



Invitation to Tender

**For the supply and installation of accessible
play equipment in play park(s),
Torpoint, Cornwall**

1. About the organisation

1.1 The organisation responsible for the creation and issue of this invitation to tender is:

Torpoint Town Council

1-3 Buller Road

Torpoint

Cornwall

PL11 2LD Tel: 01752 814165, clerk@torpointtowncouncil.gov.uk

2. Background and Context

Torpoint Town Council is seeking a suitably qualified company to design and install new accessible Playground Equipment and Safety Surfacing for one site. This will be considered a single project preferably using one contractor to fulfil the specifications for the location, based on the scoring criteria outlined in this document.

The tender relates to the following sites:

	Park Address	What3words
1.	Borough Farm Play Park, Torpoint, PL11 2JJ	duplicate.trick.raced
2.	Cambridge Field, St James Road, Torpoint PL11 2BP	cube.expect.closet

The Development and Localism Committee within the town council delivered phase I of the playparks playground equipment improvements in 2022, to three play parks in the town. New equipment to Borough Farm Play Park and Cambridge Field, plus a second access point at Cambridge Field, was part of this first phase. It has always been an aspiration to deliver accessible play equipment as part of phase II.

After a successful community fundraising drive, the council is now looking to commence phase II and begin with a focus on accessibility and inclusivity. The focus on these two play parks is due to the parking and access at this site being best suited for residents' with additional access needs.

The work is for the design, supply and installation of appropriate groundworks, materials, equipment and associated works relevant to the site which should comply to the appropriate British or European Standards, mainly BS EN 1177 and BS EN 1176. If there is evidence that the work does not confirm to the required standard and as a result the materials or workmanship are substandard, unsafe or require replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow the 2015 CDM regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

IMPORTANT NOTE: We will assess tenders received on a Most Economically Advantageous Tender. It is highly anticipated that the Development & Localism Committee and also Torpoint Town Council will resolve to consider the individual scores and results of the tender process with the public and press excluded, due to the commercial sensitivity of this information. This is pursuant to *Section 1(2) of the Public Bodies (Admission to meetings) Act 1960*.

Photos of the existing play equipment in Cambridge Field



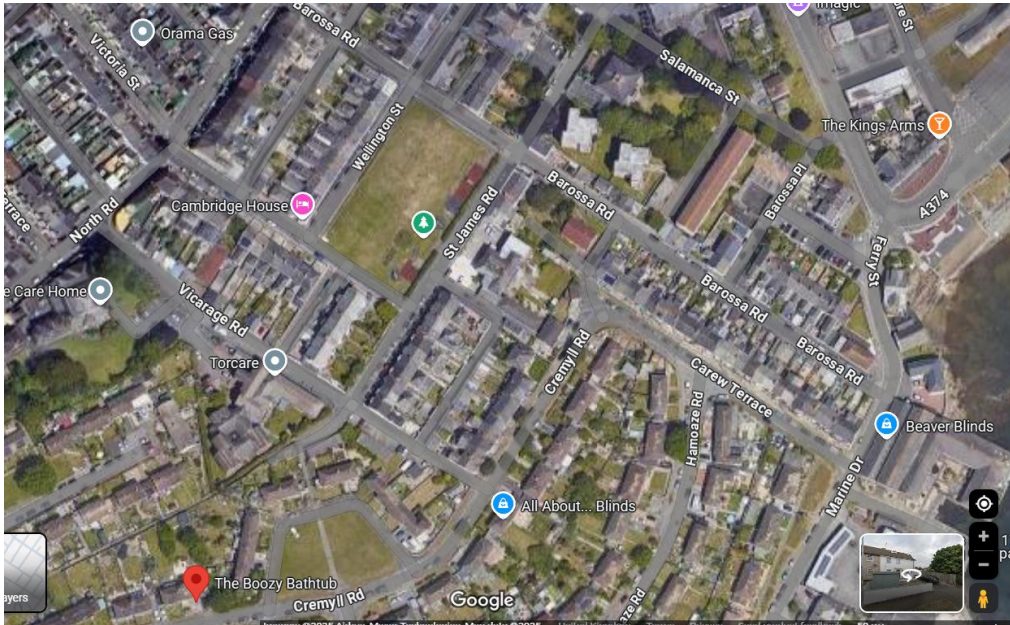
Cambridge Field from the corner of Kempton Terrace



Cambridge Field from the corner of Barossa Road



Cambridge Field from above



Google map of Cambridge Field location/proximity within the town

Photo of the existing play equipment in Borough Farm Play Park



Google map of Borough Farm Play Park location

3. Tender requirements

3.1 Submission Requirements

Tenderers submitting a quotation are required to present their proposals in a clear, structured format. Submissions must include all requested documentation and supporting information necessary to fully evaluate the proposal. All information should be concise, clearly labelled, and organised in a way that allows the evaluation panel to easily compare different tenders.

3.2 Equipment Specifications

The Town Council would like to install **a minimum of three** different pieces of accessible play equipment into Cambridge Field and/or Borough Farm Play Park. **The equipment preferences** would be selected from the list below:

- i) 1 x small trampoline;
- ii) 1 x inclusive / wheelchair roundabout
- iii) 1 x inclusive / wheelchair user park swing,
- iv) Sensory play equipment.

Detailed quotations must be provided for each individual item of accessible play equipment proposed. Each item should be suitable for use by both able-bodied users and individuals with additional physical, sensory, or cognitive needs. Descriptions should include:

- Manufacturer and model details
- Intended age range
- Inclusive features and accessibility considerations
- Materials used and expected durability/lifespan
- Any relevant safety certifications or compliance standards

3.3 Visual Representation

To aid the council in visualising the equipment in context, tenderers must include high-quality images of each proposed piece of equipment installed in real-world settings. Photographs from previous installations are preferred. Please do not rely solely on renderings or graphic representations.

3.4 Pricing and Associated Costs

Quotations must provide a full breakdown of costs for:

- Each piece of play equipment
- Installation of each piece, including any groundwork or preparatory work
- Landscaping adjustments needed to support installation
- Safety surfacing (e.g., rubber matting, mulch) required for compliance
- Any other relevant or optional costs clearly labelled

All prices should be VAT exclusive, delivery, and any other surcharges, and should be clearly itemised to distinguish between supply and installation costs.

3.5 Additional Path Installation

In addition to the supply and installation of accessible play equipment, the Town Council invites **optional** quotations for the construction of an accessible pathway in Cambridge Field. This path should connect the gate at the corner of Wellington Street

and Kempton Terrace to the flat area at the bottom of the field, **as shown in yellow** on the Photo of Cambridge Field from above. Quotations should include:

- Proposed path design, surface materials, and dimensions
- Method of installation and any ground preparation
- Drainage considerations
- Accessibility compliance (e.g., slope, surface texture, width)
- Associated costs, itemised as above.

4. Budget

4.1 The council currently has an allocated budget of **£30,000** for the supply and installation of all the play equipment, however it will consider a **15% increase** on this, subject to the right proposals. The council has **not allocated a budget** for the supply and installation of the additional path

4.2 The quotation for 3.5 above will assist the council with future planning and will **not influence the outcome of this tender**.

4.3 The council will consider the constraints for **all** elements of the tender and will look at affordability when reviewing submissions.

5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract and 6 months from the date of signing the contract. The timetable for submission of the tender, completion of the programme is set out below.

Milestone	Date
Date Invitation to Tender (ITT) made available to appropriate tenderers and published on the town council website	22 nd August 2025
Last date for raising queries	12 th September 2025
Last date for responses to clarifications to queries	16 th September 2025
Deadline to return ITT	1700 Wednesday 24 th September
Evaluation of ITT	by Monday 29 th September 2025
Results of ITT considered at the Development and Localism Committee meeting	2 nd October 2025
Evaluations reviewed by Torpoint Town Council	16 th October 2025
Award of Contract	17 th October 2025

6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

- a) A single point of contact for all contact between the tenderer and Torpoint Town Council during the tender selection process, and for further correspondence.
- b) Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.
- c) Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
 - i) Professional Indemnity Insurance with a limit of indemnity of not less than one million (£1,000,000),
 - ii) Employers Liability Insurance with a limit of indemnity of not less than two million (£2,000,000),
 - iii) Public Liability Insurance with a limit of indemnity of not less than two million (£2,000,000).
- d) Conflict of interest statement.
- e) Torpoint Town Council has adopted a [Climate and Environmental Action Plan](#) and requires as part of this procurement, information on how your organisation demonstrates its support for 'green initiatives'.

6.2 Examples of two other similar projects that have been completed that demonstrate the ability and experience of the organisation.

6.3 Proposal(s) for Cambridge Field and/or Borough Farm Play Park which detail graphical designs/a visual interpretation, to suit the park(s) and their surroundings.

7. Sub-contracting

Tenderers should note that a consortium can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Torpoint Town Council.

8. Conflicts of Interest

8.1 Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Torpoint Town Council or its programme team, that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest, which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

8.2 Receipt of this statement will permit Torpoint Town Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

9. Tender clarifications

9.1 Any clarification queries arising from this Invitation to Tender (ITT) which may

have a bearing on the offer should be raised by email to:

clerk@torpointtowncouncil.gov.uk in accordance with the Tender and Commission Timetable in section 5.

9.2 Responses to clarifications will be advised to all those who have been emailed the ITT and any others who have expressed an interest in the ITT and anonymised.

9.3 No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Torpoint Town Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria. **Tender returns will be assessed on the basis of the following tender award criteria**

Ref 6.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 6.1.	Pass/ Fail
Ref 6.2 Examples of similar work	30
Examples of two other similar projects that have been completed that demonstrate the ability and experience of the organisation being proposed.	
Ref 6.3 CV's, capability and capacity	20
CV of all relevant members of the team being proposed to provide the contracting authority with confidence that the tenderer has the capability and capacity to deliver the work in the time frame required (one side of A4 maximum per CV).	
Ref 6.4 Programme of work	30
Programme of work to supply and install a minimum of three pieces of accessible play equipment, in Cambridge Field and/or Borough Farm Play Park, in accordance with the timetable, 6 months from the date of signing the contract. All exemptions should be clearly articulated. The tender submission should be completed in a PDF format.	
Ref 6.3 Breakdown of expected Costs & Budget	20
A fixed fee for this work (exc VAT) including travel and other expenses. All extra fees & exclusions should be clearly articulated Any indication of added value should be clearly explained. The lowest bid will be awarded the full 20 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 20 x lowest bid / bid.	

11. Assessment of the Tender

11.1 The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

11.2 During the tender assessment period, Torpoint Town Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

11.3 Torpoint Town Council is not bound to accept the lowest price or any tender. Torpoint Town Council will not reimburse any expense incurred in preparing tender

responses. Any contract award will be conditional on the Contract being approved in accordance with Torpoint Town Council's internal procedures and Torpoint Town Council being able to proceed.

12. Tender Award

Any contract awarded as a result of this tender process will be in accordance with the attached Torpoint Town Council standard Financial Regulations. (See Enclosure 1 – Section 12. Payments under Contracts).

13. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: As per Section 5

Emailed tenders should be sent electronically to tender@torpointtowncouncil.gov.uk with the following message clearly noted in the Subject box: Accessible Play Equipment 2025.

Tenderers are advised to request an acknowledgement of receipt of their email.

14. Disclaimer

14.1 The issue of this documentation does not commit Torpoint Town Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Torpoint Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Torpoint Town Council and any other party (save for a formal award of contract made in writing by Torpoint Town Council or on behalf of Torpoint Town Council).

14.2 Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Torpoint Town Council or any information contained in Torpoint Town Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Torpoint Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

14.3 Torpoint Town Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

14.4 Cancellation of the procurement process (at any time) under any circumstances

will not render Torpoint Town Council liable for any costs or expenses incurred by tenderers during the procurement process.

Enclosures:

Enclosure 1 Financial Regulations.