Invitation to tender for the Acle Bridge toilet block access associated landscaping and drainage improvements



Contents

Part A – Employers Information 4

1. Introduction 4

1.1 Employers Tender Data....4

1.2 Timeframe....4

1.3 Project Manager Contact Details....4

2. Insurance Requirements 4

3. Form of Contract and Conditions 5

4. Works Information 5

4.1 Outline....5

4.3 Project Objectives....5

4.4 Scope of works....5

4.5 Specifications....7

4.6 Materials – General....9

4.7 Site Preparation....9

4.8 Footpath Surfacing....9

5. Constraints 9

5.1 Public Right of Way....9

6. Site Information 10

6.1 General....10

6.2 Site maps....10

6.3 Public and Third-party Access....11

6.4 Ground Conditions....11

6.5 Services....12

7. Contract Management 12

8. Tender Submission 12

9. Tender Timetable 13

10 Evaluation of Tenders 14

10.1 Pre-qualification requirements....14

10.2 Tender assessment and scoring....14

10.3 Evaluation Criteria....16

11 General Requirements 17

12. Procurement process and tender procedures 17

12.1 Tenderers' responsibilities 17

12.2 Pricing 17

12.3 Rates for ad-hoc work 18

12.4 Basis of the Tender 18

12.5 Arithmetic accuracy of the Tender 18

12.6 The Tender 19

12.7 Freedom of Information Act 20

12.8 Environmental Information Regulations 21

12.9 Counter Fraud, Corruption and Bribery Strategy 21

Part B - Contractors' Tender Information 22

Tender form 1 – Tendered price 23

Tender form 2 - Referees 26

Tender form 3 - Insurance Certification Form 27

Tender form 4 - Health & safety policy 28

Tender form 5 - Staff competencies 29

Tender form 6 – Methodology 30

Tender form 7 –Technical Capability 31

Tender form 8 – Risk Assessment 32

Tender form 9 - Certificate as to Canvassing 33

Tender form 10 - Certificate as to collusive tendering 34

Part A – Employers Information

1. Introduction

1.1 Employers Tender Data

- The *Employer* is:

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

- Statement of Requirement – landscaping the area immediately around the Acle toilet block to raise levels and improve access in and around the toilet block through sloped and ramped access points; improve soft landscaping and drainage.

1.2 Timeframe

- The anticipated/planned *starting date* is 13th January 2027
- Works should be completed and the site clear by the 26 March 2027
- The *period for reply* to a communication is: 1 week

1.3 Project Manager Contact Details

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

- Tobi Radcliffe, Waterways and Recreation Officer, Broads Authority
- tobi.radcliffe@broads-authority.gov.uk
- Mobile: 07971156083

2. 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
Professional Indemnity	£2,000,000
Employee Liability	£5,000,000

Where a tenderer does not currently hold the requested level of insurance the cost of this can be added to your tender. If the contract is awarded on this basis confirmation will be required that it has been put in place for the duration of the contact.

3. Form of Contract and Conditions

The form of agreement is an NEC4 Engineering and Construction Short Contract. A copy of which can be requested via the Project Manager at any stage prior to tender submission

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.

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.

The Contractor is to undertake the works in accordance with Method Statements and Risk Assessments approved by the Employer

4. Works Information

4.1 Outline

Acle toilet block has undergone improvement works in 2026. The internals of the toilet block have been upgraded to include showers and accessible toilets. Time lock doors have also been installed to improve access.

The works around the toilet block form part of a wider site masterplan which includes piling works, demolition of structures and construction of chalet. It should be noted that these works are not part of this tender.

Drawing: D11 Site masterplan

4.3 Project Objectives

- Improve access for all to the toilet block by installing ramped access to male and female WCs including improvements to surface water drainage
- Improve landscaping immediately adjacent to the toilet block through introduction of a native planting scheme suitable for the environment

4.4 Scope of works

Design and build of improved access ramps to the male and female toilet block at Acle Bridge, to include associated landscaping, including improvements to surface water drainage.
The Design must include materials and fittings that best meet the project's requirements for sustainability, ease of use, accessibility and robustness of the facilities, and that match with the design of intent drawings (4.5.8). The work needs to include:

- the removal of concrete and tarmac
- installation of two new pathways either side of the toilet block
- raising levels around the toilets
- ramp to access doors into the male toilets
- remove old railings
- install appropriate railings as per design intent drawings and Approved Document M (M1)
- one relandscaped path to create a stepped slope (see drawings) connecting the Public Right of Way to the toilet block – new bound aggregate surfacing throughout
- soft landscaping and planting to finish
- improvements and connections to surface water drainage

The site falls within the Broads National Park and is in a relatively remote location. The site is accessible from land. The site has a small area which can be used for a site compound and access to public vehicles is controlled via a lockable gate.

The tenderer is encouraged to familiarise themselves with the site prior to submitting their final tender. **(see section 6.1).**

The existing area consists of concrete and tarmac path connecting the car park, public right of way and additional path, with steps to existing access points into the toilet block.

The Broads Authority is of the view that the simplest approach would be to remove the existing concrete and tarmac areas, raise the levels according to the desired specification with sloped or ramped access as required and lay paving/ bricks as per design. Existing paths should be retained with connections made between new and old structures. Soft landscaping will be required with appropriate planting as per design.

The items covered by the Works are detailed in the Specifications and on the appended drawings listed in 4.5.8.

4.5 Specifications

The Price List is to be based on the design intent drawings. The Contractor may in addition propose alternatives to the specifications. Any such alternatives should be detailed stating rationale and any cost and time implications.

4.5.1 Operations

- Contractors must operate a safe, secure site during the works, and comply with relevant regulations.
- Contractors must create safe routes for members of the public to access the Public Right of Way that runs across the site
- Contractors must submit a detailed site plan showing the location of their hoarding, site compound

4.5.2 Removal of materials

- All waste materials to be removed from site and disposed of in compliance with relevant regulations
- Contractors should seek to minimise waste generation and maximise reuse/recycling options.
- Careful breaking and removal concrete surrounding building
- Break and remove tarmac slope
- Removing fencing and concrete posts
- Remove post and rail fencing

4.5.3 Hard landscaping

- Design of ramp and slope access to comply with Approved Document M (M1), access and use of buildings other than dwellings. This will include acceptable gradients, step and hand rail heights, dimensions and spacing.
- Raised levels and slopes as per design intent drawing (D1)
- Falls to be away from building
- Surface Water Drainage should be included to prevent puddling and move water away from paving surface where necessary
- P1 paving requires 1:40 cross fall for drainage.
- Preference for flexibly laid paving (maintenance and future access costs)
- Paving to be laid as per manufactures specification
- Edging as per design intent drawing (D7)

4.5.4 Sloped access to toilets

- Concrete slopes as per design intent drawing (D1)
- Concrete to be reinforced with brushed finish to reduce risk of slipping
- Ramp and slope access to comply with Approved Document M (M1), access and use of buildings other than dwellings. This will include acceptable gradients, step and hand rail heights, dimensions and spacing.
- Installation of a hand rail on the building (each side, Male and Female), and a hand rail on the open side of the slope (total 4 handrails)

4.5.5 Slope and steps (from PRoW to toilet block)

- Slope gradient adjusted as per design intent drawing (D1)
- Steps as per design intent drawing (D1, D6)
- Tactile paving with orientation as per design intent drawing (D1, D6)
- Handrail installed for consistent level following the gradient of slope and change of levels
- Surfacing as per design intent drawing (D1)

4.5.6 Hard landscaping (north side of building)

- Installation of root barrier as per design intent drawings
- Loose aggregate along building edge
- Retain manhole cover access – replace as necessary with suitable style

4.5.7 Soft landscaping (north side of building)

- Planting to include native species:
    - Multi-stem trees, low shrubs, to give colour and interest through the year. Planting as per design intent drawings (D2, D8) for arrangement and plant levels (size).
    - Mixed hedge, native species.
- Root barrier to protect highways and building, including utilities protection
- Species to be agreed with project manager and Broads Authority ecologists.

4.5.8 Design intent drawings

Drawing number	Drawing file name
D1	https://www.broads-authority.gov.uk/__data/assets/pdf_file/0027/246582/BA-Acle-Bridge-MP-103-Phase-1-Toilet-Block-Landscape-General-Arrangement-Plan-T00.pdf
D2	https://www.broads-authority.gov.uk/__data/assets/pdf_file/0028/246583/BA-Acle-Bridge-MP-104-Phase-1-Toilet-Block-Landscape-Soft-Landscape-Plan-Area-A-T00.pdf
D3	https://www.broads-authority.gov.uk/__data/assets/pdf_file/0029/246584/BA-Acle-Bridge-MP-105-Phase-1-Toilet-Block-Landscape-Soft-Landscape-Plan-Area-B-T00.pdf
D4	https://www.broads-authority.gov.uk/__data/assets/pdf_file/0030/246585/BA-Acle-Bridge-MP-200-Phase-1-Toilet-Block-Landscape-Site-Sections-Sheet-1-T00.pdf
D5	https://www.broads-authority.gov.uk/__data/assets/pdf_file/0031/246586/BA-Acle-Bridge-MP-201-Phase-1-Toilet-Block-Landscape-Site-Sections-Sheet-2-T00.pdf
D6	https://www.broads-authority.gov.uk/__data/assets/pdf_file/0032/246587/BA-Acle-Bridge-MP-300-Phase-1-Toilet-Block-Landscape-Hard-Landscape-Details-Sheet-1-T00.pdf
D7	https://www.broads-authority.gov.uk/__data/assets/pdf_file/0033/246588/BA-Acle-Bridge-MP-301-Phase-1-Toilet-Block-Landscape-Hard-Landscape-Details-Sheet-2-T00.pdf

D8	https://www.broads-authority.gov.uk/__data/assets/pdf_file/0034/246589/BA-Acle-Bridge-MP-400-Phase-1-Toilet-Block-Landscape-Soft-Landscape-Details-T00.pdf
D9	https://www.broads-authority.gov.uk/__data/assets/pdf_file/0005/246590/BA-Acle-Bridge-MP-401-Phase-1-Toilet-Block-Landscape-Soft-Landscape-Details-T00.pdf
D10	https://www.broads-authority.gov.uk/__data/assets/pdf_file/0025/246580/BA-Acle-Bridge-MP-101-Phase-1-Toilet-Block-Landscape-Site-Location-Plan-T00.pdf
D11	https://www.broads-authority.gov.uk/__data/assets/pdf_file/0026/246581/BA-Acle-Bridge-MP-102-Phase-1-Toilet-Block-Landscape-Acle-Bridge-Landscape-Masterplan-T00.pdf

Table 1. List of links to design intent drawings and site plans.

4.6 Materials – General

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

All materials removed as part of the works are to be disposed of by the Contractor.

All steel fittings and fixings shall be galvanised or zinc plated to BS443-1982.

All proposed finishes, components and materials are to be approved by the Broads Authority officers 4 weeks prior to commencement of works.

4.7 Site Preparation

The site is accessible from the river by the boating public and a public footpath is adjacent and leads to the site. 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. The Public Right of Way will remain open during works. PROW shown in Figure 2.

4.8 Footpath Surfacing

The footway surfacing shall consist of materials as outlined in the specification.

The schedule of surfacing installation is to be agreed prior to the commencement of work. There is ducting and drainage present underneath parts of the footway.

5. Constraints

5.1 Public Right of Way

A public right of way passes near the Acle toilet block (from road bridge to behind the thatched building). This cannot be blocked during works.

6. Site Information

6.1 General

It is essential that tenderers visit the site to get a good appreciation of the local environment, access and the existing structure.

The Broads Authority will try to accommodate requests for site visits by arrangement. To arrange a site visit please contact Tobi Radcliffe.

6.2 Site maps

Location: Grid Ref TG 41417 11709. w3w: ///vented.narrating.bonkers

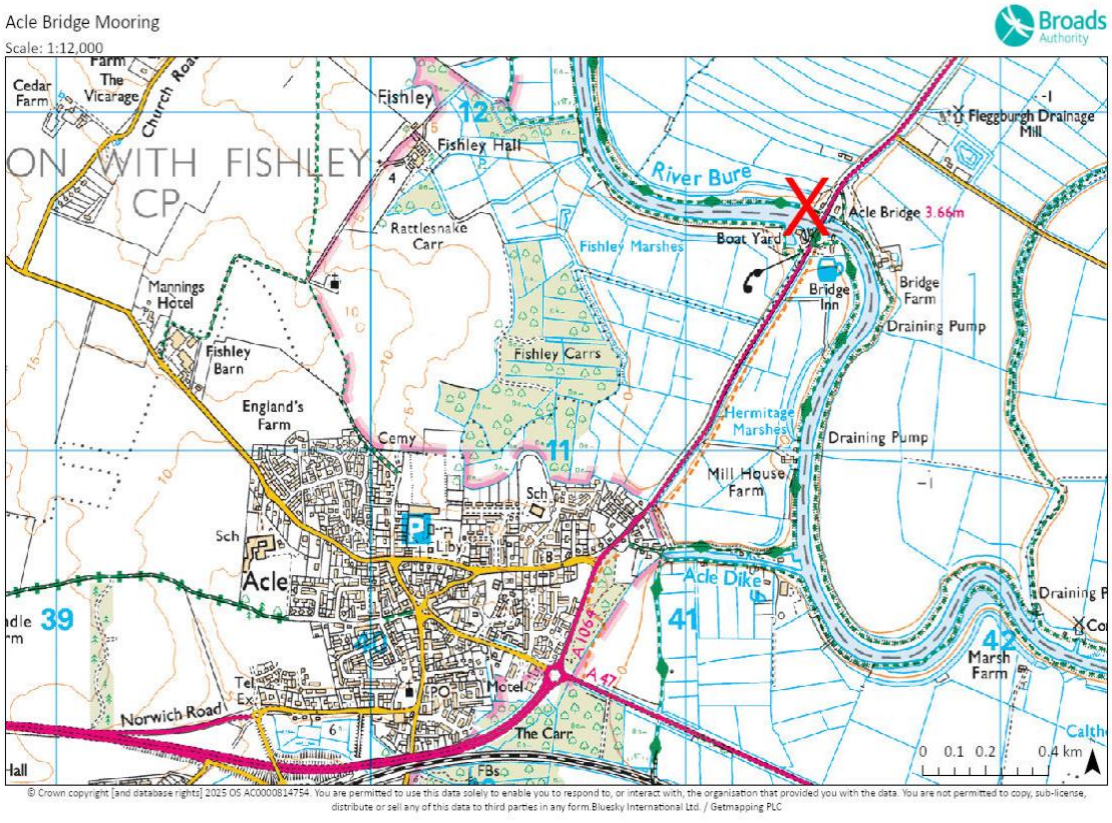


Figure 1: Map showing location of Broads Authority Acle Bridge toilet block

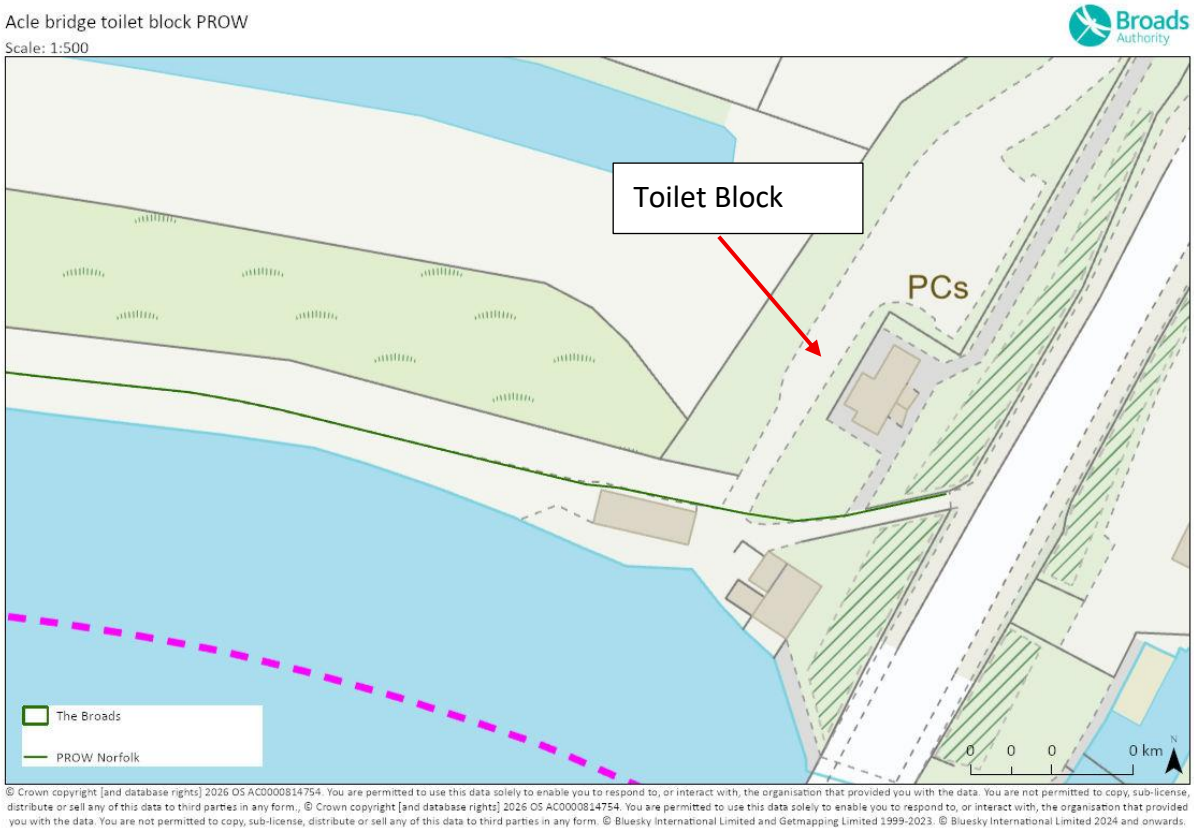


Figure 2: Map showing Public Right of Way (marked by green line) in proximity to Toilet Block Site.

Additional site map: Drawing D10.

6.3 Public and Third-party Access

The site is accessible from the river by the boating public and by land from visitors. The site area is to be closed to public access during the works. However, it is important to be aware that members of the public may try to gain access to the site.

Therefore, signs and fencing will need to be erected to make clear the site area is closed to public access.

The mooring site is owned and managed by the Broads Authority. It is not envisaged that we will need to access the site during the works. However, any access for BA staff will need to be accommodated and will be managed by prior arrangement.

6.4 Ground Conditions

The ground within the area of the works has remained saturated and the soil is very soft. The contractor will need to take precautions to minimise the risk of soil movement and risk to people or property. It is important that excavations are kept to a minimum and left open for a minimum time.

All open excavations should include an escape route to ensure small mammals that may fall in are not trapped; a sloped wooden plank or similar is sufficient.

6.5 Services

There are electric & water facilities on this mooring.

There are services passing through the site. The contractor is expected to familiarise themselves with the utilities information enclosed in this tender, and where information is not available it shall be the responsibility of the contractor to assume services are present and make all necessary checks before commencing works.

The Authority confirms it will make available at free issue to the contractor access to power and water for the duration of the works.

7. Contract 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.

Ref	Requirement description
7.1	Weekly update reports from the Contractor to the Project Manager. Effective from the first day of mobilisation
7.2	Weekly site visits by Broads Authority staff to verify works on site are on schedule and works are being carried out as per the agreed pre commencement plan
7.3	Planned site visits and works sign-off by the Project Manager at key milestones (to be determined)

8. Tender Submission

All tenders must be returned to the Broads Authority as per the instructions below and arrive not later than **12:00 Thursday 3rd 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.

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

Email subject must read "Invitation to tender for the Acle Bridge toilet block landscaping"

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.

9. Tender Timetable

The following dates are applicable to this tender:

Activity	**Estimated Dates**
Publication of Invitation to Tender	5th November 2026
Site visits (with Project Manager by arrangement)	19th November (AM) 20th November (AM) 2026.
Clarification questions period starts	5th November 2026
Deadline for submission of clarification questions	25th November 2026 at 12:00
Deadline for the Authority to publicise responses to Tender Clarification questions	27th November 2026 at 16:00
Deadline for submission of Tender	**Thursday 3rd December at 12:00**
Notification of successful/unsuccessful tenders	Wednesday 9th December 2026
Standstill period	9th December – 18th December 2026
Contract commencement	11th January 2027
Practical completion	19th March 2027

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

10 Evaluation of Tenders

10.1 Pre-qualification requirements

In the common one-stage open tender process, qualifications are submitted alongside the proposal, so any company or consortium of companies may submit a proposal. However, proposals will only be further evaluated after checking that the respective bidder has met the qualification criteria (that is, this is a pass/fail exercise).

The objective of a qualification process is to set a minimum bar of capability for the bidder company or group of companies entering the tender contract. Setting qualification criteria reduces the risk of project failure caused by a lack of credentials, experience and capacity.

Tenderers are required to include within the tender return forms the pre-qualification documentation as highlighted below: -

- One Bank Reference and at least two Trade References (Tender Form 2)
- Copies of Insurance Certificates, see section 3 for specifications. (Tender Form 3)
- Provide the Contractors written health & safety policy (Tender Form 4)
- Provide relevant details of competencies for the team to be directly involved on site, and those involved in the planning and co-ordination of works for this project. Examples of the types of evidence requested are relevant knowledge and experience, training, certification, skills etc. (Tender Form 5)

10.2 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.**

Assessment Scores

Assessment	**Description**	**Score**
Pre-Qualification (Tender Forms 2-5)		
Satisfactory response to a	Tender response will be included in the evaluation process	Pass

Assessment	Description	Score
mandatory pass/fail question		
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		
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%
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.

10.3 Evaluation Criteria

Tenders will be evaluated using a method known as MAT (most advantageous tender). 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 arescored as follows:

Criteria	**Maximum Score Available**
Price (excluding VAT) Tender Form 1	60
Methodology - Tender Form 6 Provide a detailed description of how you intend to deliver the works as per the Works information and construction drawings	15
Technical capability - Tender Form 5, 7 Provide three examples of relevant recent projects – which include the location, an outline of the task and how the major project challenges were managed	20
Risk assessment – Tender Form 8 Provide a risk assessment for this project that demonstrates an understanding of working in the Broads environment	5
Total	**100**

11 General Requirements

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.

12. Procurement process and tender procedures

12.1 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.

12.2 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.

12.3 Rates for ad-hoc work

These rates are those that will be charged for works over and above the specified standard servicing or ad-hoc work, only requested by the Authority.

The Tenderer is to complete this section of the pricing schedule to give an inclusive rate per hour.

The labour rates will be fixed for the contract period

Travelling costs are deemed as included within the tendered rates and shall not be chargeable at any time. Only time spent on site shall be chargeable. Mileage rates are deemed as included within the tendered rates and shall not be chargeable at any time.

12.4 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.

12.5 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.

12.6 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 to amend any information, or the Specification contained within the invitation to tender at any point prior to the award of contract. Such amendments will be notified to the contractor within a period of 5 days.

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.

12.7 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.

12.8 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.

12.9 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.

Part B - Contractors' Tender Information

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:

1. Tendered price for the Acle Bridge toilet block access associated landscaping and drainage improvements
2. Details as to referees
3. Insurance Certification Form
4. Health & Safety Policy
5. Staff competencies
6. Methodology
7. Technical capability
8. Risk Assessment
9. Signed and completed Certificate as to canvassing
10. Signed and completed Certificate as to collusive tendering

Tender form 1 – Tendered price

Tendered price for the Acle Bridge toilet block access associated landscaping and drainage improvements

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 the improvements to the Acle Bridge toilet block access associated landscaping and drainage in accordance with Tender Forms Tender form 1 to 10 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	Unit	Quantity	Price/ Rate	Total £ (ex.VAT)
1.0	Design and specification - drainage				£
1.1	Design and specification – soft landscaping				£
1.2	Design – hard landscaping (paving, paths, ramps)				£
1.3	Site set up and mobilisation				£
1. 1.4	Removal and disposal of existing concrete, tarmac, fencing and other surfacing materials				£
1.5	*Labour*				£
1.6	**Preparatory works sub total**				£
2.0	**Surfacing and paving**				
2.1	Materials				£

No.	Requirement description	Unit	Quantity	Price/ Rate	Total £ (ex.VAT)
2.2	*Labour*				£
2.3	**Surfacing and paving sub total**				£
3.0	**Soft landscaping**				
3.1	Materials and planting				£
3.2	*Labour*				£
3.3	**Soft landscaping sub total**				£
4.0	**Drainage**				
4.1	Materials				£
4.2	*Labour*				£
4.3	**Drainage sub total**				£
			TOTAL collection		

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 - Referees

Name of Tenderer:

To the Broads Authority

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

1. Bank

2. Trade

3. Trade

Tender form 3 - Insurance Certification Form

Name of Tenderer:

Third Party Liability Insurance covers to sum of not less than £5 million

Employers Liability Insurance covers to sum of not less than £5 million

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:

Third Party Liability

Name:

Address:

Employers Liability

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

Name of Tenderer:

Please provide details of your companies Health & Safety policy

Please provide a short written statement outlining the key risks which you may need to consider while working on this site.

Tender form 5 - Staff competencies

Name of Tenderer:

Provide relevant details of competencies for the team to be directly involved on site, and those involved in the planning and co-ordination of works for this project. Examples of the types of evidence requested are relevant knowledge and experience, training, certification, skills etc.

Tender form 6 – Methodology

Name of Tenderer:

Provide a detailed description of how you intend to deliver the works as per the Works information and construction drawings. To score highly, returns are likely to include

a. A list of all proposed materials and finishes as per the design intent documents which form part of this tender

b. a project timeline to show how the project will be delivered to the required timescale.

c. Drawing detailing site compound and traffic management plan

Tender form 7 –Technical Capability

Name of Tenderer:

Provide three examples of relevant recent projects – which include the location, an outline of the task and how the major project challenges were managed

Tender form 8 – Risk Assessment

Name of Tenderer:

Provide a risk assessment for this project that demonstrates an understanding of working in the Broads environment

Tender form 9 - Certificate as to Canvassing

Name of Tenderer:

(Invitation to Tender refers)

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 10 - Certificate as to collusive tendering

(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:

a) 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

b) 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

c) 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: