

Tender Document

Project Name: Perry & Peatlands, Bettisfield Tender A
Site: Bettisfield, Whitchurch, near NGR SJ462360

Works required – Tree & hedgerow planting and fencing



Employer: Shropshire Wildlife Trust
193 Abbey Foregate
Shrewsbury
Shropshire
SY2 6AH

Funded by:

The Perry & Peatlands 'demonstrator project' is part of the Severn Valley Water Management Scheme. The scheme is managed by Shropshire Council through the River Severn Partnership and has its focus on peatland in the River Perry. It is being delivered by the Shropshire Wildlife Trust.

Contract Administrator: Rosie Marrant, Peatlands Programme Manager
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Section 1: Background

Background

Natural Flood Alleviation scheme involving planting of shelter belts, hedgerows, fencing.

Section 2: Instructions for Tendering

Tenders must be submitted in accordance with the following instructions. Tenders not complying with these instructions in any particular way may be rejected by Shropshire Wildlife Trust (SWT) whose decision in the matter shall be final.

1. The tender document must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the tender document other than on an “in confidence” basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the tender.
2. Persons proposing to submit tenders are advised to ensure that they are familiar with the nature and extent of the obligations to be accepted by them should their tender prove successful.
3. The contract is a fixed price contract.
4. Unit rates and prices must be quoted in pounds and whole new pence.
5. The prices quoted shall remain valid for acceptance for a minimum of 3 months from the tender return date.
6. The tender should be completed in conjunction with the information provided in this document with the following sections to be completed for submission at the time of tendering to receive full consideration, and returned to the address stated below:
 - Section 5 Your quote against items in Schedule of Works
 - Section 6 Form of Tender
 - Section 7 Anti Collusion Certificate
 - Section 8 Contractor’s Competence Questionnaire

Email: rosiem@shropshirewildlifetrust.org.uk

7. All contractors must complete, sign and adhere to SWT’s Health & Safety Code of Practice for Contractors and Sub Contractors and be

entered onto their list of approved contractors. If not already registered the successful contractor will be asked to complete an Approved Contractors Questionnaire to ensure they meet our requirements.

8. The Contractor will notify and obtain written permission from Shropshire Wildlife Trust if they wish to sub-contract all or any part of the work detailed in this tender whose consent will be at their discretion and may be subject to limitations. If such consent is given it shall not relieve the Contractor from any liability or obligation under the contract and the Contractor shall be responsible for the acts, defaults or neglect of any sub-contractor (or his agents or employees) in all respects, as if they were the acts, defaults or neglect of the Contractor.
9. No unauthorised alteration or addition should be made to any component of the tender document.
10. Tenders must not be qualified but must be submitted strictly in accordance with the tender document or they will not be considered. Tenders must not be accompanied by statements that could be construed as rendering the tender equivocal and/or placing it on a different footing from other's tenders. The Employer's decision on whether or not a tender is acceptable will be final and the tenderer concerned will not be consulted. Qualified tenders will be excluded from further consideration and the tenderer notified.
11. No alternative tender will be considered.
12. It is the Contractors responsibility to obtain plans to identify, locate and comply with all statutory and other provisions to be observed and performed in connection with the Services and shall indemnify Shropshire Wildlife Trust against any claims made as a result of any failure in compliance.
13. Tenderers shall be deemed to have full knowledge of the site and site conditions (including buried and overhead services) prior to undertaking any site work and to have satisfied themselves before tendering as to the correctness of the Contract Rates.
14. The Contractor's attention is drawn to the requirements of the Environmental Protection Act 1990 (EPA), the Control of Pollution (Amended Act) 1989, (COPA), and the Environmental Permitting (England and Wales) Regulations 2007.

It is the Contractors responsibility to ensure compliance under the above legalisation for waste handling and disposal, and to ensure compliance with Pollution Prevention guidance whilst undertaking site work.

Failure to comply with these requirements will automatically invalidate the tender submission. The above shall indemnify Shropshire Wildlife

Trust against any claims or legal action taken as a result of failure to comply with the above legislation.

Details of relevant permits or waste transfer notes must be provided to the Shropshire Wildlife Trust.

15. Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with the Contract Administrator as soon as possible (preferably in writing) and in any case not later than 4 working days before the date of submission of the tender.
16. Prior to the date of submission of tenders the Contract Administrator may issue Addenda to clarify or modify the Tender Documents. A copy of each Addendum will be issued to every tenderer and shall become part of the Tender Documents. Receipt of each Addendum must be acknowledged by the Tenderer.
17. Shropshire Wildlife Trust will evaluate the tenders in accordance with the Tender Selection Criteria set out in Section 3.
18. Shropshire Wildlife Trust does not bind itself to accept the lowest or any tender and reserve the right to accept or reject a tender either in whole or in part or to annul the tender and not award the contract. Shropshire Wildlife Trust will not be responsible for any costs incurred by the tenderer. Every effort will be made to reach a decision on the award of the contracts within **1-2 weeks** of the closing date for submission of tenders.
19. Tenderers must submit with their tender details of the terms of the insurance they propose to effect, or which they already hold and intend to use, to meet the requirements of the conditions of contract.

Contractors awarded the work are required to have and maintain **Public Liability Insurance and Employer's Liability Insurance cover to provide for a minimum indemnity limit of £5,000,000 (five million pounds) for each and every event.**

20. The date for the return of the completed tender documents is **12 Noon on Monday 2nd February 2026.**
21. Due to strict funding requirements for the project works, the following dates for completion are required:

Date for tree and hedgerow planting completion: 13th March 2026

Date for fencing completion: 23rd March 2026

Date invoicing due: 25th March 2026

There will be a penalty charge of 1% of the total costs of the works for every week or part week for exceeding the deadline date. Shropshire Wildlife Trust will consider any exceptional circumstances.

22. Any costs incurred for carrying out work which has not been agreed in advance with Shropshire Wildlife Trust will not be considered.
23. All work must be guaranteed by Contractors for at least 12 months after the date of completion.
24. Shropshire Wildlife Trust encourage the use of locally sourced materials wherever practical.
25. **"WARNING"**

Please note that the following warning applies in connection with contracts awarded to you by Shropshire Wildlife Trust:

It is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever, as an inducement or reward to any servant of the Trust. Additionally, such action will negate all current and future contracts.

Section 3: Tender Evaluation Criteria

To ensure best value with regard to price and quality, a panel of SWT officers will evaluate and score Tenders.

This will be based on Price (60%), obtained from quote against Schedule of Works, evidence of carrying out similar works (15%), ability to deliver within stated timescale (15%), evidence of ability to manage environmental risk (5%), and evidence of Public Liability Insurance to the specified value (5%).

Evaluation Criteria	Score
Price – completed schedule of works	60
Evidence of carrying out similar Contracts	15
Ability to complete works within stated timescale	15
Evidence / prior experience of managing environmental risk	5
Evidence of Public Liability Insurance	5
Maximum Total Score	100%

Section 4: Maps/Plans

Site plan and photo provide on request
– please email rosiem@shropshirewildlifetrust.org.uk

Section 5: Schedule of Works

Quotes should be broken down against each item on the Schedule of Works to allow fair comparison.

See appended Schedule of Works document.

1. The prices and rates provided against this Schedule of Works are to be the full inclusive value of the work described under the several items, including the costs and expenses which may be required in and for the carrying out of the work described in a perfect and workmanlike manner, together with all general risks, liabilities and obligations set forth or implied in the documents on which the tender is to be based, whether or not such details are specifically set forth in the Schedules.
2. A price or rate is to be entered against each item in this Schedule of Works whether quantities are stated or not. Items against which no rate is entered are to be considered as covered by other prices or rates in the Schedule.
3. The quantities stated in the Schedules are as close an estimate as can be reasonably made, but are not guaranteed and are given for the purpose of enabling contractors to make their tenders on an equal basis and to enable the Contract Administrator to compare the same, but they are not to be taken as a guarantee that the total quantities of the work will be executed or will not be exceeded. No claims made by the contractor arising from the increase, reduction or omission of any items in this Schedule will vitiate the contract but will be considered by the Contract Administrator whose decision will be final. All work will be measured on completion and only the amount of work executed in accordance with the contract will be paid for at, or extrapolated from, these rates. If this is not possible work will be paid for by measurement and valuation at fair rates and prices.
4. Pre-contract meetings will be held between successful contractors, Shropshire Wildlife Trust and the client before any work commences.
5. Any other queries relating to this Schedule of Works must be notified to the Contract Administrator.

Section 6: Form of Tender

Project Name: Perry & Peatlands

Site name: Bettisfield, Whitchurch

To: Shropshire Wildlife Trust

We the undersigned do hereby undertake on the acceptance by Shropshire Wildlife Trust of our tender to supply and/or deliver the goods and/or services on such terms and conditions and in accordance with such specifications as are contained or incorporated in the invitation to tender.

We undertake to complete and deliver the whole of the works comprised in the contract for the sum of (excluding VAT):

Amount in words:
.....pounds.....pence

Amount in figures: £.....
Value with VAT 20% [if applicable] £.....

Dated

Signature.....

Print name.....

In the capacity of.....

Duly authorised to sign

Tenders for and on behalf of:

Registered address:

.....
.....

Tel:.....

Email:.....

Section 7: Anti Collusion Certificate

1. We certify that this tender is made in good faith, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we undertake that we will not before the award of any contract for the work:
 - a) communicate to any person other than the person calling for those tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
 - b) enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted;
 - c) pay, give or offer to pay or give any sum of money or other 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 said work, any act or thing of the sort described at (a) or (b) above.
2. We further certify that the principles described in paragraph 1(a) and (b) above have been, or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.
3. In this certificate, the word 'person' includes any persons and any body or association, corporate or incorporate; 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not; and 'the work' means the work in relation to which this tender is made.

Dated.....

Signed

Print Name

duly authorised to sign tenders for and on behalf of

.....

Section 8: Contractor's Competence Questionnaire

The client has an obligation to ensure that the Contractor engaged to undertake the works is competent to do so. The client fulfils this obligation by inviting tenders from contractors on its approved list and seeking evidence that contractors have undertaken works of a similar nature in the past and have an appropriate safety management system. Each tenderer is required to complete the following simple questionnaire which is to be returned with tenders and will form part of the evaluation of the Tender.

1. Please provide evidence that you have successfully supervised and administered Contracts of this nature, value, and scale in the last 3 years. Please provide up to 3 examples.

Client & project	Dates	Contract value
1.		
2		
3.		

2. Please confirm you have the necessary resources to undertake and manage the works and would be able to complete the works within the stated timescale.

[illegible]

3. Do you have recognised quality and environmental management certification in place? If so, please give details.

4. Provide details of any works which you propose to sub contract, with company details and summarise how your organisation assesses potential sub-contractors to check their Health & Safety performance

5. Provide evidence of your Health & Safety Policy.

6. Provide evidence and copies of your public liability insurance cover.