



**GORING-ON-THAMES  
PARISH COUNCIL**

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

## **Invitation to Tender**

### **Renewal of Gardiner Playground in Goring-on-Thames**



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

## **Contents**

Section 1	Introduction and Background
Section 2	Scope of Works and Required Associated Information
Section 3	Requirements
Section 4	Council Budget
Section 5	Site Visits
Section 6	Construction Management
Section 7	Questions and Contact
Section 8	Anticipated Timescales
Section 9	Submission Requirements
Appendix 1	Evaluation and Scoring
Appendix 2	Play Area Accessibility Statement

Attachment 1 Declaration of Collusive Tendering Certificate

Attachment 2 Application Form for the Goring Playgrounds Contract



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

## 1. Introduction and background

This document has been prepared by Goring-on-Thames Parish Council for the purpose of inviting proposals from suitably qualified companies to design and re-develop the play facilities on the Gardiner recreation ground in the centre of the village (RG8 9BD). Gardiner is within the Conservation Area and is an enclosed space surrounded by trees and vegetation.

The re-development of this play areas is a strategic priority for the parish council and we require the new playground to be fully functional as soon as possible before Christmas 2025. Our ability to proceed to place a contract with our chosen supplier is entirely dependent on the Parish Council securing additional funds. We are hoping to achieve this in the immediate future from a grant. However, if this is not achieved the project will be delayed until and if alternative funding is secured.

The existing playground consists of a fenced-in area with limited play equipment. It is enclosed by 0.9 metre galvanised bow top fencing and is accessed by two self-closing pedestrian gates.

The equipment is well used due to its location in the centre of the village. It is mostly of traditional metal tube design. There is no equipment suitable for children with accessibility or SEN needs.

## 2. Scope of works and required associated information

The council is seeking costed proposals from qualified and experienced suppliers, as follows:

### 2.1 Scope of Works

- To re-design the playground to include the required components as detailed in Section 3 to the extent possible within a new enlarged footprint.
- To provide detailed designs, including drawings and specifications. Designs should be shown to take account of the Play Area Accessibility Statement in Appendix 4.
- To include alternative equipment options if appropriate, with advantages and disadvantages explained.
- To recommend the materials and colours to be used with the benefits explained.
- To provide a detailed project and installation/commissioning plan and costings.
- To provide a detailed problem management and escalation plan for the installation period.
- To obtain all necessary permissions, licences and approvals to undertake the work.
- To remove all items not required by the re-design, including existing safety surfacing.
- To supply all necessary items required by the re-design and to provide suitable low-maintenance safety surfacing, covering appropriate areas in the playground.



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

- To install all items, including any retained items as appropriate, including any safety surfacing, hard landscaping and fencing, benches and tables required by the re-design.
- To complete all ground works to a professional standard, including any foundations required by the design, including for relocated and new fencing and supports.
- To leave the new playground in exemplary condition before handover, removing all building material, litter and stones etc that have been produced as a result of the installation works.
- To follow all necessary Health and Safety and Welfare procedures.
- To provide a project manager to be the main point of contact during the works and to closely manage all aspects of the logistics, installation and commissioning, keeping the council informed of progress and issues on a regular basis.
- To provide equipment and workmanship warranties and a post installation inspection report and evidence that all recommendations in the report have been carried out. After completion of the construction and before handover, the council may also arrange an independent inspection by our own certified safety inspector and require resolution of defects and risks before the handover and final payment.

## 2.2 Information required

The following information will be required in writing from the supplier:

As part of the tender response:

- Confirmation of where all items and surfacing are manufactured and the delivery lead time.
- Confirmation of the predicted lifetime of all items and surfacing along with recommended maintenance requirements and costs.
- If it is intended to use a subcontractor(s), it must be identified and references provided showing previous playground installations where the supplier and subcontractor have worked together.
- Confirmation of the management and escalation procedures agreed with the subcontractors.
- A project plan, showing timescales, risk factors and contingency plans.
- Confirmation of the availability and lead time of spare parts for the lifespan of equipment and surfacing.
- Confirmation of the warranty period of all items and surfacing including any costs associated with the warranty.
- Certification that equipment and surfacing will be supplied and installed to meet the current playground standards (BSEN 1176 and BS 7188) and also provision of a Certificate of Test to EN1177:2018 confirming critical fall height of the impact absorbing surfaces.



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

- A proposed Escalation Management Plan. This must subsequently be agreed between the council and the supplier prior to the start of any works on site, so that any problems during the installation phase can be escalated within the supplier's management team.

Before a contract is signed:

- A written Construction Management Plan, agreed with the council prior to the start of any works on site, covering working hours, noise control, material delivery, safety etc.

## 3. Requirements

### 3.1 Location

Goring on Thames sits within the Chilterns National Landscapes (formally known as Area of Natural Beauty). The Gardiner recreation ground is in the centre of the village in the Conservation Area and is a flat grassed area with a pavilion and facilities for cricket, football, croquet and bowls. It has private gardens on one side and quiet village roads on the other sides. A small fenced-off children's playground is in the NE corner. The playground area is currently 272 m<sup>2</sup> (17 x 16 metres).

The playground perimeter will be extended to the north by 4 metres to make more effective use of the space available. The depth of the playground will remain as it is, to run parallel with the croquet/bowls pitch. This small extension will provide an enlarged area of 348 m<sup>2</sup> (28%), to provide upgraded and more modern and accessible/SEN play equipment.

The location of the playground and the extended area is outlined in red below.



### 3.2 Overall Design

The design of the playground must take into consideration its location in the National Landscape and Conservation Area and must be sympathetic to the natural environment.

The new designs should primarily cater for younger children (2 – 6) but should also include equipment that will appeal to the older 7 – 10 age group,

Ideally, it will have a more natural look and colour pallet than at

present, and also be an exciting and visually stimulating place for children.

It is a fundamental requirement that there are Accessible and SEN (Special Education Needs) friendly elements and that this must be at the heart of the design principles.



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

Appropriate colours and design should be proposed for surfacing and equipment to reflect the setting and the needs of visually impaired children.

The playground should be themed in a way that suits the context of the village with structures to denote the theme and associated imaginative play items.

Durability, sustainability, cost effective maintenance and longevity are key criteria for the play equipment. Materials used will need to be best of their respective kinds, sustainably sourced where possible and shall conform to the appropriate standards.

Overall, notwithstanding the requirements specified below, suppliers should use their expert knowledge to recommend specific equipment and a design to optimise use of the area available.

To satisfy planning requirements, items of equipment must not exceed 4metres in height.

### 3.3 Specific requirements

The design and layout of your proposal should include as many of the below requirements as possible:

- 2 x play-frames, one larger for older children and a smaller one for younger children. These may vary in size and shape to best fit into the space available, e.g. a taller/thinner unit for older children, which would take up less floor space but offer risky play and some challenge through height use, possible with walk-ways, climbing walls, net/ropes etc to achieve this.
- 2 x slides, at least one larger and one smaller. Slides may be built into the playframes or may be standalone.
- A swing set/s, to include a mix of Cradle/ baby swings, standard flat based swings, a nest swing and a form of accessible swing, ideally incorporated into the above swing set. The top of the swing sets should be made “bird proof” to minimise bird deposits on the swings.
- A multipurpose roundabout/turntable specifically accessible for wheelchair access if there is space available.
- Tactile/ Sensory play, to include facilities for less physically able children.
- A seesaw or springer type device suitable for multiple children and parent/children if possible

If space permits, suppliers may also consider including log weavers / balance beams, trampoline / bouncing pad, musical play (‘softer’ sounds vs loud, definitely not noisy items).

Supplementary Equipment:

- Two benches and one or more picnic tables.
- Existing fencing to be retained and extended with matching bow fencing.
- Retention of two self-closing pedestrian access points with replacement safe soft close hinge mechanisms if necessary



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

## 3.4 Hard landscaping

A path suitable for accessible access must be provided from Upper Red Cross Road.

Appropriate safe surfacing throughout and surfacing that is appropriate to its location.

## 3.5 Other Items

It is the supplier's responsibility to ensure all underground services have been appropriately located and any detailed services searches are undertaken, as necessary, to ensure all services have been identified and any resulting issues managed by the supplier at its cost.

## **4. Council budget**

We anticipate the budget for the playground areas in this Invitation to Tender will be in the region of £120,000 - £140,000. This budget is indicative only to assist suppliers in their design considerations. All costs (children's playground/surfacing/fencing, open play area, hard landscaping, project management) should be identified separately to help the council in its evaluation.

## **5. Site visits**

Prior to submitting a price for these works, suppliers will be invited to undertake a site visit to ensure they have a thorough understanding of the site, access, and requirements of the brief. A single date will be set aside for all interested suppliers to attend to ensure that the same information is available to all suppliers. If attending a site visit, we request that only one person from each supplier is present. A member of the council will be available to meet with suppliers.

## **6. Construction management**

Confirmation of working hours, storage of materials, access, location of skips and a final programme of works and Risk Assessment Methods Statements (RAMS) will need to be finalised and agreed with the Parish Council before work begins. This will take the form of a formal Construction Management Plan approved by both parties.

During installation the supplier should provide a secure work compound for the build, ensuring that the public cannot gain access to the site or equipment. The supplier will be held responsible for any damage or vandalism caused to machinery or new play equipment left onsite by the supplier and any such machinery should be immobilised overnight.

The supplier will be held responsible for and must make good any damage caused to roads, paths, grassed areas, pitches, car parks, fences, drains, sewers, service mains, landscaping etc. and will be held liable for any injury to members of the public during construction.

For completion of the project, any areas that have been damaged during installation must be made good and returned to new or as a minimum returned to the original condition, at the supplier's expense.



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

The supplier must ensure that all waste materials produced during these works that cannot be reused onsite, are transported from the site using waste carriers with a current Waste Carriers License. Wherever possible, waste materials should be recycled.

## **7. Questions and contact**

Any questions regarding this document and the specific requirements must be made in writing by email specifying that the email relates to the 'Goring Playground Tender', in order that full consideration can be given and full responses can be forwarded to all interested suppliers. Comments and questions must be received no later than ten working days before the closure date for tenders. Questions and queries after this date may not be considered.

It is prohibited for prospective suppliers to contact councillors or staff to encourage or support their tender outside the prescribed process.





# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

## 8. Anticipated timescales

Applicants will need to adhere to the indicative timescales set out below. Any change to these timescales will be notified to supplier's:

Action	Information	Indicative Dates
Issue invitation to tender	The Council will publish on the GPC website, local newspaper and Find a Tender	July 2025
Notification of Intention to bid	Interested parties are to notify the Council by email of their intention to submit a tender	By Friday 15 <sup>th</sup> August
Site visits	Site visit will be conducted	By 29 <sup>th</sup> August
Deadline for questions submitted and answered by council (circulated to all suppliers)	All questions should be submitted via email to the named contact	By 5 <sup>th</sup> September
Deadline to receive tenders	Tenders should be submitted in line with requirements in Section 9 below	Friday 19 <sup>th</sup> September, 3 pm
Questions by council to clarify individual tenders	Council to request any specific points of clarification from individual tenderers and tenderers to reply	By 26 <sup>th</sup> September
Council evaluates tenders	Internal confidential council process	By 3 <sup>rd</sup> October
Final design and commercial details confirmed by suppliers	Discussions with suppliers to finalise design and commercial details	By 10 <sup>th</sup> October
Proposals presented to Goring full council for approval	This could be an Extraordinary Council Meeting	After 10 <sup>th</sup> October
Council to provide a written response of the outcome of submissions to all suppliers	All suppliers will be notified of the council's decision	Within 1 week of council approval
Council to secure suitable funding	Contracts will not be awarded until suitable funding has been secured by the council	Ongoing by Council
Contract negotiations complete and contracts signed	Contract awarded. A contract will only be awarded if suitable funding has been secured by the Council and at the Councils sole discretion.	As soon as possible after suitable funding has been secured
Implementation to take place, playground commissioned	Work should commence no later than 8 weeks after contract award.	Completed in line with agreed project plan.



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

## 9. Submission requirements

Submissions should be made to:

The Clerk, Goring-on-Thames Parish Council, The Old School, Station Rd, Reading, RG8 9HB.

Submissions must include two hard copies of the tender submission and 2 x A1 design boards to aid the evaluation process, with supporting costings by 3pm on Friday 19<sup>th</sup> September 2025.

The supplier shall separately identify the price for:

- The playground, including a breakdown of all equipment, material, surfacing, fencing and gates, labour, maintenance, and other costs. The price should include one year's maintenance within the costs and the ongoing maintenance costs.
- The hard-landscaping area.
- Project Management.

Price schedules should indicate the flexibility on total price for additional items proposed over and above the core playground design and for any alternative core design options.

All prices will be valid for 12 months from the due date of the response. Prices agreed at the time of the contract will be final. Prices will be fixed and firm for the duration of the contract once awarded.

Payment terms will be 100% on handover of the playground to the Council. Title and risk of all assets will remain with the supplier until formal handover is agreed with the Council.

Suppliers should provide:

- a company background
- a Health and Safety record
- evidence of public liability insurance and employer's liability insurance
- the supplier's contractual terms and conditions
- a copy of the latest full year company accounts
- a signed copy of the Applications for Goring Playgrounds Contract Form (Appendix 4)
- a signed copy of the Declaration of Collusive Tendering Certificate (Appendix 3).

All tenders must be signed by a named company director, dated and returned in a sealed envelope marked 'Private and Confidential - Goring on Thames Playgrounds' to the above address by post, courier or hand delivered. Any tenders delivered by hand must be signed as received by the Parish Clerk, Assistant Clerk or nominated councillor.

In addition, please also supply an electronic copy of the submission to [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk), subject line "Private and confidential - Goring on Thames Playgrounds".



## **GORING-ON-THAMES PARISH COUNCIL**

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

Any suppliers that do not comply with these instructions or conditions may have their tender rejected. The Council may refuse a tender response if the information required by the Council to make a full evaluation has not been provided.

The Council has the right to refuse tenders without suppliers being able to claim compensation. All costs related to the tender process are the responsibility of any tenderers who wish to apply.

Tender submissions received by the Council will not be shared with other suppliers.



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

## Appendix 1 - Evaluation and Scoring

The council will appoint an evaluation team to evaluate tenders against the following criteria.

Criterion	Percentage of Evaluation	Scoring
Proven experience in the supply and installation of play equipment and surfacing	References provided and results of enquiries by council.	Pass/Fail
Tender received on time	Confirmation of receipt of tender.	Pass/Fail
Ability to deliver project within the specified timeframe	Confirmation of delivery to required timescales, playground live by summer 2025.	Pass/Fail
Certificate of Collusion	Signed Certificate.	Pass/Fail
Health and Safety Policy	Copy of Policy.	Pass/Fail
Insurance at specified level	In-date Certificates.	Pass/Fail
Financial Stability	Copy of suppliers last full year accounts and assessment by council Clerk.	Pass/Fail
Quality of Design	Compliance with requirements. Ability to cater for a range of ages and abilities. Well-designed layout and clear theme. Adherence to Play Area Accessibility Statement. Range of equipment offered. Design preference of Evaluation Committee.	40%
Materials	Expected life-span for equipment and surfacing. Reliability and speed of supply chain. Availability of spare parts.	10%
Price and Value for money	Quote for current project. Cost of replacement equipment. Warranty cover. Deliverance of project aftercare service.	30%
Installation and Commissioning	Own resources for implementation or subcontractor. If subcontractor, evidence of process for contract management and escalation and references of successful playground implementations together. Acceptable escalation process proposed between supplier and the council. Project plan included with tender.	20%



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

## Appendix 2 – Play Area Accessibility Statement

Goring on Thames Parish Council wish to create play spaces where all children will feel welcome and ready to explore, whether disabled or non-disabled. Play England's Ten Design Principles for designing successful play spaces states that:

*'Successful play spaces offer enjoyable play experiences to disabled children and young people, and to those who are non-disabled, whilst accepting that not all elements of the play space can be accessible to everyone. Children with different abilities can play together in well-designed play spaces, and parents and carers who are themselves disabled should be able to gain access to play spaces if they are to accompany their children. Though many play providers focus on equipment that is wheelchair-accessible, it is important to recognise that there are many different types of disability or special need. Nonprescriptive equipment, which can be used flexibly – such as a 'nest' swing – might be interesting to large numbers of children with different needs and abilities.'*

The Equality Act 2010 aims to make sure that reasonable adjustments are made to overcome barriers experienced by disabled people. Gates, access, play equipment and space around play equipment must be considered in this context.

When designing the play area, consideration should be made to enable play without the need of adult assistance where possible.

Furthermore, Play England's Ten Design Principles for designing successful play spaces also specifies that:

*'Successful play spaces should, as far as is reasonably possible, offer the same quality and extent of play experience to disabled children and young people as is available to those who are not disabled, whilst accepting that not all equipment can be completely accessible to everyone. Inclusion by Design (Goodridge, ed. Douch, 2008) sets out the following six principles, established by the Disability Rights Commission, which form the foundation of inclusive design:*

- *Ease of use*
- *Freedom of choice and access to mainstream activities*
- *Diversity and difference*
- *Legibility and predictability*
- *Quality*
- *Safety*



## **GORING-ON-THAMES PARISH COUNCIL**

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

In summary, Goring-on-Thames Parish Council aims to provide a wide range of play opportunities which will be as inclusive as possible. These will be founded on the above advice from Play England and by consultation with the community.



## **GORING-ON-THAMES PARISH COUNCIL**

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

### **Attachment 1**

## **Declaration of Collusive Tendering Certificate**

(This Certificate is in regard to canvassing Members of the Council or its Officers to gain competitive advantage. Any effort to do so will immediately disqualify any tender submitted)



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

## Declaration on Collusive Tendering Certificate

To: Goring-on-Thames Parish Council

In response to: Goring Playgrounds Contract

I/We declare that:

1. This is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person.

2. I/We have not done and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- a) communicating to a person other than the person calling for those tenders the amount, or approximate amount of the proposed tender except where disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium quotations required for the preparation of the tender.
- b) entering into any agreement or arrangement with any other persons that they shall refrain from tendering or as to the amount of any tender to be submitted.
- c) offering or paying or giving or agreeing to pay or give any sum of money 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 or proposed tender for the said work any act or thing of the sort described above.

We acknowledge that if we, or anyone who acts on our behalf behaves improperly or commits an offence under the Prevention of Corruption Acts 1889-1916, Goring-on-Thames Parish Council tendering for services may cancel the contract and recover all costs and losses.

In this certificate, the word 'person' includes any persons or anybody or associated, corporate or unincorporated, and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Signature: .....

Position held: .....

Name and Address of Supplier: .....

.....

.....

Dated: .....





# **GORING-ON-THAMES PARISH COUNCIL**

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

Note to Organisation: Refusal to give this declaration and undertaking means any submitted tender will be treated as null and void and not considered by the Council.



## **GORING-ON-THAMES PARISH COUNCIL**

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

### **Attachment 2**

## **Application Form for the Goring Playgrounds Contract**

(This form must be completed and signed by the supplier and included with the supplier's submission)



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

**This form and supporting documentation must be returned no later than 3pm on Friday  
19<sup>th</sup> September 2025**

Please read the Goring-on-Thames Parish Council Tender Document before completion.

## **1. Required Documentation:**

- Application Form for Goring Playgrounds Contract (this form)
- Playground design and quotation
- Product details
- Warranty details
- Insurance certificates
- Maintenance requirements
- Costing and lead time for availability of spare parts
- References
- Details of any subcontractors, management & escalation process
- Requested policies and documents
- Delivery and installation timetable

## **2. Name of Employer:** Goring-on-Thames Parish Council

**Address:** Goring-on-Thames Parish Council,  
The Old School  
Station Rd  
Reading RG8 9HB.

**Tel No:** **07928 857549**

**Website:** <https://www.goringparishcouncil.gov.uk/>

**Contact:** Sarah Edmunds, Clerk

**Email:** [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk)

**NB The Clerk team work part time so please allow up to 48hours for replies.**



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

### 3. Business Details:

Name:

Address:

Website:

### 4. Person dealing with this application:

Name:

Position:

Tel No:

Email address:

### 5. Company Registration Number:

### 6. Declaration:

- i) Has any director, partner or person directly involved in your organisation's management been a Councillor or employee of Goring-on-Thames Parish Council in the last five Years?

**YES/NO**

If yes, please give details:

- ii) Please state if any director, partner or person directly involved with your organisation's management has a relative who is an employee of Goring-on-Thames Parish Council or a Councillor on Goring-on-Thames Parish Council?

**YES/NO**

If yes, please give details:

### 7. Equality, Diversity and Employment

- (i) Do you have an equality and diversity policy?

**YES/NO**

If yes, please return a copy with this form.

If no, are you developing a policy? If you are currently doing so, please state the expected implementation date:



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

## 8. Membership of Relevant Trade Organisations

- (i) Are you a member of any relevant trade organisations or other similar bodies? **YES/NO**

If yes, please provide details:

## 9. Environment

- (i) Do you have any environmental/sustainability policies? **YES/NO**

If yes, please provide details and return a copy with this form.

## 10. Health and Safety

- (i) Do you have a Health and Safety policy? **YES/NO**

If yes, please return a copy with this form.

- (ii) Do you undertake safety audits? (In addition to regular site safety checks.) **YES/NO**

If yes, please provide details:

- (iii) Are you a member of a safety group or do you use safety consultants? **YES/NO**

If yes, please provide details:

- (iv) Please provide details of any prohibition or enforcement notices served by the Health & Safety Executive (HSE) during the last two years:

## 11. Supply Chain

- (i) Do you manufacture your own equipment? **YES/NO**

- (ii) Where is your equipment manufactured? Please provide details:

- (iii) Are there any issues that you are aware of that are likely to affect the supply of equipment e.g. import regulations, factory capacity? **YES/NO**

If yes, please provide details:

## 12. Insurance

- (i) Do you have insurance cover to at least the following levels? **YES/NO**

Public Liability Insurance of no less than: £10 Million

Product Liability Insurance of no less than: £5 Million

Employers Liability Insurance of no less than: £5 Million



# GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

Professional Indemnity Insurance of no less than: £1 Million

Please provide evidence of this insurance cover.

## **13. Other information**

Please provide any other information that may be of assistance in considering your application.

## **14. References**

Please provide details of two playground installations carried out in the last 2 years. Preferably, one should be local to Goring-on-Thames.

### **Reference One:**

Name of Client:

Contact Name:

Contact Telephone:

Contact Email:

Site Location:

Value of Project:

Date of Installation:

Description of Project:

### **Reference Two**

Name of Client:

Contact Name:

Contact Telephone:

Contact Email:

Site Location:

Value of Project:

Date of Installation:

Description of Project:



## GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

### 15. Warranty Information

Please complete any warranty details in the table below:

Material / Item	Warranty Period	Conditions / Exclusions
Structural Steel		
Plastic		
Wood		
Surfacing		
Paintwork		
Moving Parts		
Other		



## GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk) • [www.goringparishcouncil.gov.uk](http://www.goringparishcouncil.gov.uk)

*All correspondence to be addressed to the clerk*

### 16. Declaration

We have examined the site and the proposed works and hereby enclose a tender to execute and complete the works described in the specification. This incorporates all preliminaries, materials and workmanship requirements, including health and safety.

Such works are to be subject to the conditions of the contract and requirements set out in the main tender document and to the entire satisfaction of the council and to be completed for the under mentioned sums.

We understand that you are not bound to accept the lowest or any tender or quotation that you may receive and that tenders received after the time given for receipt will be disregarded.

We understand that all costs incurred in producing this response are our responsibility and at our risk and we have no right of any cost recovery from Goring Parish Council.

We agree that this tender will remain open for consideration for 180 calendar days after the date fixed for receipt of this tender.

We accept the title and payment terms outlined in Section 9 of this ITT.

**Amount Quoted** (please give details as requested in this document, please include attached documents if required):

**Company Name:**

**Company Address:**

**Name of company representative:**

**Position within organisation:**

**Signature:**

**Date:**