (without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Tenderer may attract) be disqualified from this procurement exercise.

6.5 Freedom of Information Act

The Authority is bound by the provisions of the Freedom of Information Act ("FOI") 2000. All information submitted to the Authority may therefore need to be disclosed and / or published by the Authority in compliance with the Act. Any other law, or, because of judicial order, or order by any court, tribunal or body with the authority to order disclosure (including the Information Commissioner).

If you consider that any of the information included in your Tender should not be disclosed by the Authority, please identify it and explain (in broad terms) why. Please also indicate how long you think the information should be covered by a non-disclosure provision.

In terms of FOI information may be exempt from disclosure if it is:

A trade secret

Information which is likely to prejudice someone's commercial interests if disclosed (this could be your interests or the Authority's)

Personal data where disclosure cannot be justified in terms of the Data Protection Act 1998

Subject to an enforceable obligation of confidentiality. (This means that the information should be recognisable as confidential in nature and must not be in the public domain already; it must have been received in circumstances which impose an obligation to maintain confidentiality on the person receiving it; and any unauthorised disclosure would cause you harm.)

You should therefore seek to ensure that those parts of the Tender which you would prefer not to be disclosed fall within these broad categories. The Authority is more likely to resist disclosure and be able to justify non-disclosure of information in response to an FOI request if the suggested non-disclosure items are restricted to these categories. Please note that the Authority reserve the right to disclose if it is satisfied (acting reasonably) that it is in the public interest for the information to be disclosed.

It should be remembered that, even where you have indicated that certain information ought not to be disclosed, the Authority reserve the right to disagree. Even when the Authority agree that the information has been correctly identified, it may nonetheless be required to disclose it or elect to do so in the public interest. Receipt by the Authority of any material marked 'confidential' or equivalent should not be taken to mean that the Authority accept any duty of confidence.

In all cases, the Authority may publish (either proactively or in response to a request) the following information:

The identity of all tenderers

Overall value of the Contract awarded (or a general indication of the rates applicable under the Contract)

The value of all tenders received (not necessarily correlated to the identity of the tenderers)

General performance standards to be achieved under the Contract

Performance and progress monitoring arrangements; and early completion incentives and penalties for failure to meet targets.

Tenderers should not mark anything as confidential which falls into the above categories.

6.6 Environmental Information Regulations

The Authority is also covered by the Environmental Information Regulations (EIR) 2004 which requires public authorities to make environmental information available, as well as members of the public being entitled to request such information. Like the FOI regulations environmental information relating to the tender may need to be disclosed. Further information can be found EIR's can be found on the information the Information Commissioner's Office (ICO) website What are the Environmental Information Regulations? | ICO.

6.7 Counter Fraud, Corruption and Bribery Strategy

The Authority expects the highest standards of conduct from all organisations that have dealings with it. Any partners, suppliers, contractors and other third parties funded by or in receipt of payments from the Authority are required to adopt or abide by the Authority's policies, procedures, protocols and codes of practice, where appropriate, to prevent and detect fraud, corruption, money laundering and bribery.

7.0 List of Appendices

Appendix A Hoveton Tourist Information Centre AMS

Appendix B Ranworth Tourist Information Centre AMS

Appendix C Gt Yarmouth Yacht Station AMS

Appendix D NEC4 Contract - Engineering and construction short contract 02062025

Part B - Contractors' Tender Information

Tender Forms

Inclusion in the Tender response

The following documentation (Forms 1-10 below) MUST be returned to the Authority (by email to tenders@broads-authority.gov.uk) as part of your Tender:

Tender Form 1 – Price

Tender Form 2 – Experience

Tender Form 3 – Evidence of Insurance policies and levels of cover

Tender Form 4 – Health & safety policy, including an example of a project specific risk assessment

Tender Form 5 – Quality management system and tools

Tender Form 6 – Personnel, CV's and Experience

Tender Form 7 – Methodology

Tender Form 8 – Certificate as to Canvassing

Tender Form 9 – Certificate as to collusive tendering

Tender Form 10 – Two Trade References

Tender Form 1 – Price

Undertake the survey, design, installation, connection, testing and commissioning of solar photovoltaic (PV) panels and all associated electrical and civil infrastructure, delivering a fully operational and compliant renewable energy system to Hoveton Tourist Information Centre, Ranworth Tourist Information Centre, Great Yarmouth Yacht Centre

Name of Tenderer:

To: Chief Executive, The Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY.

Having examined the Invitation to Tender and its accompanying documents and being fully satisfied as to my/our abilities and experience in all aspects to satisfy the requirements of the specification and the draft Contract,

I/we of hereby offer, to provide installation, connection, testing &commissioning of solar panels and associated infrastructure to the three sites identified in this ITT, in accordance with Tender Forms PART B - Contractors' Tender Information

Tender Forms

Inclusion in the Tender response

The following documentation (Forms 1-10 below) MUST be returned to the Authority (by email to tenders@broads-authority.gov.uk) as part of your Tender:

Tender Form 1 – Price

Tender Form 2 – Experience

Tender Form 3 – Evidence of Insurance policies and levels of cover

Tender Form 4 – Health & safety policy, including an example of a project specific risk assessment

Tender Form 5 – Quality management system and tools

Tender Form 6 – Personnel, CV's and Experience

Tender Form 7 – Methodology

Tender Form 8 – Certificate as to Canvassing

Tender Form 9 – Certificate as to collusive tendering

Tender Form 10 – Two Trade References

Tender Form 1 to 9 attached. I/we offer to undertake and complete the work in the time stated for the sum of £ (excluding VAT), as set out in the specification below.

No.	Requirement description	Total £ (ex.VAT)
1	Undertake the survey, design, installation, connection, testing and commissioning of solar photovoltaic (PV) panels and all associated electrical and civil infrastructure, delivering a fully operational and compliant renewable energy system to Hoveton Tourist Information Centre.	
2	Undertake the survey, design, installation, connection, testing and commissioning of solar photovoltaic (PV) panels and all associated electrical and civil infrastructure, delivering a fully operational and compliant renewable energy system to Ranworth Tourist Information Centre	
3	Undertake the survey, design, installation, connection, testing and commissioning of solar photovoltaic (PV) panels and all associated electrical and civil infrastructure, delivering a fully operational and compliant renewable energy system to Great Yarmouth Yacht Centre	
TOTAL including VAT		

I/We agree that this tender shall remain open to be accepted or not by you and shall not be withdrawn for a period of 6 months from the date for return of this tender.

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

Unless and until the formal written Agreement referred to above is prepared and signed, the Tender together with your written acceptance thereof will form a binding Agreement between us.

Signed (1) Status:

Signed (2) Status:

For and on behalf of:

Date:

Company registration number or equivalent:

VAT registration number:

Type of organisation: (delete as appropriate) Small and medium enterprise (SME) or Voluntary, community, social enterprise (VCSE)

Tender Form 2 – Experience

Category – Scored 5%

Please provide three project examples which demonstrate your ability to deliver the requirement laid out in this ITT, these should include projects where you have delivered in environments and to buildings similar to those identified in this ITT.

Tender Form 3 – Evidence of Insurance policies and levels of cover

Category – Mandatory Pass/Fail

The Authority expects the successful tenderer to hold adequate insurance. For this contract it is expected that this will include:

Insurance Type	Minimum level of indemnity
Public Liability	£5,000,000
Employers Liability	£5,000,000
Professional Indemnity	£2,000,000

Name of Tenderer:

Dear Sir

I/We certify and declare that I/we have already have in place with our Insurance Company policies in place for third party and employers' liabilities to the sum of £5m for each separate policy. I/We attach confirmation from our Insurance Company.

The following is the name and address of the Insurance Company (not broker) with whom the Insurances have been affected:

Public Liability

Name:

Address:

Employers Liability

Name:

Address:

Professional Indemnity

Name:

Address:

Please note: Evidence must be included with this form to prove that such insurances as are required will be affected. Failure to do so will render this Tender invalid.

Tender Form 4 – Health & safety policy, including an example of a project specific risk assessment

Category – Mandatory Pass/Fail

The tenderer should provide details of their Health and Safety policy and an example of a project specific risk assessment.

Tender Form 5 – Quality management system and tools

Category – Scored 5%

The tenderer should provide details and evidence of their Quality Management System, and the tools they use to monitor and ensure best practice across their operations

Tender Form 6 – Personnel, CV's and Experience

Category – Mandatory Pass/Fail

Please provide CV's or biographies for key personnel involved in delivering the requirement. The information should demonstrate the required level of skill around delivery of each of the disciplines through the delivery of the contract.

Tender Form 7 – Methodology

Category – Scored 30%

Provide a detailed description of how you intend to deliver the works at each of the three sites.

Provide details/technical specifications of the plant and equipment chosen for this project and the reasoning behind the use in this project

To score highly, returns are likely to include

- method statement/s
- draft risk assessments
- a project timeline to show how the project will be delivered to the required timescale.

Tender Form 8 – Certificate as to Canvassing

Category – Mandatory Pass/Fail

Tender to:

Undertake the survey, design, installation, connection, testing and commissioning of solar photovoltaic (PV) panels and all associated electrical and civil infrastructure, delivering a fully operational and compliant renewable energy system

Name of Tenderer:

I/We certify that I/we have not canvassed or solicited any member, officer or employee of the Authority in connection with the award of the tender or any other tender or proposed tender for the service and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of the Authority in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed (1) Status:

Signed (2) Status:

For and on behalf of:

Date:

Tender Form 9 – Certificate as to collusive tendering

Category – Mandatory Pass/Fail

(Invitation to Tender refers)

To:

The Broads Authority
(hereinafter called "the Authority")

The essence of selective tendering is that the Authority will receive bona fide competitive tenders from all persons tendering. In recognition of this principle,

I/we certify that this is a bona fide Tender, intended to be competitive and that I/we have not fixed or adjusted the amount of the Tender or the rates and prices tendered by or under or in accordance with the following acts:

communicate to a person other than the Authority the amount or approximate amount of my/our proposed Tender (other than in confidence to obtain tenders necessary for the preparation of the Tender for insurance); or

enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted; or

offer or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender for the service any act or omission.

Signed (1) Status:

Signed (2) Status:

For and on behalf of:

Date:

Tender Form 10 – Two Trade References

Category – Mandatory Pass/Fail

Name of Tenderer:

To the Broads Authority

You may seek references from my/our following trade referees:

Trade

Trade