



Invitation to tender for the piling of Hoveton Riverside Park

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Part A – Employers Information

1. Introduction

1.1 Employers Tender Data

- The *Employer* is:

Broads Authority, Yare House, Thorpe Road, Norwich, NR1 1RY, UK.
- Statement of Requirement – Installation of steel piling and replacement of timber waling’s and footpath.

1.2 Time limit

- The anticipated/planned starting date is 05 September 2024
- The planned completion date is December 2024; to be confirmed on appointment.
- 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:

Jo Thompson, Waterways & Recreation Officer, Broads Authority

Mobile No. 07901620743

Jo.thompson@broads-authority.gov.uk

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
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. Specification

4.1 Works Information

The Broads Authority manages over 60 moorings across the Norfolk and Suffolk Broads. All the moorings are piled but range in length, design, and condition. Several of the moorings have steel and timber piling, which is reaching the end of its serviceable life. The Broads Authority recognise that a regular program of refurbishment is required to maintain good and safe moorings at a steady and manageable cost.

Hoveton Riverside Park is located on the River Bure, Norfolk. North of Wroxham Bridge (Norwich Road) and between the Railway Viaduct *see BA/HRP/2024/AS/001 - General Location Plan*

The Broads Authority is of the view that the simplest approach to this mooring would be to make it good for the long-term, as the existing quay heading is in a dilapidated condition. Therefore, this works package includes the stripping out and disposal of the existing timber works i.e. capping, bracing/waling's; and back filling behind the quay with a granular material to improve drainage and the installation of a new footpath, that said alternative approaches may be considered.

The site falls within the Broads National Park and is in a remote location, although it has particularly good access to the road network, the site has limited working space from land (see Figure 1).

Scale: 1:1,250

As a contractor working for the Broads Authority, you are permitted to use this map solely for the purpose of assisting with the delivery to the Broads Authority of the goods and services you have been engaged to provide.



Figure 1: Aerial Photograph of Hoveton Riverside Park.

The Broads Authority has undertaken the design and specifications; the Contractor is therefore responsible for the associated construction and workmanship and supply of materials.

The existing mooring area comprises of a quay heading, made up of timber sheet piles. This refurbishment contract includes some removal and disposal of the existing timber work i.e. capping, waling and tops of timber piling, and replacement in front of the existing timber piles with new steel piles. *See BA/HRP/2024/AS/003 Option Plan 1-3.*

The items covered by the Works are detailed in the Specifications and on the appended drawings:

- BA/HRP/2024/AS/001 – General Location Plan
- BA/HRP/2024/AS/002 – Detailed Location Plan
- BA/HRP/2024/AS/003 – Option 1-3 Plan
- BA/HRP/2024/AS/004 – Riverbank Layout and Piling Detail
- BA/HRP/2024/AS/005 – Footpath Specification
- BA/HRP/2024/AS/005a Typical Footpath Specifications
- BA/HRP/2024/AS/006 – Safety Chain Details
- BA/HRP/2024/AS/007 – Ladder Details
- BA/HRP/2024/AS/008 – Mooring Post Details
- BA/HRP/2024/AS/009 – Borehole Logs
- BA/HRP/2024/AS/010 – Topographical Survey (Footpaths)

Tenderers are invited to complete the Price List, which is included on page 24. The Price List:

- Includes three possible consecutive phased options. All the core items and the total of this will form the tender price. Pricing of the schedule is to include all aspects of the required work.

4.2 Specifications

The Price List is to be based on the drawings (*BA/HRP/2024/AS/001 to 010*). The Contractor may in addition propose alternatives to the specifications. Any such alternatives should be detailed stating rationale and any cost and time implications.

4.3 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 materials are to be approved by the Broads Authority officers during weekly site visits.

4.4 Piling Sheets

- New steel piling is to be installed in front of the old timber piling. Some of the old timber piling, capping and waling will have to be removed for the new piling to be appropriately installed, as shown on the design drawing *BA/HRP/2024/AS/004 – Riverbank Layout & Piling Details*
- All new steel sheet piling is to be galvanised interlocking Arcelor GU 10N Grade 355 piles of length 9.0m. Alternative interlocking pile profiles will be considered provided the section modulus is equivalent or greater.
- Due to soft ground conditions the sheets are expected to be driven to full depth.

4.5 Timber Waling's & Capping

- Waling's 250 x 75 mm timber waling's, with timber specifications as in section 4.8 and drawing *BA/HRP/2024/AS/004 – Riverbank Layout & Piling Details*.
- The Waling's rest onto piles and are to be bolted. The fixings are to be spaced at each out pan along the quay heading with galvanised M12 bolts and 100 x 100 x 12 thick steel plates to ensure a good strong fix is achieved. Bolts to be roundhead or countersunk into the waling's.
- Area A requires a double waling assembly with the lower waling having a lower chamfered edge.
- Capping (2no 200 x 75 mm) outer (riverside) edge to be chamfered. The fixings are to be spaced at each pan along the quay heading with welded galvanised steel angle brackets 90 x 90 x 8 mm and roundhead coach bolts.

4.6 Steel Bracing

- UC 152 x 152 x 37 galvanised steel angle is to form the waling on the back of the steel piling.
- The bracing is to be bolted to the steel piles, the fixings are to be spaced at 2.4m centres with 4no galvanised M16 bolts in 20 dia holes to fix bracing to piles and 250 x 250 x 12 thick steel plates to ensure a good strong fix is achieved.
- Each length of steel angle is to be fixed to the adjacent length either by a continuous butt weld or welded plates.

4.7 Drainage

- The water table on the surrounding land can be extremely high and the ground is soft, therefore, to relieve water pressure on the structure, drainage is included in the design; See drawing BA/HRP/2024/AS/004 – Riverbank Layout & Piling Details.
- A drainage layer is to be installed at the back of the piling. This is to comprise of 20mm clean gravel backfill to a depth of at least 700mm below capping level and to a width of at least 300mm. Geotextile (Terram 1000 or similar) is to be installed to separate the gravel from the adjacent backfill soil and surfacing.
- A perforated plastic drainage pipe is to be placed as a collector within the gravel parallel to the sheet pile run and 600mm below capping level. At 10m intervals a section of pipe jointed at 90° to the collector pipe is to exit the sheet piling through a cut hole to discharge water.
- The proposed detail for the drainage behind the quay heading includes stone backfill and a 100mm diameter perforated pipe. The pipe needs to have a uniform level or slight fall towards the outlets; therefore, the exact level and lateral position will have to work around these obstructions.

4.8 Timberwork

- All timber, unless otherwise stated is to be first quality, kiln dried redwood (Scots Pine or Corsican Pine) free from bark and pressure treated. High-pressure treatment is to be with Tanalith E8000 (or similar approved) to comply with treatment code TE/GFb (or similar approved specification) and British Standard BS 8417:2011 preservation of wood standard.
- All timber is to be FSC or PEFC certificated, or otherwise approved by the Broads Authority officers during weekly site visits.
- Cuts to timber after treatment, exposing untreated grain, provides the greatest opportunity for rot and shortens the serviceable life of the timber. Therefore, timber cuts on site should be kept to a minimum. Wherever timber should be ordered and treated in the size and shape required. Any cuts or notches made on site must be further treated with a brush-on end grain preservative to maintain the integrity of the preservative protection.

4.9 Safety Ladders and Safety Chains

- There are existing safety ladders on the site. A chamfered timber fender is to be fixed to the front timber waling on each side of the ladder to protect it from boat impact.
- Option 1 requires a safety chain along the downstream 15m length of piled in accordance with the typical detail shown on drawing BA/HRP/2024/AS/007.
- All safety chain is to be 6 x 42mm galvanised G30 chain or similar approved with 4.0m spacing between brackets.

4.10 Mooring Posts

- Mooring posts are to be 100mm square by 1.2m oak posts with stone head/pyramid shaped tops and chamfered sides. BA/HRP/2024/AS/008 Typical Mooring Post Details
- 2 No. mooring posts are to be provided in accordance with the detail shown on drawing BA/HRP/2024/AS/004 Riverbank Layout and Piling Details.

4.11 Existing Quay Furniture

Various quay furniture may exist at each mooring behind the piling line. Items may include signs, barrier fences and benches. Such items may be carefully moved if required by the works but must be replaced in their existing condition on completion.

4.12 Site Preparation

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 metal mesh security fencing will need to be erected during the work period to make clear the site is closed to public access from land and water. Location of fencing to be agreed in advance with Broads Authority.

4.13 Footpath Surfacing

The footway surfacing is to be granular chipping in a 150mm layer of compacted MOT Type 1 over a geotextile membrane. The surfacing adjacent to the quay is to be 3.0m wide with a maximum 2.5% cross fall. There may be other areas within the park (undecided) that require surfacing. Please supply square metre rate as per the priced schedule.

5 Constraints

5.1 Boat Toll

All craft on Broads Authority waters are required to obtain and display a boat licence. Short term and contractor licences are available. For more information, please contact Broads Authority Tolls Office on 01603 610734. [Tolls \(broads-authority.gov.uk\)](https://broads-authority.gov.uk)

5.2 Plant Movements

Movement of large plant on the Broads navigations requires an escort from one of the Broads Authority's ranger patrol vessels and a 'Notice to Mariners.' This escort service will be provided, but the Contractor must note that this may require up to 35 days' notice if a public notice is required in the local newspaper. See [Navigation Works Guidance 2019 \(broads-authority.gov.uk\)](https://broads-authority.gov.uk)

5.3 Invasive Species

The Broads are vulnerable to the introduction of potentially harmful invasive species. To minimise the likelihood of this the Broads Authority, promote a 'Check, Clean, Dry' policy. Where practical we request that when entering the Broads from other water bodies, hulls of vessels and plant are first checked and cleaned to remove foreign matter and ideally dry for 48 hours. [Check clean dry leaflet \(broads-authority.gov.uk\)](https://broads-authority.gov.uk)

5.4 Byelaws

The Broads Authority has certain byelaws enforceable within the Broads navigation area and some affect adjacent waters. These are made under the Norfolk and Suffolk Broads Act 1988 (which was amended by the Broads Authority Act 2009).

- [Navigation Byelaws 1995 \(broads-authority.gov.uk\)](#)
- [Speed Limit Byelaws Booklet 1997 \(broads-authority.gov.uk\)](#)

Speed limits are in force throughout the Broads. The limits are 3, 4, 5, or 6 mph, clearly signed on riverbanks and are in statute miles per hour measured 'over the ground'.

5.5 Ground Conditions

The ground within the area of the works may be saturated and the soil may be soft. A ground investigation showed that the soil is soft. *See BA/HRP/2024/AS/009 Borehole Logs.* The contractor will need to take precautions to minimise the risk of soil movement and risk to the public. 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.

5. Site Information

6.1 General Access

Hoveton Riverside Park sits on the River Bure. The water access to site can be made by contractors from the moorings opposite having gained permission from the Landowners Bridge Broad Marina - Address: Marsh Rd, Hoveton, Norwich NR12 8UH Phone: 01603 782212 Email:boats@landamores.co.uk

Land based access for smaller plant, material and contractor staff is available through 'Roy's of Wroxham' car park. Contractors are advised to visit site to evaluate the accessibility.

6.2 Public and Third-party Access

The site is accessible from the river by the boating public; and a public footway leads from Roy's of Wroxham Car Park to the site. *See BA/HRP/2024/AS/002 Detailed Location Plan.* The site area is to be closed to public access during the works. The contractor can use this route for access and light carriage of materials in and out but must not restrict any part of this area during the works.

Therefore, signs and fencing (4.12) will need to be erected to make clear the site area is closed to public access.

The mooring site is 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 (Broads Authority) staff will need to be accommodated and will be managed by prior arrangement.

6.3 Tidal Conditions

The usual range of the River Bure at Hoveton Broad is between 0.25m and 0.75m. It has been between these levels for 90% of the time since monitoring began.

The typical recent level of the River Bure at Hoveton Broad over the past 12 months has been between 0.21m and 0.66m. It has been between these levels for at least 150 days in the past year.

The highest level ever recorded at the River Bure at Hoveton Broad is 0.866m, reached on January 4, 2003.

All the Works are within the tidal area. However, the tidal range is only about 150mm; meteorological conditions have a greater effect on water levels.

Important! The levels for this location are measured relative to sea level, not relative to the riverbed. The levels shown here do not, therefore, necessarily represent the actual depth of water.

6.4 Services

There are no electric and water facilities on this quay heading.

Checks have been made of UK Power Networks and National Grid plans and further checks will be made with local water and telecoms companies. Service plans will be shared with the contractor. The contractor should in any case take reasonable precautions prior to commencing the works.

6. Tender submission

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

The Broads Authority will try to accommodate requests for site visits by arrangement with the local area rangers. To arrange a site, visit please contact Jo Thompson on 07901620743 or Adrian Sewell on 01603 756066.

All tenders must be returned to the Broads Authority as per the instructions below and arrive not later than **16:00 pm Friday 7 June 2024**. 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 piling Hoveton Riverside Park".

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.

7. Tender timetable

The following dates are applicable to this tender:

Activity	Dates
Publication of Invitation to Tender	Monday 22 April 2024
Site visits (with Project Manager by arrangement)	Monday 6 May to 10 May 2024
Clarification period starts	Monday 13 May 2024
Clarification period closes	Friday 17 May 2024
Deadline for the Authority to publicise responses to Tender Clarification questions	Friday 24 May 2024
Deadline for submission of Tender	16:00 pm Friday 7 June 2024
Notification of successful Tenderer	Friday 14 June 2024
Start of standstill period/Notification of unsuccessful	Monday 17 June 2024
Contract Commencement	Monday 05 September 2024

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

8. Evaluation of Tenders

9.1 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)
- Provide details/technical specifications of the plant and equipment chosen for this project and the reasoning behind the use in this project (Tender Form 6)

9.2 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 2-6)		
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		
Excellent	Exceeds the required standards. Response answers the questions with precision and relevance. Includes improvement through innovation/added value	100%

Assessment	Description	Score
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 80 (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.

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.

9.3 Evaluation Criteria

Tenders will be evaluated using a method known as MEAT (most economically 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 are scored as follows:

Criteria	Maximum Score Available
Price (excluding VAT) Tender Form 1	80
Methodology - Tender Form 7 Provide a detailed description of how you intend to deliver the works as per the Works information and construction drawings.	10
Technical capability - Tender Form 8 Provide three examples of relevant recent projects – which include the location, an outline of the task and how the major project challenges were managed.	5
Risk assessment – Tender Form 9 Provide a risk assessment for this project that demonstrates an understanding of working in the Broads environment.	5
Total	100

10 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.

11 Procurement process and tender procedures

11.1 Tender 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.

11.2 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.

11.3 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.

11.4 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.

11.5 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.

11.6 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.

11.7 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.

11.8 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](#).

11.9 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

The following documentation (Forms 1-11 below) MUST be returned to the Authority (either by email to tenders@broads-authority.gov.uk or using the Tender envelope label if posting) as part of your Tender:

1. Tendered price for the refurbishment of Hoveton Riverside Park – Piling Project
2. Details as to referees
3. Insurance Certification Form
4. Health & Safety Policy
5. Staff competencies
6. Plant and equipment.
7. Methodology
8. Technical capability
9. Risk Assessment
10. Signed and completed Certificate as to canvassing.
11. Signed and completed Certificate as to collusive tendering

12 Inclusion in the tender Process

12.1 Tender form 1 - Tendered price for the provision of the refurbishment of Wroxham Riverside Park – Piling Project

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 enclosed 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 refurbishment of Horning Marshes 24 hour mooring in accordance with Tender Forms 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	Qty	Tender Rates		Total		Total Tender Amount (ex.VAT)
				Labour & Plant	Materials	Labour & Plant	Materials	
	Option 1 (main works)							
1	Mobilisation to site	Sum	1					
2	De-mobilisation to site	Sum	1					
3	Site preparation including clearance fencing, earthworks welfare etc.	Sum	1					
4	Removal and disposal of associated timber work	Sum	1					
5	Main Quay Heading - Supply and undertake all piling quay heading work. All new steel sheet piling is to be galvanised interlocking Arcelor GU 10N Grade 355 piles of length 9m.	m	70					
6	Main Quay heading supply and install all capping, waling's bracing rails, fenders.	m	70					

No.	Requirement description	Unit	Qty	Tender Rates		Total		Total Tender Amount (ex.VAT)
				Labour & Plant	Materials	Labour & Plant	Materials	
7	Supply and install mooring footpath with type 1 granite surfacing (3.0m) and edging boards	m	70					
8	Supply and install all quay furniture including ladders (1), mooring posts (2).	Sum	1					
9	Supply and install safety Chain	m	15					
10	Supply and install drainage system backfilling 20mm aggregate and geotextile	m	70					
11	Additional single waling chamfered edge	m	15					
Option 2 (additional works)								
12	Quay Heading - Supply and undertake all piling quay heading work and returns. All new steel sheet piling is to be galvanised interlocking Arcelor GU 10N Grade 355 piles of length 9m.	m	20					
13	Quay heading supply and install all capping, waling's bracing rails, fenders.	m	20					
Option 3 (additional works)								
14	Quay Heading - Supply and undertake all piling quay heading work and returns. All new steel sheet piling is to be galvanised interlocking Arcelor GU 10N Grade 355 piles of length 9m. The Contractor may in addition propose alternatives to the specifications. Any such alternatives should be detailed	m	16					

	stating rationale and any cost and time implications.							
No.	Requirement description	Unit	Qty	Tender Rates		Total		Total Tender Amount
				Labour & Plant	Materials	Labour & Plant	Materials	(ex.VAT)
15	Quay heading supply and install all capping, waling's bracing rails, fenders.	m	16					
	Additional Items							
16	Addition sum: Supply & Install galvanised interlocking Arcelor GU 10N Grade 355 piles of 9m length with associated bracing and timber works.	No	1					
17	Quay Heading Returns - Supply and undertake installation of returns. All new steel sheet piling is to be galvanised interlocking Arcelor GU 10N Grade 355 piles of length 9m.	m	1					
18	Supply and install detached footpath 1.5m wide with type 1 granite surfacing and edging boards	m	115					
19	Other costs not allowed for in 1 to 10.	Sum	1					
20	Surveying, boat toll, misc., yard hire.	Sum	1					
21	Ad-hoc work within achievable capabilities on site, per person	hr	1					
				TOTAL				

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)

12.2 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

12.3 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. [OBJ]

12.4 Tender form 4 - Health & safety policy

Name of Tenderer:

Please provide the Contractors written health & safety policy

12.5 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.

12.6 Tender form 6 - Plant and equipment

Name of Tenderer:

Please provide details/technical specifications and current certification of the plant and equipment chosen for this project and the reasoning behind the use in this project

12.7 Tender form 7 – 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. method statement/s
- b. detailed description of works sequencing which will allow for tidal conditions.
- c. a project timeline to show how the project will be delivered to the required timescale.

12.8 Tender form 8 –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.

12.9 Tender form 9 – Risk Assessment

Name of Tenderer:

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

12.10 Tender form 10 - 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:

12.11 Tender form 11 - Certificate as to collusive quotation

(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:



Tender for:

Envelope not to be opened until after

Date: Time:

For administration purposes only

Date Tender returned:

Time Tender returned:

Signature:

Print Name:

Job Title:

**Chief Executive
Broads Authority
Yare House
62-64 Thorpe Road
Norwich
NR1 1RY**



Tender

Pass returned envelopes to Finance Officer