Invitation to Tender (ITT) for the Provision of replacement heating plant at

Oxley Park Community Centre, Redgrave Drive, Oxley Park, MK4 4TA

To be supplied to: **Shenley Church End Parish Council**

Issued by: **Jane Munn, Parish Clerk**

Supplier Response Date: **Midday, Wednesday 10 December 2025**

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### Introduction

1.1 This Invitation to Tender (ITT) has been prepared by Shenley Church End Parish Council (SCEPC) for the purpose of inviting tenders for the provision of the services described in the Mechanical & Electrical Services Specification document, prepared by Heaton Design & Engineering.

* 1. In order for you to bid for this contract you are required to submit your tender ensuring that you provide all aspects set out in the Mechanical & Electrical Services Specification document. The required documentation must be completed and any additional information requested within this document must be provided when submitting your tender.

1. **Parish Council Background**

Shenley Church End Parish Council (SCEPC) is a first-tier local authority located in the west of the unitary authority served by Milton Keynes Council. Our aim is to represent the interests of our local community, always striving to improve their quality of life and local environment and to deliver value for money for our community.

The parish council is responsible for 3 buildings across the parish which are all accessed by members of the public. These include the main office and council meeting room, a community sports pavilion and the community centre to which this ITT relates. The community centre is located on Redgrave Drive in Oxley Park.

The community centre is in use 7 days a week and has a pre-school operating within the building Monday to Friday. The work set out within the ITT can only be carried out during school holidays to minimise disruption.

The Parish Council is a Living Wage employer, and any successful contractor must ensure that anyone employed on the contract is paid the minimum of the Living Wage which is in place at the time of the work being undertaken.

### Instructions to Tenderers

3.1 Please read the instructions on the tendering procedures carefully. Failure to comply with them or to return any of the required documents or information may invalidate your tender. Your tender must be returned by the date and time shown in the procurement timetable.

3.2 You may submit any queries no later than Tuesday 18 November by **email** to:

***Jane Munn***

***Email: clerk@shenleychurchend-pc.gov.uk***

### Summary of Procurement Timetable

The following is a summary of the timetable that applies to this procurement. SCEPC

reserves the right to alter this timetable by notice to tenderers.

|  |  |
| --- | --- |
| Event | Deadline/Comment |
| Visits can be booked between  Monday 27 – Friday 31 October between 9:00am – 4:00pm.  Appointments will be for 45 minutes | Friday 31 October 2025 |
| Any questions submitted will be responded to up to and including Tuesday 18 November | Tuesday 18 November 2025 |
| SCEPC circulation of responses to queries | Within 5 working days |
| Deadline for receipt of tenders | Midday Wednesday 10 December |
| SCEPC to notify tenderers of result | Week ending 30 January 2026 |
| Proposed working period | August 2026 |

### Instruction for Return of Tenders

5.1 Tender submissions by email are preferred. Please send **one electronic copy** of your tender, with the subject line **“Tender submission Replacement Boiler OPCC”** no later than **12:00 Midday on Wednesday 10 December 2025** **to:**

*Jane Munn Email:* [*clerk@shenleychurchend-pc.gov.uk*](mailto:clerk@shenleychurchend-pc.gov.uk)

For postal submissions, please send in a sealed envelope clearly marked **“Tender submission Replacement Boiler OPCC”** to the address below:

Attn: Jane Munn

*Shenley Church End Parish Council*

*19a Shenley Road*

*Shenley Church End*

*Milton Keynes*

*MK5 6AB*

* 1. Late tenders will not be considered.

5.3 Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is your responsibility to ensure that your tender is delivered no later than the appointed time.

5.4 Following the selection of the preferred supplier SCEPC will notify all tenderers of its decision.

### Checklist of documents and information to be returned

6.1 You are required to return the following documents/information as part of your tender:

1. The information required within the Mechanical & Engineering Services Specification (section 5)
2. Completed Tender Summary
3. Estimated/indicative potential energy usage of the proposed system
4. Timescales for completion of the project, and availability to commence work based on the requirements set out in Section 4
5. Background information on the company to include as a minimum:

* Company details ‘Who you are’
* Confirmation that the company operates with ‘Fair pay practices’
* Main point of contact
* Distance of travel to site
* Relevant accreditations
* Ability to provide support after installation

(f) Copies of the insurance documents listed in section 10 of this ITT

(g) Contact details for a minimum of 2 referees that have had work completed in the last 12 months. Preferably these should be for work within a similar environment. Details should be provided on the Reference Contact Details form (Appendix 1)

(h) The completed and signed Statement of Non-Collusion (Appendix 2)

(i) The completed and signed Form of Tender (Appendix 3)

### Warnings/Disclaimers

7.1 Offering an inducement of any kind in relation to obtaining this or any other contract with SCEPC will disqualify your tender from being considered and may constitute a criminal offence.

7.2 You must not:

(a) Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders

(b) Try to obtain any information about anyone else’s tender or proposed tender before the time limit for delivery of tenders

(c) Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price

7.3 In the event the Tenderer has used AI to produce or to support the production of any part of their tender response, they must disclose this where requested in the Form of Tender (Appendix 3).

7.4 SCEPC reserve the right to undertake additional due diligence where AI has been used, to ensure they are satisfied the Tenderer has the appropriate capacity and capability to fulfil the requirements of the tender.

7.5 Receipt by the tenderer of this ITT does not imply the existence of a contract or commitment by or with SCEPC for any purpose and tenderers should note that this ITT may not result in the award of any business.

7.6 It is the responsibility of tenderers to obtain for themselves at their own expense all additional information necessary for the preparation of their response to this ITT. No claim of insufficient knowledge will be entertained.

7.7 The information contained in this ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue, but SCEPC will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of SCEPC.

7.8 SCEPC reserves the right to change any aspect of, or cease, the tender process at any time.

7.9 The Tenderer shall be responsible for ensuring their submission is complete. SCEPC shall be under no obligation to seek clarification after the submission of a tender and may, if appropriate mark down or exclude a tender if the submission is ambiguous or lacks clarity.

7.10 You will not be entitled to claim from SCEPC any costs or expenses which you may incur in preparing your tender whether your tender is successful or not and regardless of whether a contract is awarded.

7.11 Failure to comply with any of these conditions may disqualify your tender.

### Tender Validity

8.1 Your tender should remain open for acceptance of a period of 90 days from the last date for receipt of tenders.

### Format of Tender Proposal

9.1 Please provide all information requested in the Mechanical & Engineering Services Specification and within this ITT.

9.2 Please reply to all the questions even if you have previously provided this information.

### Evidence of Insurance

10.1 Please enclose documentary evidence to show that you have the following types of insurance cover. This should be a copy of the relevant in date policy.

* Employers Liability Cover
* Public Liability Insurance Cover
* Professional Indemnity Insurance

### Evaluation Criteria

11.1 Tenders will be evaluated in accordance with the scoring matrix (Appendix 4).

* 1. Any element of the matrix that results in a score of 0 will result in the tender being excluded from further consideration.
  2. The lowest price tender will receive the maximum score available for price. All other tenders will receive a proportionate score using the following formula: **(Lowest Tender Price/Tenderers Tender Price) X Maximum Tender Price**
  3. SCEPC is not bound in any way to accept any tender following the evaluation.

### Appendix 1 Reference Contact Details

Please provide at least 2 companies that can be contacted for reference information. These should be companies that you have worked with in the last 12 months and where possible should have been work undertaken in a similar environment or undertaken for local government.

|  |  |  |
| --- | --- | --- |
| **Company Name & Address** | **Contact Name, phone number & email address** | **Brief description of work undertaken** |
|  |  |  |
|  |  |  |
|  |  |  |

### Appendix 2 Statement of Non-Collusion

From: **Supplier name and address**

1. We recognise that the essence of competitive tendering is that SCEPC will receive a bona fide competitive tender from all persons tendering. We therefore certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.
2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this tender any of the following acts:
3. Communicate to any person other than SCEPC the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the tender.
4. Enter into any agreement or arrangement with any other person that they shall refrain for submitting a tender or as to the amount included in the tender.
5. Offer, pay, give or agree to pay or give any sum of money or inducement directly or indirectly to any person in relation to this tender.
6. In this certificate, the word “person” shall include any person, body or association corporate or unincorporated; and “any agreement or arrangement” includes any such information, formal or informal, whether legally binding or not.

Signature (duly authorised on behalf of the Tenderer)

Print name

Date

### Appendix 3 Form of Tender

From: **Supplier name and address**

1. Having considered the invitation to tender and all accompanying documents (including without limitation, the terms and conditions of contract and the Specification) we confirm that we are fully satisfied as to our experience and ability to deliver the goods/services in all respects in accordance with the requirements of this invitation to tender.
2. We hereby tender and undertake to provide and complete all the goods/services required to be performed in accordance with the terms and condition of contract and Specification for the amount set out in the Pricing Schedule.
3. We agree that any insertion by us to any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender.
4. We agree that this tender shall remain open to be accepted by SCEPC for 90 days from the last date for the receipt of tenders.
5. We understand that SCEPC is not bound to accept any tender it may receive.
6. We confirm that we **have/have not** used AI to produce or to support the production of any part of the tender response (please delete as applicable)
7. We confirm that all staff (whether employed or contracted) associated with the project will be paid a minimum of the National Living Wage.
8. We confirm that we operate ‘fair pay practices’ and that staff and contract pay is free from discrimination.

Signature (duly authorised on behalf of the Tenderer)

Print name

Date

### Appendix 4

**Tender Criteria**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Element** | **Weighting** |
| Price | Cost & Competitiveness | 40% |
| Technical | Experience & Qualifications | 20% |
| Service Delivery | Flexibility & Responsiveness | 15% |
| Quality | References, Past Performance | 15% |
| Social Value | Fair pay practices | 10% |

**Scoring Methodology**

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Description** | **Score** |
| Excellent | Exceeds the required standard  Response provides information with precision and relevance | 5 |
| Good | Meets the required standard  Response is detailed, comprehensive and relevant | 4 |
| Acceptable | Most aspects meet the required standard  The level of detail and relevance is acceptable | 3 |
| Limited | Fails to meet the standard in most aspects  Response is limited and does not provide a sufficient detail or relevance | 2 |
| Inadequate | Significantly fails to meet the standard  Inadequate detail and not relevant | 1 |
| Not Eligible | Does not meet the required standard  No detail provided  Information not relevant | 0 |