

Causeway Coast and Glens Borough Council

Environmental Services

CAUSEWAY COAST AND GLENS BOROUGH COUNCIL ENVIROMENTAL SERVICES

TENDER

FOR THE SUPPLY AND DELIVERY OF

1 NO Tractor 100BHP

CAUSEWAY COAST AND GLENS BOROUGH COUNCIL

INVITES TENDERS FOR

THE SUPPLY AND DELIVERY OF

(1) ONE NO. Tractor 100BHP

Tender documents may be obtained from the offices of Causeway Coast and Glens Borough Council, telephone 02870347034 or www.causewaycoastandglens.gov.uk

COMPLETED TENDERS:

Tender/proposals should be returned to the undersigned in a sealed envelope clearly marked **TENDER – Tractor 100BHP** to arrive not later than **12 noon on Friday on 04/12/2015**_____

The Council does not bind itself to accept the lowest or any tender received.

Causeway Coast and Glens Borough Council

Environmental Services

SPECIFICATION FOR Tractor 100BHP

1. VEHICLE SPECIFICATION

1.1 ENGINE

- The engine will be 4 cylinders diesel powered developing a minimum of 100 BHP to comply with current EU Regulation.

1.2 CAB

- Fully glazed cab with two doors and seat complete with seatbelt. All controls must be capable of being operated from the driver's seat. Cab must meet all EU and NI regulations.

1.3 TRANSMISSION

- 40kph driven through a minimum F/R 20/20 maximum 30/30 gearbox all gears synchromesh and an optional creeper gear.

1.4 BRAKES

- Four wheel Hydraulic self-adjusting single wet plate type differential brakes with independent hand brake capable of holding fully laden vehicle on incline.

1.5 SUSPENSION

- Full air seat suspension.

1.6 STEERING

- Power assisted steering through a double acting cylinder

1.7 TYRES & WHEELS

- Low ground pressure tyres suitable for carrying maximum loads

1.8 WORKING EQUIPMENT

- Standard drawbar and auto hitch. Differential locks on both axles. Top link included

Causeway Coast and Glens Borough Council

Environmental Services

1.9 TRAINING

- Training to be provided for operators and maintenance staff. Details of which should be submitted.

1.10 ACCESSORIES

- The vehicle should be supplied and fitted with the following items:
 - Audible reverse alarm and lights.
 - A CD radio
 - Air conditioning
 - 1no. BS approved fire extinguisher
 - 2no. amber LED beacons mounted on the roof of the cab
 - A front end loader that is compatible with quicke head for original equipment
 - First Aid Kit

1.11 REGISTRATION

- Vehicle to be registered for road use and must be supplied with 12 months road fund licence.

Vehicle specification and Warranty

- Tenderers must clearly demonstrate in writing how their proposed vehicle meets the requirements of the specifications.
- There shall be at least 12 months warranty on all aspects of the vehicle, the details of any extended warranty should be given in writing.

Delivery and after sales

- The vehicle is to be delivered to the council depot, Loughanhill Ind, Est, Gateside Road Coleraine BT 522NR.
- Tenderers must provide details of their after sales service including their response times, estimated repair times and parts stock/provision.

Manuals

- Workshop and parts manuals for tractor and lifting equipment to be provided either in paper or CD format.

Lighting

- Lighting and indicators to comply with current legislation to include cab mounted work lights front and rear.

Causeway Coast and Glens Borough Council

Environmental Services

SCHEDULE OF REQUIRED INFORMATION

1 VEHICLE

- Chassis Make & Model: _____
- Wheelbase: _____
- Payload: _____
- Cab Details (seating configuration etc): _____
- Engine Make & Power: _____
- Transmission Make & Type: _____
- Engine/ exhaust brake Type: _____
- Fuel Tank Capacity: _____

2 WARRANTY PERIODS

- Vehicle: _____

3 Delivery Times

- Maximum delivery time (from receipt of order: _____
- If the vehicle is not delivered in the agreed time there will be a penalty of £200.00 per day and a vehicle of the same spec at the Councils disposal.

**PLEASE NOTE FULL PARTICULARS, BROCHURES, CERTIFICATES, ETC.
MUST BE FORWARDED WITH TENDER; ALSO LIST OF COUNCILS / FIRMS IN
N. IRELAND USING THIS TYPE OF TRACTOR 100BHP**

I/WE examined the Specification and Conditions of Contract hereby offer to supply the vehicle as specified for the sum of (in words):-

(exclusive of V.A.T.)

Unless and until a Formal Agreement is prepared and executed this Tender, together with your written acceptance thereof shall constitute a Binding Contract between us.

Causeway Coast and Glens Borough Council

Environmental Services

I/We understand that you are not bound to accept the lowest or any Tender you may receive.

Tender for supply and delivery of: 1 (one) Tractor 100BHP

Tender for: -

(a) Vehicle: £ _____

Total Net Price £ _____

One Year Road Fund Tax £ _____

TENDER TOTAL £ _____ (Exc Vat)

Tenders submitted by post should be registered or sent by recorded delivery. An official receipt should be obtained for the tender if delivered by hand.

Tenders submitted by fax or electronic mail will NOT be considered.

2.4 The tender, duly completed, must be returned in a sealed envelope endorsed 'TENDER – One Tractor 100BHP' sealed and returned (bearing no name or other distinguishing matter or mark revealing the identity of the sender) to:

**Mr David Jackson
Chief Executive
Causeway Coast and Glens Borough Council
66 Portstewart Road
COLERAINE
BT52 1EY**

2.5 All submissions must be in English. All prices tendered must be in pounds Sterling and exclusive of VAT.

3 Period Tenders are to be held open

Tenders are required to be kept open for acceptance for a period of six months from the closing date for submission of tenders.

Causeway Coast and Glens Borough Council

Environmental Services

4 Right to Issue Further Instructions

During the tendering period, the Council reserves the right to make changes to the Tender Documentation, which changes shall be accepted by the tenderer without reservation.

5 Expenses and Losses

The Council shall not be responsible for, or pay for, any expenses or losses that may be incurred by any tenderer in preparing their tender proposals.

6 Preparation of Tender

It is the responsibility of prospective tenderers to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tender.

7 Interviews

The Council reserves the right to interview some or all of the tenderers as part of the evaluation process.

8 Samples

The Council reserves the right to ask for a demonstration of the proposed vehicle (which must be provided free of charge).

9 Standard Specification

All materials not specified in detail shall comply with the relevant UK Standard Specification. Successful tenderers must, upon request, produce evidence to this effect for equipment supplied.

10 Confidentiality

All information supplied by the Council in connection with this invitation to tender shall be treated as confidential by prospective tenderers, except that such information may be disclosed so far as is necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of the tender.

11 Ownership of Tender Documents

The attached documents are, and shall remain, the property of the Council and shall be returned with the tender.

Causeway Coast and Glens Borough Council

Environmental Services

12 Lowest Tender

The Council does not bind itself to accept the lowest or any tender received.

13 Invoicing

It should be noted that the Council does not make payment for goods or services prior to delivery.

Please Note: payment will be made following delivery of vehicle/machinery and within 30 days of receipt of invoice.

14 Freedom of Information

Tender and commercially sensitive information provided to the Council is likely to be requested for disclosure by members of the public and other interests. Contractors tendering for supplies should be aware that as a public authority Council has a duty under the Freedom of Information Act 2000 to disclose information deemed to be in the public interest. Information deemed to be "Commercial in Confidence" may not be disclosed.

15 Evaluation Criteria

The Council will use the following criteria in its evaluation of tenders:

- Cost 30%
- Compliance with specification 20%

The Council also reserves the right to use the following additional criteria in its evaluation of tenders.

- Warranty / after sales service 30%
- Quality of vehicle in terms of operational advantages i.e. additional Health and Safety features. 20%
- Demonstration (if necessary).

16 Points of Contact

If in the event of any queries regarding this tender please contact John McIlreavy on 028 70347034 john.mcilreavy@causewaycoastandglens.gov.uk

Causeway Coast and Glens Borough Council

Environmental Services

CERTIFICATE AS TO CANVASSING

I/We hereby certify that I/we have not and will not canvas or solicit any Member, Officer or Employee of the Council in connection with the preparation, submission and evaluation of this Quotation or award or proposed award of the Contract and that to the best of my/our knowledge and belief, no person employed by me/us or acting on my/our behalf has done, or will do, such an act.

I/We hereby certify that, to the best of my/our knowledge and belief, no person who is a Councillor, Officer, Servant or Agent has any direct or indirect interest, in or connection with, the Organisation.

Signed:

Date:

Duly authorised to give such certificates for and on behalf of:-

NAME OF ORGANISATION

(in BLOCK CAPITALS)

**DECLARATION AND UNDERTAKING TO BE SIGNED BY ALL MAIN
CONTRACTORS AND NOMINATED SUB-CONTRACTORS TENDERING FOR
THE EXECUTION OF WORKS OR THE SUPPLY OF GOODS OR SERVICES**

Causeway Coast and Glens Borough Council

Environmental Services

CAUSEWAY COAST AND GLENS BOROUGH COUNCIL FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

- 1 Article 64 of the Fair Employment and Treatment (N.I.) Order 1998 ("The Order") provides inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by a public authority to submit offers. Article 64 also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed or goods or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
- 2 An unqualified person is either an employer who, having been in default in the circumstances specified in Article 62 (1) of the Order, has been served with a notice by the Fair Employment commission stating that he is not qualified for the purposes of Articles 64 to 66 of the Order, or an employer who, by reason of connection with an employer on whom has been served a notice to that effect, has also been served with such a notice.
- 3 Mindful of its obligations under the Act, Causeway coast and Glens Borough Council has decided that it shall be a condition of tendering that a contractor shall not be an unqualified person for the purposes of Articles 64 to 66 of the Order.
- 4 Contractors are, therefore, asked to complete this Declaration / Undertaking to confirm that they are not unqualified persons and to undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with a Council to which Article 64 of the Order applies.

I / We hereby declare that I am / we are not an unqualified person for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998. I / We undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with the Causeway coast and Glens Borough Council to which Article 64 of the Order applies.

Signed: _____ **Date:** _____

Duly authorised to give such certificates for and on behalf of:-

NAME OF ORGANISATION
(in BLOCK CAPITALS)

Causeway Coast and Glens Borough Council

Environmental Services

CONTRACTOR'S INSURANCE DETAILS

The contractor shall be liable for and shall indemnify the Council against, any liability loss claim or proceedings whatsoever arising under any statute or at common law, in respect of personal injury to, or the death of, any person whomsoever, or damage or loss whatsoever, to any property arising out of or in the course of, or caused by the Contractor or his employees in the carrying out of this Contract, unless due to any act or neglect of the Council or of any person for whom the Council is responsible.

The Contractor shall maintain such insurance's as are necessary to cover his liability under this condition and shall produce for inspection the relevant policy or policies of insurance together with the receipts in respect of premiums paid under such policy or policies as and when required so to do by the Council.

Where the Tenderer is quoting/tendering for works contracts involving the delivery of labour, the use of machinery or vehicles and the supply and fitting/erection of materials, proof of absolute insurance must be provided as follows:-

(PLEASE COMPLETE WHERE APPLICABLE)

NAME OF CONTRACTOR _____

DESCRIPTION OF CONTRACT _____

Please arrange to have this form completed by your Insurance Broker or Insurers

PUBLIC/PRODUCTS LIABILITY:-

1 Policy Number _____

2 Insurer _____

3 Period of Insurance _____ to _____

4 Business description
(as stated on policy) _____

5 Limits of indemnity

Public Liability £_____ Products £_____ liability

Causeway Coast and Glens Borough Council

Environmental Services

- 6 Height or depth limit _____
- 7 Restrictive endorsements/excess _____
- 8 Does the policy cover liability for acts of negligence committed by sub-contractors of the insured? Yes / No
- 9 Does the policy cover liability for use of motor vehicles where Road Traffic Compulsory Insurance Legislation does not apply? Yes / No
- 10 Does the policy provide an indemnity to principal extension? Yes / No

EMPLOYER'S LIABILITY:

- 1 Policy number: _____
- 2 Insurer: _____
- 3 Period of insurance: _____ to _____
- 4 Business Description:
(as stated on policy) _____
- 5 Limits of indemnity: _____
- 6 Height or depth limit: _____
- 7 Restrictive endorsements/excess: _____
8. Does the policy cover liability for acts of negligence committed by sub-contractors of the insured? Yes / No

Causeway Coast and Glens Borough Council

Environmental Services

MOTOR INSURANCE

- 1 Policy number _____
- 2 Insurer _____
- 3 Period of insurance _____ to _____
- 4 Business description
(as stated on policy) _____
- 5 Third party property damage
limit _____
- 6 Does the policy provide an indemnity
to principal extension? Yes / No
- 7 Does the policy provide cover for
third party working risks? Yes / No
- 8 Does the policy provide cover for an unlimited amount in
respect of liability for injury to passengers? Yes / No

Causeway Coast and Glens Borough Council

Environmental Services

CONTRACTORS ALL RISKS

- 1 Policy Number: _____
- 2 Insurer: _____
- 3 Period of insurance: _____ to _____
- 4 Business Description:
(as stated on policy) _____
- 5 Contract works limit of:
Indemnity or sum insured _____
- 6 Policy Excess: _____
- 7 Does the policy provide for the interest of the employer to be noted as required by the contract conditions? Yes / No

Please confirm defects period provided for under the policy:

This section must be completed in all cases

Name of broker/insurer:	
Address:	
Telephone Number:	
Signed:	Broker/Insurer (delete as applicable)
Dated:	

Causeway Coast and Glens Borough Council

Environmental Services

CONTACT DETAILS

Please complete this form with your Company details and include it with your tender submission:

- 1 Company name: _____
- 2 Address: _____

- 3 Postcode: _____
- 4 Telephone number: _____
- 5 Fax number: _____
- 6a Name of person to contact in connection with this submission: _____
- 6b Name of person to contact in connection with project delivery: _____
- 7 Position in Company: _____
- 8 Telephone number:
(if different from above) _____
- 9 Fax number:
(if different from above) _____
- 10 e-mail address: _____
- 11 Mobile telephone number: _____
- 12 Website (if applicable): _____
- 13 Number of employees in Company: Full time _____ Part time _____
- 14 Vat Registration Number _____
- 15 Council invites feedback from tenderers regarding the tendering process. Any suggestions regarding how this tendering exercise might have been improved are welcome:

Causeway Coast and Glens Borough Council

Environmental Services

DECLARATION FOR TENDERERS

It is a requirement of all tenders made to Causeway coast and Glens Borough Council that tenderers complete this declaration.

I / We have completed the enclosed documentation and declare that the following documents have been enclosed with my / our tender:

- | | |
|---|--------------------------|
| Completed past customers' record | <input type="checkbox"/> |
| Completed tender form | <input type="checkbox"/> |
| Completed certificate as to canvassing | <input type="checkbox"/> |
| Completed fair employment declaration | <input type="checkbox"/> |
| Completed contact details form | <input type="checkbox"/> |
| Brochures attached | <input type="checkbox"/> |
| Have read and agree to the specification/conditions/instructions to the tenderers | <input type="checkbox"/> |
| Any other information required | <input type="checkbox"/> |

Signed: _____

Name (Block Capitals): _____

Company: _____

Position in Company: _____

Date: _____