SOUTH HAMS DISTRICT COUNCIL

**Volume 3: Open Invitation to Tender (ITT)**

**Contract Name: Woolwell, Totnes, Dartington and South Brent play area renewals**

**Contract Reference No.: RQ/400**

**Deadline Date/Time: 26/11/2025 - 12:00**

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| **Version control** | | | |
| **Version number** | **Author** | **Date** | **Changes** |
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\*Add rows as required

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# **Section 1: Specification**

South Hams District Council is seeking to work with a play park provider for the design, supply and installation of play equipment at four Council owned play park sites:

* Rush Way, Totnes – replacement of toddler play equipment
* Gidley’s Meadow, Dartington – replacement of existing play equipment
* Woolwell Community Centre play area – additional equipment
* Crowder Meadow, South Brent – replacement of existing play equipment

Further to the bid deadline of 14th November, the final design should be agreed by 19th December following any refinement through dialogue with The Authority. Installation and handover are expected to be completed by the end of May 2026 at the latest.

Applicants should submit 2D plan layouts as a minimum for each site showing new equipment (with existing equipment and features for context) but are invited to supply 3D visuals where it may assist with illustrating the proposal.

Site information documents are attached for location and additional background about each site.

The total budget available for delivery of this project is £190,000.

**Rush Way**

The requirement for this site relates to the toddler play area which is outdated and in need of replacement. The location of the toddler play will be moved closer to the existing older children’s play area and will be fenced to discourage dogs. The existing toddler play equipment will require removal, with the creation of an entirely new toddler play area. The total budget for this site is £50,000 to include:

* Removal and disposal of existing toddler play equipment and surfacing
* Creation of a new toddler play area – in the vicinity to the existing older children’s play area
* New toddler play area to be fenced with two gates (propose timber post and rail with galvanised mesh or panels)
* Safety surfacing to comprise rubber safety matting where required
* Equipment material – preference for this site will be steel posts and frames rather than wood

The steer with respect to desirable equipment from the local consultation includes:

* Toddler swings – suggest a double set
* Age-appropriate climbing frame/multi-activity unit (to include slide)
* An interactive/creative/imaginative play station – e.g. a play kitchen/playhouse
* Musical/sensory play
* Seesaw
* Trampoline
* Inclusive spinner/roundabout

**Gidley’s Meadow**

The requirement for this site is a replacement of the existing out of date wooden equipment within a fenced area. The fencing can be retained however the fenced area can be extended if required to accommodate new equipment.

Beneath the existing equipment is rubber tile matting which will require replacement with an appropriate safety surface.

The total budget for this site is £30,000 to include:

* Removal and disposal of existing play equipment and surfacing
* Install new play equipment with rubber safety matting where required
* Retain existing fence, extend if required to accommodate equipment
* Safety surfacing to comprise rubber safety matting where required or other suitable surface to be agreed
* Equipment material – preference for this site will be steel posts and frames rather than wood (if it delivers better value for money, wooden proposals are acceptable here).

Equipment to be included:

* Swings for toddlers and older children
* A climbing frame/multi-activity unit (with slide) – for c.4-11yrs
* A spinner/bowl/roundabout

Within the consultation there was no clear steer on whether the play area should be focused on toddlers or primary school age children. The spread of responses was evenly balanced.

There is accordingly some flexibility in how to approach this play area. It is considered that the best approach is likely to be a climbing frame/multi-activity (with slide) as far as possible spanning c.4-11yrs, with a double/triple swing set with toddler and flat seat, and smaller pieces for toddlers – e.g. a spinning bowl and springer.

It is considered otherwise that if a pre-school climbing frame/multi-activity unit was installed then there would unlikely be sufficient interest from the play area for older children.

While there was local support for wooden equipment, it is considered that with a tight budget for this site, that steel posts and frames will be preferable for value for money.

**Woolwell Community Centre**

This is a neighbourhood recreation space, which includes existing play equipment for all ages. It is a well-used space, and equipment will need to be robust.

It is intended to retain the existing equipment and add additional items to further vary and enhance the offering with some focus on older children.

There is flexibility in terms of offering and locations, there are several spaces that might accommodate equipment adjacent to existing facilities. There is also some scope to be creative with the space on offer – for example, by removing the existing trampoline to reaccommodate a larger trampoline, and by removing the curved wall which may create space for some of these play items.

The total budget for this site is £80,000.

Based on feedback from local consultation, equipment that is consider essential:

* A zip-wire, to be located close to the existing play equipment, not within the wider open space (noting removal of the curved wall is welcome if necessary)
* A climbing frame/multi-activity unit (with slide). Comments include a desire for significant scale in terms of climbing and the slide, as well as monkey bars.
* A goalpost within the wider open space
* A bigger trampoline

Equipment that is considered desirable as far as budget can accommodate:

* Some form of spinning carousel/swing with button seats or overhead holds
* Multi-person spinners/roundabout
* A set of flat seat swings outside of the fenced toddler play area

All equipment to be fitted with rubber safety matting as required.

**Crowder Meadow, South Brent**

The requirement for this site is a replacement of the existing end of life equipment within a dilapidated fenced area.

Some existing boundary vegetation will be removed and crown lifted to open up the site, and the existing fencing will need require removal and replacement.

Beneath the existing equipment is rubber tile matting which will require replacement with an appropriate safety surface.

The total budget for this site is £30,000 to include:

* Removal and disposal of existing play equipment and surfacing
* Install new play equipment with rubber safety matting where required
* Remove existing fence, replace with new fence including two gates (propose timber post and rail fence with galvanised mesh or panels)
* Safety surfacing to comprise rubber safety matting where required or other suitable surface to be agreed

Equipment to be included:

* Swings for toddlers and older children
* A climbing frame/multi-activity unit (with slide) – for c.4-11yrs
* A spinner/bowl/roundabout

It is considered that this play area primarily should be aimed at c.4-11yrs with respect the climbing frame/multi-activity unit, with swings and ancillary items (e.g. spinner bowl) usable by toddlers. Applicants are welcome to include other equipment within the offering catering for toddlers as/if budget allows.

**General requirements**

* The requirement for these sites is for robust and durable equipment. It is considered that this is likely to be most appropriately delivered through steel framed equipment (with HPL/HDPE panels, etc as appropriate).
* If wooden equipment is proposed (this would only be acceptable at the Gidley’s Meadow site), it should be constructed from naturally resistant wood types e.g. Robinia. All wood should be sourced from forest with a certified replacement programme (FSC). Any timber structural items (e.g. timber posts within the ground) should have a minimum replacement period of 10 years. Main/structural posts will be expected to be kept out of the ground and this design approach should be detailed in the submission (e.g. steel footings), both to reduce potential for damage (e.g. from strimming) and from rot.
* The Authority is open to suggestions as to appropriate safety surfacing based on ground conditions, cost, ongoing maintenance and equipment design. The Authority is not prescriptive. It is considered likely that the most appropriate surface (factoring in cost) is likely to be rubber safety matting. In the case of Gidley’s Meadow and Crowder Meadow other options may need to be considered noting that there are existing rubber tiles and the subsurface is not known. If a wet pour overlay is undertaken at Gidley’s Meadow/Crowder Meadow, the approach to dealing with the edges will be required (with respect to how to avoid delamination of overlay over rubber tiles). Providers are recommended to make their own assessment and to propose the safety surfacing they consider most appropriate for the location and specific pieces of equipment.
* The design submitted with the bid is likely to require refinement based on consideration, and a dialogue with The Authority. The Authority reserve the right to request changes to equipment and surfacing and in consultation with the provider to arrive at a final and best design for the local community. This will be within the maximum total budget of £190,000 budget but may result in a lower contract price to be agreed prior to signing of contract.
* The equipment needs to be of good value and with low running costs and maintenance requirements, however, this should not result in a design which lacks imagination, or some level of risk and challenge.
* Applicants should provide detail of the maintenance schedule required for equipment and expected lifespan of equipment and surfacing. Include details of spare parts availability.
* The equipment must be robust enough to withstand heavy use and possible anti-social behaviour.
* Natural/innovative/creative/imaginative/stimulating/challenging play opportunities are welcomed, particularly where this does not compromise robust and low maintenance equipment.
* In addition to any specified accessible equipment, Applicants should consider accessible design and highlight where they have included equipment or features suitable for children with physical, sensory, or cognitive disabilities.
* Risk should not be designed out of the play areas – these play areas should not be sterile, instead allowing children to develop in an environment with a level of risk and challenge. The Authority does not however expect to be seeing numerous defects identified on the Post Installation Inspection Report which the provider seeks to dispute. The Authority will expect all defects on the Post Installation Inspection Report as well as any snagging identified at the completion meeting, to be properly addressed and will not accept handover until this is the case.
* A suitable warranty period will need to be provided, which will form part of the evaluation process. A 12-month defects liability period will be required from the date of handover.
* All equipment and surfacing must be constructed and installed to manufacturer’s instructions and current legislation i.e. BS EN 1176 and EN 1177.
* Submissions should take account of good play area design guidance (e.g. Play England’s *‘Design for Play’*).
* Any existing bins within which the play areas will be retained. The Authority will make their own arrangements for supply and installation of new seating and picnic benches within the play areas.

The Contractor must include all costs associated with the project within the maximum total project budget of £190,000 including:

* Design of play equipment and safety surfacing;
* Pre-commencement site meetings to agree logistics including access;
* Supply, Delivery and Installation of play equipment and safety surfacing in accordance with the final agreed design. To also include security fencing and welfare facilities during the works period;
* Removal and disposal of old play equipment and associated safety surfacing and fencing (if/where specified);
* All vehicle grass tracking matting, and subsequent grass reinstatement as appropriate (likely to include levelling and grass reseeding). Notwithstanding some damage is to be expected to surrounding grass areas assuming some wet weather during construction, the site is expected to be left in as good a state as possible to include levelling, seeding and rolling. If weather conditions are not conducive to reinstatement at site completion, the Applicant will arrange for this remediation during the first appropriate weather window. Failure to properly reinstate the sites will result in the Council holding back 2.5% of the 5% retainer until satisfactorily resolved;
* Post Installation Inspection Report undertaken by an independent inspector (i.e. not part of the contractor’s company). Any A and B rated items/defects must be resolved to the Authorities satisfaction, and the Authority will not entertain attempts from providers to argue that they know better than the safety inspectors;
* Project management (including compliance with relevant legislation including, but not limited to, CDM Regulations and relevant Health, Safety and Environmental legislation and provision of all management information and final handover documentation)

# **Section 2: Background**

## **Section 2a: Introduction to the Authority**

South Hams District Council is a Local Authority in Devon, England. It is responsible for delivering a wide range of public services to residents across a largely rural and coastal area. The Council focuses on maintaining high-quality services such as waste collection, planning, housing, and environmental protection. It places strong emphasis on sustainability, community empowerment, and digital inclusion, aiming to support both economic growth and environmental stewardship.

**Section 2b: Contract Period**

The period for this contract will be of 5 months.

**Section 2c: Lots**

This Contract is not being divided into Lots. This is because it is not practical due to the nature of the Contract.

**Section 2d: Procurement Timetable**

|  |  |
| --- | --- |
| **Procurement Stage** | **Date** |
| **Tender Notice and Tender Documents, including ITT, Published** | 03/10/2025 |
| **Pre Tender Submission Clarification Deadline** | 07/11/2025 |
| **Site Visit request deadline** | 27/10/2025 |
| **ITT Deadline** | 26/11/2025 |
| **Evaluation of Tenders against Award Criteria (Start)** | 01/12/2025 |
| **Evaluation of Tenders against Award Criteria (End)** | 08/12/2025 |
| **Contract Award Letters and Assessment Summaries Issued** | 08/12/2025 |
| **Contract Award Notice Published** | 22/12/2025 |
| **Standstill Begins** | 22/12/2025 |
| **Standstill Ends** | 02/01/2026 |
| **Contract Details Notice** | 05/01/2026 |
| **Council Approval** | N/A |
| **Supplier Planning Meeting** | N/A |
| **Contract Start Date** | 05/01/2026 |

SHDC reserves the right to change the above timetable, and tenderers will be notified accordingly where there is a change in the timetable.

**Section 2e: Authority Representatives**

**Procurement Representative**

Ollie Rees

Procurement Support Officer

E: [ollie.rees@swdevon.gov.uk](mailto:ollie.rees@swdevon.gov.uk)

T: 01803 861503

**Council Representative**

Rob Sekula

Principal Natural Resources & Greenspaces Officer

E: [rob.sekula@swdevon.gov.uk](mailto:rob.sekula@swdevon.gov.uk)

## **Section 2f: Site Visits**

The locations of the sites are shown in the Figures in the Additional Sources of Information. The Contractor is to propose their access and working area requirements for each site and agree these with the Project Manager prior to commencement of the works. The Contractor must confine their operations to the agreed working areas.

The Contractor must ensure that access for emergency services is maintained at all times.

## **Section 2g: Post-Clarification Meeting**

The Council reserves the right to hold post-tender clarification meetings if required. These meetings are not scored; however they can be used to clarify method statement scoring. If meetings are required, they will take place during the evaluation period. Further details will be provided via the ProActis Portal

## **Section 2h: TUPE**

*N/A*

# **Section 3: Procurement Procedure**

## **Section 3a Procurement Procedure**

The Council is inviting expressions of interest and Bids from Applicants in response to the Notice published on the Central Digital Platform (CDP) under the identification number RQ/400 dated 3rd October 2025. This Procurement is being undertaken following the Open Procedure as outlined within section 20(2)(a) of the Procurement Act 2023 and implemented in the Procurement Regulations 2024 (SI2024/692).

## **Section 3b: Conditions of Participation**

The Council will use a Selection process to test Applicants’ previous experience, existing capacity, compliance with relevant legislation and their ability to demonstrate that there are no formal grounds for exclusion.

The Questionnaire used for selection can be found in Volume 2 Procurement Specific Questionnaire.

Applicants must pre-register on the central digital platform (CDP) also known as Find a Tender Service in order to completed the Procurement Specific Questionnaire.

The Applicant’s response will be evaluated in accordance with the scoring methodology set out in section 3c below.

Applicants will need to satisfy the requirements of Stage One in order for their Stage Two response to be evaluated.

Applicants must pre-register on the central digital platform (CDP) also known as Find a Tender Service in order to completed the Procurement Specific Questionnaire.

Bid Submissions which successfully pass the Stage 1 Selection assessment will be subject to detailed evaluation in accordance with the evaluation criteria and weightings.

Each stage of the evaluation process will be undertaken consecutively, and only those Bidders who achieve any minimum stated requirements for each stage of the process will be evaluated under the next stage.

**Section 3c: Award Criteria**

**Pass/Fail Criteria**

Evaluation criteria assessed on a pass/fail basis are those where either meeting the requirement is essential to an Applicant’s ability to deliver the Contract, or it is a prerequisite for the Authority to assess the commercial viability of an Applicant’s bid. They will usually relate to questions where a Yes or No response can be provided. The ability to meet the requirement will achieve a Pass and the Applicant will achieve a Fail where they are unable to meet the requirement.

Where an Applicant fails one or more Pass/Fail criteria they may be deselected from participating further in the process and will be notified accordingly.

The criteria will also set out how the Applicant should evidence their ability to meet the requirement, this will be either:

* within their response to the mandatory criteria itself; or
* during due diligence prior to contract award.

If the Applicant is not able to subsequently evidence the ability to meet the requirement, the response will be considered to be a fail and the Applicant will be deselected from participating further in the process and will be notified accordingly.

**Quality – Zero to Five Scoring**

Each question is subject to a percentage weighting, with the sum weighting of all questions totalling 85%. Weightings associated with each of the criteria can be found below alongside any minimum score requirements for **each** question.

Evaluation criteria assessed on a scoring basis will be evaluated using the zero to five scoring system in the table on the next page.

The scoring system is based on the degree to which the Applicant satisfies the requirement and provides sufficient evidence to support their response.

The Council’s usual approach to the evaluation of Tenders is for each Panel member to undertake an independent assessment of bids. The Panel will then come together in a Moderation Meeting, where a consensus score will be agreed.

|  |  |
| --- | --- |
| Score | Definition |
| Score 5 – Excellent | Excellent demonstration by the Applicant of the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the core requirements and most or all of the additional requirements, with evidence to support the response. Response identifies significant added value and/or innovation. |
| Score 4 | Good demonstration by the Applicant of the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the core requirements and some or most of the additional requirements, with evidence to support the response. Response identifies potential added value. |
| Score 3 | Satisfactory demonstration by the Applicant of the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the core requirements, with sufficient evidence to support the response. |
| Score 2 | Demonstration by the Applicant of the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the majority of the core requirements and/or limited evidence to support the response. |
| Score 1 | Poor demonstration by the Applicant of the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the core requirements, with little or no evidence to support the response. |
| Score 0 – Unacceptable | Does not comply and/or unacceptable demonstration by the Applicant of the ability, understanding, experience, skills, resource & quality measures required to deliver the core requirements, with little or no evidence to support the response. |

**Quality Weightings**

|  |  |
| --- | --- |
| Quality Question | Weighting |
| Design of play area | 55% |
| Robustness, maintenance and warranties | 15% |
| Project management, delivery team, and project delivery plan | 10% |
| Social value | 5% |
| **Total Quality** | **85%** |

**Example Quality Score Sheet**

The following example is based on a quality score of 30%

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Supplier | Question 1 | | | Question 2 | | |  |
|  | Weighting | Score | Weighted Score | Weighting | Score | Weighted Score | Total Weighted Score |
| A | 15% | 5 | 15% | 15% | 5 | 15% | 30% |
| B | 15% | 2 | 6% | 15% | 3 | 9% | 15% |
| C | 15% | 1 | 3% | 15% | 2 | 6% | 9% |

## **Section 3c: Price**

Price shall be evaluated using the following scoring methodology:

|  |
| --- |
| **Scoring System** |
| Lowest price tendered from all Bids receives maximum % score (15%).  Other Applicants’ prices are scored in accordance with the following equation:  % Score = Lowest Bid price    x  15                  Applicant’s Bid price |

**Example Price Score Sheet**

The following example is based on a price score of 70%

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier |  | | |
|  | Weighting | Price | Weighted Score |
| A | 70% | £100,000 | 70.00% |
| B | 70% | £125,000 | 56.00% |
| C | 70% | £115,000 | 60.86% |

# **Section 4: Quality Questions**

Please refer to the Volume 1: Instructions and Information document for the scoring criteria relating to this project.

|  |  |  |
| --- | --- | --- |
| Q | Please submit a design of the proposed play equipment and surfacing and explain how your proposed designs and chosen product ranges:   1. Makes best use of available space and responds to the site characteristics; 2. Provides a wide range of play experiences (e.g. climbing, swinging, sliding etc) where children of the specified age range can play in different ways; 3. Responds to the specification and consultation; 4. Builds in opportunities to experience risk and challenge where children can stretch and challenge themselves in every way. | Weighting |
|  | Minimum Requirements: | 55% |
| Response: | | |
| Q | Please provide the specifications and warranties for the proposed play equipment and surfacing that have been selected and explain:   1. Why it will need limited ongoing maintenance; 2. Why the warranty period is considered suitable; 3. How the choice of material meets the specific requirements of the site. 4. How the contractor makes efforts to limit the climate impact of its operation. 5. The approach available to the Authority if future repair/replacement of parts is required. | Weighting |
|  | Minimum Requirements: All equipment and surfacing must meet current legislation i.e. BS EN 1176 and EN 1177. Any timber structural items should have a minimum replacement period of 10 years, with any timber posts kept out of the ground (e.g. on steel footings) with the Contractors approach to footings to post footings to be detailed. | 15% |
| Response: | | |
| Q | Set out your proposals for the project team (including any sub-contractors) that will be involved in the delivery of this Contract. And please provide a Plan for the delivery of the project including a Gantt chart. The Plan should include but not be limited to:   1. Lead-in times; 2. Installation periods;   c) Date for final inspections; and  Proposals for provision of management information including method statements and risk assessments to the Authority. | Weighting |
|  | Minimum Requirements: | 10% |
| Response: | | |
| Q | Please demonstrate how you reflect values of sustainability in your company and approach to projects. This may include materials, transport or sourcing. Recycled materials should be used where possible and the carbon footprint minimised during installation – please reference any such measures within your proposal. | Weighting |
|  | Minimum Requirements: | 5% |
| Response: | | |

# **Section 5: Pricing Schedule**

All prices shall be stated in pounds sterling and exclusive of VAT.

If there is no charge for an item, please state ‘None’.

Costs and rates will be fixed for the duration of the contract.

The price should remain valid for 90 days.

|  |  |  |  |
| --- | --- | --- | --- |
| **Woolwell, Totnes, Dartington and South Brent play park renewal** | | | |
| **Activity Number** | **Sub Activity** | **Description** | **Cost (£)** |
| **1.0** | **Preliminaries** | |  |
|  | 1.1 | Consultation and design post tender |  |
| **2.0** | **Project Management** | |  |
|  | 2.1 | Project Management/H&S/CDM Compliance |  |
| **3.0** | **Site works** | |  |
|  | 3.1 | Mobilisation and site establishment |  |
|  | 3.2 | Provision of site facilities and staff for duration of contract |  |
|  | 3.3 | Removal of existing equipment and surfacing |  |
|  | 3.4 | Groundworks and Construction |  |
|  | 3.5 | Play area equipment |  |
|  | 3.6 | Safety surfacing |  |
|  | 3.7 | Ancillary items (gate) |  |
| **4.0** | **Post installation** | | |
|  | 4.1 | Post Installation Inspection Report |  |
| **5.0** | **Any other items** | | |
|  |  |  |  |
|  | | | |
| **Total (excl VAT)** | | |  |

**Pricing Schedule Declaration**

I/We offer to supply the goods or services as per the pricing schedule above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

|  |  |
| --- | --- |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of:  *(State official position, i.e. Director, Manager, etc.)* | |
| Organisation name and postal address: | |
| Telephone No: | Email: |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).* | |

# **Section 6: Certificate of non-collusion and non-canvassing**

# Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any minister, official, representative or adviser of the Authority in connection with this Procurement and the proposed award of the contract by the Authority, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act. I/we agree that the Authority may, in consideration of our tender, and in any subsequent actions, rely on the statements made in this certificate.

I/we further hereby undertake that I/we will not canvass any minister, official, representative or adviser of the Authority in connection with the Procurement and/or award of the contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

# Statement of non-collusion

The Authority must receive bona fide competitive tenders from all Suppliers.

In recognition of this requirement, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer or the price in accordance with any agreement or arrangement with any other person (except any Associated Supplier identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time during the Procurement or, in the event of my/our final tender being successful, during the term of the contract, any of the following acts:

1. communicate to any person, other than the Authority, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence was essential to obtain insurance premium quotations required for its preparation

2. enter into any agreement or agreements with any other person that they shall refrain from participating in the tendering process carried out by the Authority or as to the amount of any offer submitted by them during the course of this process

3. cause or induce any person to enter into such an agreement as is mentioned in paragraph 2 above or to inform us of the amount or the approximate amount of any other tender for the contract

4. commit any offence under the Bribery Act 2010

5. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other tender or proposed tender for the performance of the contract

In this certificate, the word ’person’ includes any person, body or association, corporate or incorporate and ‘agreement’ includes any arrangement whether formal or informal and whether legally binding or not.

I/we agree that the Authority may, in its consideration of the tender and in any subsequent actions, rely on the statements made in this Certificate.

|  |  |
| --- | --- |
| **Signature** |  |

|  |  |
| --- | --- |
| **Name (print)** |  |

|  |  |
| --- | --- |
| **Position** |  |

|  |  |
| --- | --- |
| **Supplier name** |  |

|  |  |
| --- | --- |
| **Date** |  |

# **Section 7: Commercially sensitive information**

This appendix should be read in conjunction with the relevant paragraphs relating to freedom of information (FOIA) and environmental information (EIR) in the Procurement terms and conditions.

I declare that I wish the following information to be designated as commercially sensitive:

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under FOIA and EIR is:

|  |
| --- |
|  |

The period of time for which it is considered this information should be exempt is:

|  |
| --- |
|  |

Supplier to amend as appropriate [until award of contract OR during the period of the contract OR for a period of [number] years until [month], [year]].

|  |
| --- |
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|  |  |
| --- | --- |
| **Signature** |  |

|  |  |
| --- | --- |
| **Name (print)** |  |

|  |  |
| --- | --- |
| **Position** |  |

|  |  |
| --- | --- |
| **Supplier name** |  |

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