



RYDE TOWN COUNCIL

TENDERING DOCUMENTATION FOR

Eastern Gardens Arch

ISSUE DATE: 26/03/2026
RETURN DATE: 09/04/2026
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1. BACKGROUND INFORMATION

Refer to the RTC Officer Procurement Guide on how to complete this section

2. DESCRIPTION OF PROPOSED WORKS

Refer to the RTC Officer Procurement Guide on how to complete this section

3. METHODOLOGY

Refer to the RTC Officer Procurement Guide on how to complete this section

4. TENDERING INFORMATION

Refer to the RTC Officer Procurement Guide on how to complete this section

5. CONTRACT DURATION

Contract start date

Contract end date

INSTRUCTION, INFORMATION AND SERVICE LEVEL AGREEMENT

Tenders are sought by Ryde Town Council for the replacement of the existing arch as identified in the

The tenderer **MUST** tender for all specifications as listed in the attached document titled Appendix 2.

The tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.

The contract will be awarded based on the most economically advantageous tender received. The assessment will be based on the following criteria:

- 68% on Price
- 20% on Qualitative Criteria
- 12% on Social Value

The qualitative criteria will be based on the additional information to be provided by the contractor as detailed in the Tender Submission contained within this document.

Ryde Town Council will consider track record of contractors that have provided previous satisfactory work for Ryde Town Council and will evaluate references for similar contracts.

It is to be noted that the Council is not bound to accept the lowest tender and if no tenders are received or if the assessment of the tenders of all tenders based on the above criteria are equal, then the Council may make such alternative arrangements for procuring the goods or services or executing the works as it thinks fit.

Once completed a signed copy of the form of tender document, a filled-out pricing schedule and any other additional information you think might help your tender should be returned in the enclosed envelope. The envelope shall not bear any distinguishing marks to identify the tenderer. Please remember to ensure the correct postage is used. Ryde Town Council cannot be held responsible for non-delivery. The sealed envelope can be hand delivered to the office during the normal RTC office hours.

The sealed tender must be returned to Ryde Town Council at the address given in the Form of Tender by: **09/04/2026**

6. PROCUREMENT TIMETABLE

Activity	Deadline date & time
Publication of advert	26 th March 2026
Closing date for submission of tenders	9 th April 2026
Tender opening process	10 th April 2026
Report to Council	14 th April 2026
Notice of contract award	15 th April 2026
Contract award date	15 th April 2026
Contract start date	
Contract end date	
Ratification of decision at committee meeting	

The successful contractor will be required to supply all up to date and relevant risk assessments and safe working method statements before the contract commences.

The method statement will consider the various risks within the works and set out clear methods for avoiding injury to operatives, the public or property.

7. INSURANCE AND COMPETENCY

Tenders must provide up to date and relevant insurances including £10 million public liability, driving licence and car insurances, fully qualified and licenced professional information including S.I.A (Security Industry Authority) licence holders and First Aid Trained

8. OTHER GENERAL SPECIFICATIONS

Meetings

A pre-contract meeting will take place to organise all specification outlines. Where appropriate, Ryde Town Council will also arrange annual contract meetings to enable both parties to discuss the contract.

Emergency meetings can be called at any time and contractors can also call meetings when they feel appropriate.

Signage

Tenderers will provide and put in place their own signage at all locations with their company, key out of hours information and logo. These locations will be organised with a Facilities Officer in the pre-contract meeting.

Point of contact

Contractors will report to the facilities team throughout the duration of the contract.

Site visits

The contractor is strongly advised to visit the locations listed and fully inform themselves as to the nature of the works asked of them.

Information databases

In the pre-contract meeting Ryde Town Council and the tenderer will work together to make a database for tenders to provide information on all security checks provided. Once organised the database will be made and tenders are to use the database to update with any information appropriate after each visual check, call out, health and safety issues, securing of sites, criminal damage, police calls and other relevant information.

The database will then get updated weekly by yourselves and sent to facilities@rydetowncouncil.gov.uk on the designated day to ensure both parties are aware of all relevant information.

Town Hall Chambers,
10 Lind Street,
Ryde,
Isle of Wight,
PO33 2NQ

Thursday, 26 March 2026

Dear Sirs,

I / we have read the specification & contract terms and having understood, by site visits or otherwise, the requirements & the contract.

We offer to deliver the contract specification detailed in Appendix 2 for the fixed price sum of £..... (plus VAT) (in words).

I/we understand that Ryde Town Council is not bound to accept the lowest or any tender received. It can also accept either or both of the above at its sole discretion

I/we undertake, in the event of your acceptance of this tender, to execute a formal contract containing the terms & conditions of the tender.

I/we certify that this is a bona fide tender, intended to be competitive and that the amount has not been fixed or adjusted by any arrangement with any other person or organisation.

I/we undertake to keep this tender open for 6 months from the tender return date.

By signing this document, I/We have read and understand Ryde Town Councils Data Protection policy (APPENDIX 1).

Signature:.....

Position:.....

Being authorised to sign tenders on behalf of:.....

Name of Contractor:.....

Address:.....