



**INFORMATION AND INSTRUCTIONS FOR TENDERERS**  
**MUSEUM GROUNDS**

Prepared by:  
PBA Consulting  
5 Yeomans Way  
Bournemouth  
BH8 0BL  
Tel: 01202 816134  
[info@pba-consulting.co.uk](mailto:info@pba-consulting.co.uk)

**INFORMATION AND INSTRUCTIONS FOR TENDERERS**

This information is provided for the assistance of tenderers.

**1. THE EMPLOYER**

The trustees of the museum.....

**2. THE WORK**

The gardens and grounds are the show piece of the museum and it is required that these are maintained to a high standard using only skilled labour for cultural operations to lawns, shrub and flower beds, hedges and trees.

This is a contract based on performance outputs for regular maintenance and defines the standard of work required of the Contractor. The work comprises horticultural and other operations necessary to maintain gardens and grounds.

The Employer does not bind itself to accept the lowest or any tender that is received.

**3. THE BASIS OF THE TENDERS**

Tenders are being invited from a select list of Contractors only.

**4. TENDER QUERIES**

Tenderers should seek to clarify any points of doubt or difficulty with the Employer before submitting a tender but no later than 7 days prior to the date of submission of tender. For this purpose contact should be made, in writing, to:-

The Trustees of the Museum.....

The Employer or his representative will respond in writing by letter or fax within 48 hours of receipt of the Tenderers communication.

**5. COMMENCEMENT DATE**

The successful Tenderer will be required to commence operations on the 1st April 2006 or a date as may be agreed.

**6. COMMISSIONING PERIOD**

A period of 28 days will be allowed from the commencement date of the Contract as a settling in period. Thereafter, the Contractor will be expected to be performing the Contract in accordance with the terms and conditions of the Contract.

**INFORMATION AND INSTRUCTIONS FOR TENDERERS**

**7. TENDERING PROCEDURE**

a) Tenders for the execution of the services must be made on the tender form included with the tender documents, and the tender form must be signed by the Tenderer and submitted with the following information, all of which must be properly completed:

- i The Price Schedules
- ii The Schedule of Rates
- iii The Schedule of Daywork Rates
- iv A certificate that the tender is bona fide
- v An analysis of resources to be provided to meet the requirement of the contract including details of work to be sub-contracted and the names of the sub-contractors, if any.
- vi A draft Programme for the first twelve months of the contract.
- vii A draft Method Statement of the way in which the Tenderer proposes to carry out the Contract in accordance with the Programme.
- viii The management, supervisory and administrative structure of the company including qualifications.
- ix Details of any quality assurance procedures in place.
- x Details of the proposed Equipment to be provided by the Tenderer.
- xi The Tenderers written health and safety policy, and working procedures.
- xii Details of the contractors environmental management system and targets for achieving ISO 14001 or similar.

**INFORMATION AND INSTRUCTIONS FOR TENDERERS**

**7. TENDERING PROCEDURE cont....**

- b) All documents must be placed in the envelope provided, which must then be sealed. The envelope shall, in no circumstances, bear any name or mark indicating the name of the sender.
- c) No tender will be considered if it is received after the time specified.
- d) i Tenderers shall visit the Contract Areas and contact:-  
  
The Trustees of the Museum.....  
  
to make an appointment so as to obtain access to the sites and to thoroughly acquaint themselves with the extent and nature of the services.  
  
ii. Tenderers will be deemed to have fully acquainted themselves with the extent and nature of the services before submitting a tender.
- e) No unauthorised alteration or addition shall be made to the Tender Documents. In addition tenders must not be qualified, but submitted strictly in accordance with the Tender Document and these instructions.

**8. LEGAL FEES**

Each party shall bear their own legal and other fees in relation to the preparation and submission of the tender documents and any formal Contract documents arising there from.

**9. CANVASSING**

Any Tenderer who directly or indirectly canvasses any member or officer of the Employer concerning the award of the Contract for the provision of Services or who directly or indirectly obtains or attempts to obtain information, from any such member or officer concerning any other tender or proposed tender for their Services, shall be disqualified.

**10. CONFIDENTIALITY OF TENDER INFORMATION AND DOCUMENTS**

All information supplied by the Employer or in connection with these tender documents shall be regarded as confidential to the Employer.

The Tender documentation and its Appendices are, and shall remain the property of the Employer and must be returned on demand.

**INFORMATION AND INSTRUCTIONS FOR TENDERERS**

**11. COLLUSIVE TENDERING**

Any Tenderer who:

- a) Fixes or adjusts the amount of his Tender by or in accordance with any agreement or arrangements with any other person; or
- b) Communicates to any person other than the Employer the amount or approximate amount of his proposed Tender (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance etc).
- c) Enters into any agreement or arrangement with any other person to refrain from tendering or as to the amount of any Tender to be submitted; or
- d) Offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the Services any act or omission;

shall (without prejudice to any other civil remedies available to the Employer) be disqualified.

**12. TENDER EVALUATION**

In evaluating the Tenders received, the Employer shall be seeking to maintain and improve the standard of services provided whilst ensuring the best financial performance from the Contract. The Tender evaluation will take account of the management and other data which is supplied by Tenderers as well as the financial bids.

**13. TENDER RETURN DATE**

Tender to be returned to:-

The Trustees of the Museum.....