



STONHAM PARVA PARISH COUNCIL



Invitation to Tender

For The Construction Of Gantry Sign

**At Land Adjacent to The Magpie Public House, Norwich Road, Stonham Parva,
IP14 5JY**

Welcome to the Invitation to Tender (ITT) instructions and information document for Gantry Sign Construction Contract. Part A contains all the information you need to submit a compliant completed tender. Part B is a response document which needs to be completed and returned by the deadline set in Part A.

Please read the instructions and information carefully and clarify anything about which you are unsure.

ITT PART A

1) Overview of the tender

The Opportunity

Thank you for your interest in the Gantry Sign construction project for Stonham Parva Parish Council (the council). The project description is the construction of a wooden gibbet to hold the Magpie Public House sign to also include ground works. The location of this is land adjacent to The Magpie Public House, Norwich Road, Stonham Parva, IP14 5JY.

This Invitation to Tender document (ITT) is being made available to all prospective tenderers. The ITT and further information should provide the background information necessary to submit a bid. All tenders should be submitted exclusive of VAT.

Planning Permission has been granted by Mid Suffolk District Council (MSDC) under reference DC/25/00340. Listed Building Consent has also been granted by MSDC under reference DC/24/05358. The Magpie sign must adhere to heritage criteria which can be found within the planning documents.

The Portfolio

The council owns the Magpie Sign and will also own the gantry (once constructed). The land on which the gantry sits is owned by Suffolk County Council and permission has been obtained to construct a new gantry.

The gantry has been a feature of the Magpie Inn for over 250 years and this is one of only three similar arch signs in the country.

The previous gantry was hit by a high sided vehicle in July 2022 (having also been hit in 2002 and reinstated in 2004) and was removed for safety reasons.

Figure 1 overleaf shows the location of Stonham Parva/Little Stonham within Suffolk, Figure 2 shows the boundary line of Stonham Parva/Little Stonham and figure 3 shows the area of land where the gantry is situated.

Figure 1



Figure 2



Figure 3



Contract Details

The Council is looking to procure a main contractor to undertake all elements of the construction of the gantry and associated works and it is expected to begin in early 2026.

It is important you read and understand all the information in this document. In addition, key bidding assumptions that should be taken into account when preparing your submission.

Stonham Parva Parish Council will liaise with Highways Licensing team including the payment of any licences required. (Traffic Management requests and payments must be dealt with by the contractor)

Funding

The council has some reserves to cover the cost of this project; however, it is not sufficient to fund the entire project. External funding is therefore being sought.

2) Award & Evaluation Criteria

The award of the contract will be based on:

- Tenderers meeting a series of mandatory pass/fail requirements.
- A Most Economically Advantageous evaluation of Tenderers' submissions

The mandatory pass/fail questions cover the following areas:

- Insurance – the council's minimum requirements are £10 million for Employer's Liability and £10 million for Public Liability.
- Financial viability – as a guide, for Financial Viability, the Council will consider the following areas:
 - **Level of Turnover:** typically, the Council would require a Tenderer to demonstrate that the annual value of the contract is no more than 50% of their current turnover.
 - **Profitability:** the Council expects Tenderers to be able to demonstrate profitability
 - **Liquidity:** the Council expects the Current Net Assets of Tenderers to be positive. If this is not the case, they would expect a statement of funding.

- **Cash or equivalent levels:** the Council may go into greater detail about liquidity to consider debtor levels
- **Solvency:** the Council considers the overall asset value. If the liquidity test has been passed this usually would not be an issue; however, long-term debt levels being high, for example, may be a concern for them
- **Non-numerical factors:** the Council may assess details of director changes, new products/markets, etc.
- Mandatory declaration form

Evaluation will be based upon receipt of itemised tendered prices to reflect the costs associated with each of the main generic elements of the project to include (but not exclusively):

- Supply and installation of the foundations in accordance with the drawings
- Supply and installation of traffic management system
- Site setup for welfare and survey.
- Undertake scanning and marking of existing site utilities on either side of the roadway.
- Supply and treatment of the timber post and cross member to meet heritage criteria
- Receive free issue and paint the magpie sign and associated brackets and hanging sign.
- Communicate and liaise with highways to agree a traffic management plan and determine the suitable day for closing the A140.
- Manage and undertake the A140 closure along with approved signage that meets the traffic management plan
- Installation of the wooden posts and crossmember. Cross member to be undertaken in a manner which will allow for future removal by others for large road vehicle movements.
- Installation of the magpie sign onto the cross member central to the carriageway.
- Methodology and risk assessment for erection of timber and sign to be issued prior to any works being undertaken.

Scoring

Tender assessment criteria will include the following elements:-

- Price
- Prior experience of similar scale projects
- Achievement of a recognised quality mark status (e.g. Construction Line)
- References
- Corporate Environmental policies and performance
- Corporate Employment policies & practices (CDM, Health & Safety; Diversity & Equality)

The evaluation scores will be based on the answers provided to the questions in Part B. Each of the questions will be scored up to five points. The scoring matrix is provided below.

5 EXCELLENT – the response exceeds the requirements of all the subject areas

4 GOOD – the response provides detailed information and clearly indicates a full understanding of the subject areas

3 AVERAGE – Demonstration by the Economic operator of the relevant ability, understanding, experience, skills, resource & quality measures needed to meet this requirement, with evidence to support the response.

2 FAIR – the response provides sufficient information on the subject areas

1 POOR – the response provides limited information on the subject areas

0 VERY POOR – A lack of information provided.

Timetable

Stage	Date
Invitation to Tender Issued	17 th November 2025
Deadline for clarification questions	1 st December 2025
ITT submission deadline	23 rd December 2025
ITT evaluation and clarification	January 2026
Notification of outcome and Standstill period	20 th January 2026 – 2 nd February 2026
Contract Award	3 rd February 2026
Start of Contract	Spring 2026

3) How to submit a tender

All communications and bids must be managed through the Parish Clerk. Any communication outside of those appointed, without express permission of the Council, will be immediately rejected in accordance with the Council's contract regulations.

If there is any confusion about the opportunity, please seek clarification. Unless identified as a commercially sensitive question responses to questions will be published to all tenderers. The Council will provide a written list of responses to clarification questions at throughout the tender phase.

To submit any clarification queries and the tender itself, please email parishclerk@stonhamparvapc.org.uk. All correspondence must be via email in the first instance.

After reading through this document please look at the Part B response document. Make sure you complete all mandatory fields and that you sign the form at the end, with an electronic or handwritten signature. When completing your tender:

Please ensure that:

- Your tender is fully completed
- You submit on time or before the deadline
- Your submission is in Microsoft Word or PDF and any spreadsheets are in Microsoft Excel (not PDF)

Please do not:

- Attach any additional documents unless specifically requested to do so
- Make any alterations or additions to the Form of Tender
- Discuss the tender that you intend to make with anyone other than professional advisors that may need to be consulted
- Embed any links in your submission. These will not be viewed or evaluated.

Site Visits

In preparing their submissions, Tenderers are encouraged to visit the site. Any visit should be booked in advance by sending a message to the Council via the email address above. Any site visits without a member of the Council present may provide the wrong impression to you.

Tenderer Clarifications

Tenderers can submit written requests for clarification about the requirements or the process of this procurement. Clarification requests are to be submitted via the email address above. No requests for clarifications will be accepted after the closing date for receipt of requests as set out in the timetable above.

In order to ensure equality of treatment of Tenderers, the Council will publish the questions and clarifications raised by Tenderers together with the Council's responses (but not the source of the questions) to all participants on a regular basis. This will be by way of a clarification log.

Tenderers should indicate if a query is of a commercially sensitive nature, i.e. where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if the Council at its sole discretion does not either consider the query to be of a commercially confidential nature or one which all Tenderers would potentially benefit from seeing both the query and Council's response, the Council will:

- invite the Tenderer submitting the query to either declassify the query and allow it along with the Council's response to be circulated to all Tenderers
- request the Tenderer, if it still considers the query to be of a commercially confidential nature, to withdraw the query.

The Council reserves the right not to respond to a request for clarification or circulate such a request where it considers that the answer to that request would or would be likely to prejudice its interests.

4) Terms and conditions of tendering

- For this tender, the purchasing and contracting body will be: Stonham Parva Parish Council.
- All compliant tenders will be evaluated and scored by a panel consisting of the Parish Clerk and Parish Councillors. The successful Tenderer will be the one with the highest aggregate score across all elements of the evaluation. If there are two or more Tenderers with the same highest aggregate score, then the deciding criterion will be the lowest tender value.
- Tenderers will be notified at the same time and as soon as possible by the Council of the results of the evaluation. The Council will debrief unsuccessful tenderers (via letter) about the characteristics and advantages of the winning tender.
- The Council will not reimburse any tender costs.
- Tenderers must satisfy themselves as to the accuracy of the information provided in this document and no responsibility is accepted by the Council for any loss or damage of whatever kind and howsoever caused arising from the use of this information.
- In the event that a contract is awarded based upon false information supplied by the Tenderer, the Council will proceed to seek any available remedies/damages.
- The Tenderer must ensure it has full power and authority to enter into the contract and will perform the obligations of the contract.
- The Council is not bound to accept the lowest tender, nor indeed any tender.
- The Tenderer must be of sound financial standing and be operationally capable of performing the obligations of the contract.
- Where there appears to be an error in a submission, or where the tender reveals errors which could affect the total then the Council may give the Tenderer an opportunity to correct or withdraw their offer.
- If the Council considers a cover price has been submitted, the tender will be rejected and the Competition and Markets Authority may be informed.
- Work undertaken without written notification of an award of contract by the Council and prior to an agreed commencement date is done entirely at the contractor's risk.
- The Council reserves the right to use a third-party credit checking agency to support and evidence the financial information requested in this document.
- The Council reserves the right to ask for further information at any time during the procurement process.
- Failure to fully complete all fields in the Part B response document will make your tender non-compliant and it will not continue in the procurement process.
- Should you be the winning Tenderer you will be required to provide proof of documents such as insurance certificates and any other documents requested by the Council.
- Please note that current drawings are attached / appended for general information purposes noting that ongoing detailed design may result in changes being implemented prior to tender issue.

ITT PART B

1) Cover Form for Tender Return

To: *Parish Clerk, Stonham Parva Parish Council*

Date: *[Tenderer to insert date]*

From: *[Tenderer to insert name of organisation submitting Tender]*

FOR THE PROVISION OF: Construction of a gantry sign

Having examined the Invitation to Tender and all other schedules, and being fully satisfied in all respects with the requirements of the ITT (including the Conditions of Tender). I/We hereby offer to provide construction of the pavilion as specified in this Tender Response in accordance with the provisions of the Agreement. If this offer is accepted I/we will execute documents in the form of the Agreement within 30 days of being called upon to do so.

In compliance with your requirements as set out in this ITT I have which I confirm I have read, fully understand, completed and enclosed all of the required documents.

This Tender shall remain open for acceptance by the authority for a period of days.

I warrant that I have all the requisite corporate authority to sign this Tender and confirm that I have complied with all the requirements set out in the ITT and all information is accurate and correct.

The total tender from this company is £ plus VAT.

The earliest potential start date is and I/we estimate the construction would take approximatelyweeks to complete.

Signed for and on behalf of the above named Tenderer:	
Print name:	
Signature:	
Position:	
Date:	

2) Mandatory Questionnaire to be Returned with Tender Submission

Question number	Question	Response
1.1	Full name of potential operator partner	
1.2	Registered office address	
1.3	Website address	
1.4	Trading status	
1.5	Date of registration in country of origin	
1.6	Charity registration number (if applicable)	
1.7	Registered VAT number (if applicable)	
1.8	Trading name if different to 1.1	
1.9	Are you a small, medium or micro enterprise (SME)?	Yes ☐ No ☐
1.10	Are you proposing to use sub-contractors?	Yes ☐ No ☐
2.1	Are you able to provide a copy of your audited accounts for the past two years? If no, can you send a copy of a statement of turnover, profit or loss, balance sheet/statement of financial position for the most year two years of trading?	Yes ☐ No ☐ Yes ☐ No ☐
2.2	Are you able to demonstrate that you have a health & safety policy?	Yes ☐ No ☐
2.3	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Public Liability Insurance = £10m Professional Indemnity Insurance = £10m Contractors 'All risks' insurance - £10m *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.	Yes ☐ No ☐
3.1	Please provide details of company experience of at least three similar projects completed within the past three years, in terms of size and nature. Client testimonials would be gratefully received.	
3.2	Please provide a high-level programme for a scheme of this size and nature.	

3) Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection.

Question number	Question	Response
2.1(a)	Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed.	
	Participation in a criminal organisation.	Yes ☐ No ☐ If Yes please provide details at 2.1(b)
	Corruption.	Yes ☐ No ☐ If Yes please provide details at 2.1(b)
	Fraud.	Yes ☐ No ☐ If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes ☐ No ☐ If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes ☐ No ☐ If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes ☐ No ☐ If Yes please provide details at 2.1(b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)	Yes ☐ No ☐
2.3(a)	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of	Yes ☐ No ☐

	obligations related to the payment of tax or social security contributions?	
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	
3.1	Regulation 57 (8) Please indicate if, within the past three years you, your organisation or any other person who has powers of representation, decision or control in the organisation, the following situations have applied:	
	Breach of any environmental law?	Yes ☐ No ☐ If Yes please provide details at 3.2
	Breach of social obligations?	Yes ☐ No ☐ If Yes please provide details at 3.2
	Breach of labour law obligations?	Yes ☐ No ☐ If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, detail what law was broken and explain measures that have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

4) Tender Schedule

Section of works	Description of Works to be Carried Out	Price £ <i>Excluding VAT</i>
	Preliminaries	
Project Management	Project management and liaison	
Site preparation	Site survey, site clearance, set up	
Traffic management	- Communicate and liaise with highways to agree a traffic management plan and determine the suitable day for closing the A140. - Manage and undertake the A140 closure along with approved signage that meets the traffic management plan	
Supply and Installation	- Supply and installation of the foundations - Supply of timber post and cross member to meet heritage criteria. - Installation and treatment of timber post and cross member - cross member to be undertaken in a manner which will allow for future removal by others for large road vehicle movements. - Receive and paint magpie sign and associated hanging sign. - Installation of sign.	
Other	Please use this section to add any additional costs which might have been missed, showing on drawings or schedules but not clearly listed in this pricing document or to be included by Tenderer.	
Total excluding VAT		
VAT		
Total including VAT		

GANTRY SIGN DESIGN PACK

1) Site Location Plan





