

Friends of Tower Hamlets Cemetery Park (FoTHCP)
The Soanes Centre
Southern Grove
Mile End
London
E3 4PX



INVITATION TO TENDER (ITT) for Conservation Management Planning at THCP

- 1 Your organisation along with others is invited to offer a tender for provision of the above, to the specification outlined in the attached documents.
- 2 Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.
- 3 A copy of your tender must be received by Claire Slack via email to claire.slack@fothcp.org or via post to the above address no later than **5pm on Monday the 14th of December 2020**. Late tenders will **not** be considered.
- 4 If having read the enclosed specification you decide not to submit a tender, I would be grateful if could send your reasons (though you are under no obligation to do so) to Claire Slack at the above email or address marked 'No Tender'.
- 5 Please contact me if you have any questions about the tendering procedure. The enclosed Document 1 also contains details for providing you with further information or clarification of FoTHCP's requirement.

I look forward to your response.

Yours sincerely

Claire Slack

Claire Slack
Heritage Officer

INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

- 1 These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Claire Slack on claire.slack@fothcp.org or 07580316403 if you have any doubts as to what is required, or you have difficulty in providing the information requested. Pre-tender negotiations are **not** allowed.

Contract Period

- 2 The contract is to be for a maximum period of **20 months**, all work is to be completed by August 2022.

Incomplete Tender

- 3 Tenders may be rejected if the information asked for in the ITT and Specification is not given at the time of tendering.

Submitted Tenders

- 4 Tenders can be submitted electronically or by hard copy. FoTHCP will send a confirmation of receipt of bid email on receiving the tender.

Hard copy bids including envelopes and packages must bear no reference to the tenderer by name; franking machines which automatically print the company's name should not be used. Tenders must be delivered by **5pm on Monday the 14th of December**.

Receipt of Tenders

- 5 Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

Acceptance of Tenders

- 6 By issuing this invitation FoTHCP is not bound in any way and does not have to accept the lowest or any tender, and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their tender.

Inducements

- 7 Offering an inducement of any kind in relation to obtaining this or any other contract with FoTHCP will disqualify your tender from being considered and may constitute a criminal offence.

Confidentiality of Tenders

- 8 Please note the following requirements, you must not:
 - Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.

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- Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
- Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

Costs and Expenses

- 9 You will not be entitled to claim from FoTHCP any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

Debriefing

- 10 Following the award of contract, debriefing will be included in the letter sent to unsuccessful bidders.

Evaluation Criteria

- 11 The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender.

Freedom Of Information

- 12 FoTHCP is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to FoTHCP may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by FoTHCP should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

Tender Period

- 13 Due to the intensive evaluation process, FoTHCP requires tenders to remain valid until March 2021.

Basis of the Contract

- 14 The specification in the brief attached, together with any special requirements, will form the basis of the contract between the successful tenderer and FoTHCP.

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Timetable

- 15 This timetable is provisional and may be subject to change but will be adhered to by FoTHCP as far as reasonably possible.

ACTIVITY	TIMESCALE
Advertise	16.11.2020
Start of clarifications stage / any questions about the specification or procurement process	23.11.2020
End of clarifications stage	07.12.2020
Submission deadline for receipt of bids	14.12.2020
Inform bidders of Selection Stage outcome	16.12.2020
Final stage interviews and presentations	18.12.2020
Inform bidders of award	21.12.2020
Contract begins	11.01.2020 (flexible date to be discussed with successful contractor)

Format of Bids

- 16 Tenderers should present their proposals in the following format:

- Section 1 Table of Contents**
- Section 2 Management Summary**
- Section 3 Meeting the Specification**
- Section 4 Cost and Charging Arrangements**
- Section 5 Declarations, Undertakings and Attachments**

Proposals should be no more than 5 pages long not including any attachments that may support the tender including examples of previous work or letters of recommendation.

If you are selected to go through to the second stage you will be asked to prepare a 5-10 minute presentation to present to our project steering group.

Conclusions

- 17 Whilst every endeavour has been made to give tenderers an accurate description of the FoTHCP's requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements.

SPECIFICATION OF REQUIREMENT

1 Introduction/Background

The FoTHCP have received a grant from the Heritage Lottery Fund to engage a contractor to carry out the work that is set within the attached brief which includes the creation of a Conservation Management Plan. The project aims to build the organisational resilience of FoTHCP, to strengthen our organisation and to build the capacity of our staff and volunteers to better manage our heritage in both the short and long term.

The Conservation Management Plan will be a key document for our organisation which future annual plans and maintenance schedules will be based upon. We will use this plan to design further specific projects in the future that could be funded by the Heritage Lottery Fund and other grant giving organisations.

More details can be found in the brief attached.

2 Purpose

The Conservation Management Plan is being prepared to:

- ensure the monuments and buildings and layout of the historic cemetery will be better looked after
- work towards the removal of the historic cemetery from Historic England's at Risk Register
- Improve visitor experience and understand how to encourage people from a wider demographic to engage with the heritage of THCP
- to provide a framework for the ongoing work of FoTHCP with other partner organisations.
- support further applications to funders, including the Heritage Lottery Fund.

The purpose of the document is to inform and shape our:

- both short and long-term management strategy
- proposals for repair or restoration;
- proposals for interpretation of heritage at THCP
- project and business development;
- access plan;
- training plan;
- audience and stakeholder development plan;
- maintenance plan; and
- volunteer plans.

3 Management Information

The successful tenderer will be asked to provide management information to meet the needs of FoTHCP.

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4 Security of Data

The tenderer is required to submit a security plan that explains how they will ensure that FoTHCP data or personal data will be protected.

5 Costs

5.1 Please give a detailed breakdown of costs (excluding VAT). Applications may benefit from presenting different scenarios with differing financial options that will ensure that the proposal meets our budget requirements as a small charity.

5.2 The successful tenderer should provide details of discounts for prompt payment.

6 VAT

6.1 Please state clearly when submitting prices whether or not VAT will be charged.

6.2 Where the contract price agreed between the FoTHCP and contractor is inclusive of any VAT, further amounts will not be paid by the FoTHCP should a vatable supply claim be made at any later stage.

6.3 Where the overall contract price is exclusive of VAT, FoTHCP will pay any VAT incurred at the prevailing rate (currently 20%). If the VAT rate changes FoTHCP will pay any VAT incurred at the new rate.

6.4 It is the responsibility of tenderers to check the VAT position with HMRC before submitting a bid.

DECLARATIONS AND INFORMATION TO BE PROVIDED BY THE TENDERER

Declarations

- 1 (Name of tenderer) declares that we accept the FoTHCPs specification of requirements and details set out in the attached brief as the basis of the contract; and
- 2 declare that we have not communicated to any other party the amount or approximate amount of the tender price other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this tender. The tender price has not been fixed nor adjusted in collusion with any third party, and
- 3 declare that the tender will remain valid until the **31st of March 2021** and that we are not entitled to claim from FoTHCP any costs or expenses incurred in preparing the tender or subsequent negotiations whether or not the tender is successful.

signed on behalf of the Tenderer

Undertaking

The FoTHCP requires all tenderers to make full and frank disclosure to the FoTHCP in the form of a signed undertaking in respect of any or all of the following:

- a) any state of bankruptcy, insolvency, compulsory winding up, administration, receivership composition with creditors or any analogous state of relevant proceedings;
- b) any convictions for a criminal offence committed by the tenderer (or being a company, by its officers or any representative of the company);
- c) any acts of grave misconduct committed by the tenderer (or being a company, by its officers or any representative of the company) in the course of their business or profession/the company's business;
- d) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of Social Security contributions; and
- e) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of taxes.