



Walmer Beach Outdoor Gym & Safety Surface

Invitation to Quote (ITQ) Instruction Document

20th November 2025

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SECTION 1 - BACKGROUND & INSTRUCTIONS

1.1 INTRODUCTION

- 1.1.1 Walmer Town Council (“the Council”) wishes to select and appoint a suitable contractor for the Design & Installation of an Outdoor Gym and Safety Surface on Walmer beach and invites prospective contractors to submit a quotation to meet the Council’s requirements.
- 1.1.2 The specific requirements for the above are detailed in the Specification at **APPENDIX A**. It should be noted that by submitting a quotation, you confirm that you understand and can meet these requirements.
- 1.1.3 Bidders are to provide a written quotation (excluding VAT) as set out in the Specification.
- 1.1.4 The following documents are required within your quotation return:
- A graphic illustration of the design and layout (size A4 preferred), a 2D technical plan with dimensions included and specification document(s) for all items including the safety surfacing construction and base design.
 - The fully completed ITQ Response document, including a detailed design statement showing evidence that the specification (Appendix A) has been addressed.
 - A detailed quotation sheet – to include an itemised breakdown of each unit cost, installation and surfacing. The total costs should be carried forward to the Pricing Schedule at Section 3 of the ITQ Response Document.
 - A proposed programme of works/schedule.
 - A proposed maintenance schedule for equipment incorporated within the design.
- 1.1.5 The Contract is anticipated to commence at the earliest 13th April 2026 and will continue for a mutually agreed period of weeks unless terminated in accordance with the conditions of the contract.
- 1.1.6 The Council reserves the right to amend the programme/timeline in agreement with the successful contractor if applicable.

1.2 ITQ TIMETABLE

- 1.2.1 The key dates for this procurement are outlined in the timetable below. Please note this timetable is indicative only. The Council reserves the right to change it at its discretion.

Date	Activity
20 th November 2025	ITQ Contract Notice published & all documents available electronically.
20 th November – 17 th December 2025	Site visits are independent, and we recommend bidders visit the beach location as detailed in the Specification prior to the Clarifications Closing Date.
18 th December 2025 Midday	Clarifications Closing Date & Time.
12 th January 2026 17.00 hours	Quotation Return Date & Time.
23 rd January 2026	Evaluation Complete.
4 th February 2026	Town Council Meeting.
5 th February 2026	Successful/Unsuccessful Notifications.
27 th February 2026	Contract/Agreement signed.
13 th April 2026	Earliest Date On Site Installation commences (tba).

1.3 INSTRUCTIONS

- 1.3.1 **General** – Prospective contractors should read these instructions carefully before completing the **INVITATION TO QUOTE RESPONSE DOCUMENT**. It is the prospective contractor's responsibility to ensure that the document is fully completed, with the requisite supporting information. Failure to comply with these requirements may result in the rejection of their quotation.
- 1.3.2 **Return of Quotations** – Prospective contractors are required to complete and return the **INVITATION TO QUOTE RESPONSE DOCUMENT** available via www.find-tender-service.gov.uk by the closing date as referenced in 1.2.1. No quotation received after the time and date specified shall be considered unless agreed by the Council's authorised officer in exceptional circumstances.

Submissions should be clearly marked “Walmer Beach Outdoor Gym & Safety Surface Quote Document – CONFIDENTIAL” and sent by post to:

The Clerk
Walmer Town Council
62 The Strand
Walmer
Kent
CT14 7DP

- 1.3.3 **Quotation Validity** - Quotations shall remain open for acceptance for 90 days from the Quotation Return Date.
- 1.3.4 **Amendments to the ITQ** - At any time prior to the deadline for receipt, the Council may amend the ITQ document(s). Any such amendment will be notified to all prospective contractors and where considered necessary, the Council may extend (at its discretion) the Quotation Return Date.
- 1.3.5 **Economic Standing and Insurances** – Prospective contractors must confirm information in this regard as requested within the Invitation to Quote Response Document. Prospective contractors are not required to submit copies of audited accounts, insurances certificates or company policies with your quotation. However, these may be requested prior to progressing any award of contract/ entering into contract, if you are successful.
- 1.3.6 **Modification & Withdrawal** – Prospective contractors may modify or withdraw their Quotation via the www.find-tender.service.gov.uk website at any time prior to the deadline for receipt.
- 1.3.7 **Site Visits** – Where site visits are scheduled within the quotation timetable, it is the prospective contractor’s responsibility to take the opportunity and that any arising clarifications are sought within the given period for clarification and ahead of the Clarification Closing Date.
- 1.3.8 **Councils Right to Reject or Not to Award** - The Council reserves the right to reject any Quotation and/or to abort the ITQ process at any time and/or not to award the contract to any prospective contractor without incurring any liability to the affected contractors.
- 1.3.9 **Contractors Queries** – All enquiries in relation to this ITQ should be conducted through an email to admin@walmercouncil.co.uk. The Council will endeavour to answer all requests as quickly as possible, and before the Clarification Closing Date when practicable.
- 1.3.10 **Confidentiality** - All information supplied in connection with this ITQ shall be regarded as confidential and by submitting a Quotation, a prospective contractor agrees to be bound by the obligation to preserve the confidentiality of all such information.
- 1.3.11 **Freedom of Information** – The Council is subject to the provisions of the Freedom of Information Act 2000 and may therefore be required to provide information when requested under the said Act. Prospective contractors should be aware of this obligation and must specify in their quotation response if there is any information they

require to remain confidential or they deem to be commercially sensitive. This will be honoured if authorised by the Act.

- 1.3.12 **Publicity** – No publicity regarding the provision of the goods/services or works or the award of any Contract will be permitted unless and until the Council has given express written consent to the relevant communication.
- 1.3.13 **Transparency** -The Council must comply with transparency obligations imposed upon it as regards publication of information relevant to this procurement process and any contract(s) resulting therefrom.
- 1.3.14 **Data Protection** - The Council processes personal information in accordance with Data Protection Legislation namely the General Data Protection Regulations (*Regulation (EU) 2016/679*), the Law Enforcement Directive (*Directive (EU) 2016/680*), any applicable national implementing Laws as amended from time to time; the Data Protection Act 2018 to the extent that it relates to processing of personal data and privacy; all applicable Law about the processing of personal data and privacy. This includes information provided by third parties as part of a procurement exercise. To find out how personal information is processed as part of this procurement exercise please view the Council's Privacy Notice General.

SECTION 2 - EVALUATION

2.1 EVALUATION CRITERIA

- 2.1.1 Offers will be evaluated on the prospective contractor submitting the most economically advantageous quotation (MEAQ) based upon quality.
- 2.1.2 The overall assessment ratio is 90% quality, 10% cost.
- 2.1.3 Where more than one-person marks the quotations, a consensus scoring mechanism will be used (i.e., the Panel will agree a score for each marked element).
- 2.1.4 Economic and Financial Standing - The Council reserves the right to request further financial information and or request a credit agency report to confirm the organisations economic and financial standing satisfactorily meets the Council's requirements.

2.2 QUALITY EVALUATION

- 2.2.1 All questions within the **SUITABILITY QUESTIONNAIRE** (Section 1) must be completed. Responses to the Questionnaire will be evaluated on a pass/fail basis. Any prospective contractor who fails any section of the Questionnaire will be disqualified from the process.
- 2.2.2 Quality and cost will be assessed on the prospective contractors response to the questions set out in the **INVITATION TO QUOTATION RESPONSE DOCUMENT**.
- 2.2.3 Where applicable, any prospective contractor who fails any headline questions (pass/fail) will be disqualified from the process.

2.2.4 The quality/technical questions will detail/support how a prospective contractor intends to meet the Council's requirements set out in the Specification at **APPENDIX A.** under the following sub criteria: -

- Q1: Previous Experience 10%
- Q2: Overall Design 30%
- Q3: Product Range 30%
- Q4: Site Management & H&S 10%
- Q5: Warranty & Guarantees 10%
- **Total Quality Ratio 90%**

2.2.5 The quality evaluation will be based on the following scoring methodology:

Assessment	Description	Score
Deficient	Response to the question(s) (or an implicit requirement) significantly deficient or no response received.	0
Inadequate	Inadequate detail provided and some of the questions not answered and/or some of the answers to questions are not directly relevant to the question(s).	1
Limited	Limited information provided, and/or a response that is inadequate or only partially addresses the question(s).	2
Acceptable	An acceptable response submitted in terms of the level of detail, accuracy, and relevance.	3
Comprehensive	A comprehensive response submitted in terms of detail and relevance to the question.	4
Superior	As Comprehensive, but to a significantly better degree and a response which goes above and beyond to answer the question.	5

2.2.6 The quality/technical questions will be scored out of a maximum of 5 points each (as above) and used to calculate a weighted score for the respective quality criteria/sub criteria as per the example below.

EXAMPLE

Criteria	Weighting	Score (out of 5)	Weighted Score
Criteria A	30%	4	24%

If 'Criteria A' was weighted 30% and the contractors response received a score of 4 out of 5 then the following formula would be applied:

$$\begin{aligned}
 &= (\text{Weighting} / \text{maximum score}) * \text{score awarded} &= \text{Criteria awarded \%} \\
 &= (30/5) * 4 &= 24\%
 \end{aligned}$$

- 2.2.7 Bidders should note that failure to achieve a score of at least 3 (as described in the scoring methodology) in responding to any of the set questions, may result in their quotation being removed from consideration.

2.3 NOTIFICATION

- 2.3.1 Once the successful contractor has been identified, they will be notified to this effect. All other contractors will be notified that they are unsuccessful.

SECTION 3 – QUOTATION RESPONSES

- 3.1.1 Prospective contractors must compile their response using the **INVITATION TO QUOTE RESPONSE DOCUMENT** provided.
- 3.1.2 It should be noted that by submitting a response, you confirm that you understand and can meet the requirements of the Specification.

SECTION 4 – PRICE

- 4.1.1 Please complete the Price Schedule included in the **INVITATION TO QUOTE RESPONSE DOCUMENT**. Prices/rates quoted are to be in £ Sterling strictly net and inclusive of **all costs** associated with the provision of the works to be provided as part of your submission to meet the Council's requirements set out at **APPENDIX A**.
- 4.1.2 Price(s) submitted must be **exclusive** of Value Added Tax. The percentage and amount of Value Added Tax shall, if chargeable, be shown on invoices in accordance with prevailing Customs and Excise Regulations.
- 4.1.3 Estimated requirements where stated within this ITQ are intended for guidance only and cannot be (and are not) guaranteed. Prospective contractors are requested to submit their best commercial offer based on the information provided.
- 4.1.4 Unless otherwise stated, prices must be fixed (i.e., not subject to variation) for the period of the contract in its entirety.
- 4.1.5 The Council reserves the right to adjust any arithmetical errors it finds in any quotation and shall inform the prospective contractor of the adjustment/s, but the Council has no duty to prospective contractors to find such errors.