



INVITATION TO TENDER

FOR

REPAIRS TO THE TRACTOR STORAGE BUILDING AT CARTERS PARK, PARK ROAD, HOLBEACH. PE12 7EE

Return Date of ITT: 25TH September 2026 at 17:00 hours

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1st September 2026

Dear Sir/Madam

Invitation to Tender (ITT) ref: Tractor building 2026
Scope of Service: Repairs to tractor storage building

Holbeach Parish Council is pleased to invite you to tender for repairs to the tractor storage shed at Carters Park, Holbeach.

The Invitation to Tender will open on 1st September 2026.

Your tender must be received by 17:00 hours on 25th September 2026 and shall remain open for acceptance for not less than 5 days from such date, or in the event that the aforementioned date is extended, the final date for submission of tenders.

The tender documents comprise this ITT letter, rules of tendering and the ITT documents. This procurement is being conducted under the Crown Commercial Services Contracts Finder procedure.

This ITT sets out the information which is required in order to assess the suitability of applicants in terms of their quality assurance processes, relationship management, pricing, service levels and innovative solutions to meet the requirements of Holbeach Parish Council for repairs to the tractor building.

The successful applicant will be required to deliver services in accordance with all attached documents and the contract to be placed with the successful applicant.

The contract will be subject to Holbeach Parish Council's requirements and satisfactory performance through continuous monitoring and performance review. During the contract life, the successful applicant will need to achieve a safe and high quality build, complying with all legal and client requirements. Failure to do so may result in the contract being terminated.

Any questions concerning this document, or the tendering process should be sent via email to Holbeach Parish Council (clerk@holbeachparishcouncil.gov.uk) no later than 11th September 2026. If it is necessary to amend the ITT documents prior to the submission of tender proposals, or to extend the tender period, all applicants will be notified by email from Holbeach Parish Council.

Holbeach Parish Council may either waive or insist on strict compliance with any requirement set out within this ITT.

Holbeach Parish Council reserves the right not to contract or contract only in part with any applicant.

Applicants:



- Shall either destroy or return all documentation related to the tender process if Holbeach Parish Council so directs.
- Shall ensure that tenders are both technically and arithmetically correct. Should Holbeach Parish Council discover any arithmetical errors in the Applicant's tender prices then these shall be pointed out to the Applicant who shall immediately correct the errors, or they shall be asked to withdraw its tender or hold the prices submitted, at the discretion of Holbeach Parish Council.
- Shall not alter the ITT documents. Tender proposals will be deemed to comply entirely with the terms stated therein unless the Applicant states otherwise in writing. If any alteration is made or if these instructions are not fully complied with, the tender proposal may be rejected.
- Will be deemed to have satisfied themselves as to the sufficiency of their tender proposal and to have included in it all costs which may be incurred in the delivery of the services. They shall also be responsible for satisfying themselves as to the accuracy of all information associated with the contract and that all eventualities have been included.
- Will identify any costs or areas that have contingency built into and if underspent return the funds to the council by deducting from the final invoice.

The contract will be entered into on the basis of the total tender package (exclusive of VAT) which will be included as part of the Contract Documents including any amounts or additions made and agreed during the tender proposal assessment period.

The information supplied within this ITT and accompanying documents reflects Holbeach Parish Council's current view of the services required. Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This ITT is issued on the basis that:

- Holbeach Parish Council does not accept any liability, responsibility or duty of care to any tenderer for the adequacy, accuracy or completeness of this ITT or for anything said or done in relation to the procurement to which this ITT relates;
- Holbeach Parish Council does not make any (express or implied) representation or warranty either about the information contained in this ITT or on which it is based, or about any written or oral information that may be made available to any applicant;
- Nothing contained in this ITT constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract;
- Neither this ITT nor any information supplied by Holbeach Parish Council should be relied on as a promise or representation as to its future requirements;
- This ITT is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions.

Applicants should complete the Tenderer Declaration Form, **Appendix 1**, and return with the completed proposal, as per the instructions set out in this ITT.

For additional information about the site and to arrange site visits, please contact the Tender Contact (details below). Failure to attend a site visit shall not be deemed to be a reason for lack of knowledge of the site, of access to and from the site nor any other thing which may affect your tender pricing,

methods of operation or the application of the contract which would have been ascertained from a site visit.

Tender Contact:

Mrs Jan Hearsey
Parish Clerk
Holbeach Parish Council
Coubro Chambers
11 West End
Holbeach. PE12 7LW

clerk@holbeachparishcouncil.gov.uk

Tel: 01406 426739

SECTION 2 – Scope of Procurement

Holbeach Parish Council is looking to procure repairs for a tractor storage building.

Holbeach Parish Council is looking for a high-quality solution for the specified building repairs from high quality providers that deliver a service that is demonstrably focused around the needs of Holbeach Parish Council. Tenderers are requested to study the specification document in detail and ensure that the specified requirements can be met that are stated within the document and thus your understanding of our requirements is reflected in your Pricing schedule return.

The contract for the provision of the repair work is expected to commence on 19th October 2026.

Holbeach Parish Council wish to secure efficiencies and economies of scale by means of a procurement exercise for meeting the requirements detailed within this documentation, achieved through the **Most Economically Advantageous Tender** submitted.

The principle benefits anticipated by Holbeach Parish Council in this procurement include;

- Ability to maximise opportunities for best value and efficient services.
- To allow bidders to explore efficiencies, this may be possible by suggesting innovative and cost-effective solutions.
- Presentation of cost savings to Holbeach Parish Council in order to maximise economical operational efficiency and value for money.

The basis of the contract will include repairs to the tractor storage building.



SECTION 3 – Procurement Process

3.1 Procurement Stages

This is a procurement exercise conducted in accordance with the **Restricted Procedure** commonly used in public sector procurement exercises.

During this stage we may wish to conduct site visits to your references' sites identified in order to moderate the score given in Section 4. Holbeach Parish Council will advise Tenderers of such requests during the tender process.

SECTION 4 – Award Criteria

4.1 Award Criteria

The Contract will be awarded on the basis of the following weighted award criteria:

	Award Criteria	Weighting
4.1.1	Conformance to Specification Submissions which do not, in the opinion of Holbeach Parish Council, adequately meet the Performance Specification will not be marked for the Technical Merit and Price Criteria outlined below and will not be taken forward to any subsequent stages of the Tender evaluation.	PASS/FAIL
4.1.2	Price	50%
4.1.3	Technical Merit (Quality & Safety)	50%
	TOTAL	100%

The **Technical Merit** criteria are made up of the following sub-criteria:

4.1.3.1	Relevant experience	20%
4.1.3.2	Past performance	10%
4.1.3.3	Technical skills	20%
4.1.3.4	Resources	20%
4.1.3.5	Management skills	10%
4.1.3.6	Methodology	5%
4.1.3.7	Geographical location	5%



4.1.3.8	Health & safety record	10%
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Tenderers may then be taken forward the final stage of an interview. This stage will be used to moderate your scores (+/- 5) at ITT stage by clarifying information provided in your company's bid.

4.3 Submissions Evaluation

The evaluation of submissions will be on the criteria listed below in **4.3.1** and **4.3.2**. The criteria will count for 100% of the overall evaluation with the relevant weightings listed next to each individual criterion stated below.

Evaluation criteria will be a combination of both financial and non-financial factors and will consider the following areas:

4.3.1 Price (50%)

The Price criteria carry a weighting of 50% of the overall achievable score.

Please see **Appendix 2** Pricing Schedule to be completed and returned by all suppliers.

A price score shall be calculated for each tender by reference to the lowest tender, which is given a point's score of 100. One point shall be deducted from each of the other tenders for each percentage point above the lowest in accordance with the following formula:

$$100 \times (a / b) = \text{score}$$

where

-

a = price of lowest bidder **b** = price of tender being evaluated

4.3.1.1 Prices submitted as part of this ITT must remain open for acceptance for a **minimum of 120 days** from the closing date for the receipt of offers.

4.3.1.2 Prices must be exclusive of **VAT**. Please see Appendix 2 for pricing schedule that should be completed and returned as part of your tender response.

4.3.1.3 The contract price will be **fixed** for the duration of the contract.

4.3.1.4 Contract prices applicable to any extension of the contract will be agreed by negotiation prior to that extension.

4.3.1.5 Bidders must demonstrate how their proposals represent overall value for money and how they will assist Holbeach Parish Council with cost initiatives.



4.3.2 Technical Merit (Quality & Safety) (50%)

The Quality & Safety criteria carry a weighting of 50% of the overall achievable score and is broken down into the following areas and respective weightings.

	<u>WEIGHTING</u>
Relevant Experience (evidence of examples of similar work)	20%
Past Performance (to include details of a reference client)	10%
Technical Skills (to include experience of historical buildings work)	20%
Resources (skilled and able to match proposed start date)	20%
Management Skills (communication with Holbeach Parish Council and frequency of project status reports)	20%
Methodology (to comply with all relevant construction regulations)	5%
Geographical Location (able to sensibly travel to / from site)	5%
Health & Safety (details of H & S record and approach)	10%

Please see **Appendix 5** Tender Technical Questions & Answer sheet to be completed and returned by all tenderers.

The information supplied will be checked for completeness and compliance before Tenders are evaluated. Failure to comply with any of the requirements or any other specified requirements may render a tender liable to disqualification.

Holbeach Parish Council reserves the right to suspend, cancel or withdraw the tender process at any time and will not be responsible for any costs incurred to potential suppliers.

NOTE: *If any criteria within the specification document are classed as non-compliant, Holbeach Parish Council will not be able to take your tender through to the next stage. If however you state that you are non-compliant and are able to provide an alternative solution, then this may be considered but not a guarantee that it will be accepted.*

4.4 Scoring Principles

Submitted Tenders will be assessed against the above criteria and scored using the following point's system principles:

Key	Performance
0	No Requirement Met
1	Meets Very Little Requirements
2	Meets Some Requirements
3	Partially Meets Requirements
4	Mostly Meets Requirements
5	Fully Meets Requirements

4.5 Evaluation Process

Each Offer Schedule will be scored in accordance with the evaluation process stated above.

Clarifications may be sought in writing, or by interview / presentation from the suppliers and scores adjusted accordingly. Visits to reference sites may also allow for adjustments to scores.

Full or partial proposals that in the opinion of Holbeach Parish Council are unrealistically low or not reasonably sustainable (in terms of Quality or Price) may be rejected.

The weighted scores within each sub-criterion will be added together to arrive at the total score.

4.6 Contract Term

The contract is estimated to be for a period of **2 months**. This will be agreed with the chosen supplier once appointed.

SECTION 5 – PRICING

- 5.1 All sums and rates shall be fixed for the contract term and fully inclusive of all charges, supervision, preliminary costs, payroll costs and out of pocket expenses.
- 5.2 Expenditure against any provisional sums and rates shall be agreed in advance with the Contract Manager. The Contractor shall not be paid for any such costs howsoever incurred without such approval.
- 5.3 Unless otherwise agreed, the Contractor shall only be entitled to invoice for completed activities as identified on the Pricing Schedule.
- 5.4 Additional rates / prices and provisional sums shall only be expended at the instruction of the Contract Manager. The application of these rates will only be applicable to variations issued under the Conditions of Contract.

A Pricing Schedule is available for completion in **Appendix 2**.

SECTION 6 – Terms for Submission of Electronic Tenders

6.1 Closing Date & Submission

The closing date and time for the receipt of submissions and all requested documentation relating to this stage is **17:00 hours (5pm) on 25th September 2026**. Late submissions will not be accepted.

Submissions will only be accepted if they are returned:

Via e mail to: clerk@holbeachparishcouncil.gov.uk

Or

Via post to:

Holbeach Parish Council, Coubro Chambers, 11 West End, Holbeach. PE12 7LW
For the attention of Jan Hearsey

6.2 Proposed Schedule of Events

The proposed schedule for the procurement process is as follows. However, the dates indicated, except for the return date should be regarded as indicative at this stage as Holbeach Parish Council reserves the right to extend and / or amend the timetable as necessary. Any major changes will be discussed with potential tenderers.

Activity	Start Date	Finish Date
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Invitation to Tender (ITT) Submission	01/09/2026	25/09/2026 (5:00pm)
Tenderers must submit questions and comments regarding tender documents (ITT) by	01/09/2026	11/09/2026
Holbeach Parish Council responds to questions and comments via email to all tenderers	12/09/2026	12/09/2026
Tender Closes		5:00pm 25/09/2026
Interviews	29/09/2026	02/10/2026
Proposals evaluated		12/10/2026
Recommendation to Main Council		12/10/2026
Bidders notified of contract award		13/10/2026
Contract signing		14/10/2026
Mobilisation Period	12/10/2026	14/10/2026
Contract to start	19/10/2026	

6.3 Confidentiality and Disclaimer

This ITT is not an offer capable of acceptance but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the ITT to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by Holbeach Parish Council commits Holbeach Parish Council to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. Holbeach Parish Council is not responsible directly or indirectly for any costs incurred by your firm in responding to this ITT and participating in Holbeach Parish Council's procurement process.

All firms shall keep strictly confidential any and all information contained in this ITT, and other information or documents made available to it by or on behalf of Holbeach Parish Council in connection with this ITT. The firms shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this ITT will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with Holbeach Parish Council during the bidding process should only be with the individuals named in the covering letter in Section 1 sent from Holbeach Parish Council dated **28th August 2026** as the Holbeach Parish Council tender contacts. Respondents shall not offer or give any consideration of any kind to any employee or representative of Holbeach Parish Council as an

inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with Holbeach Parish Council.

6.4 Freedom of Information Act 2000

Public Authorities are committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act.

If tenderers consider that any of the information included in their tender is commercially sensitive, it should be identified, and an explanation given (in broad terms) of what harm may result from disclosure if a request is received and the time period applicable to that sensitivity. Please use **Appendix 8** of this Invitation to Tender for this purpose.

Tenderers should be aware that, even if they have indicated that information is commercially sensitive, Holbeach Parish Council may be required to disclose it under the Act or the Regulations if a request is received. Please also note that the receipt of any material marked “confidential” or equivalent by the public authority should not be taken to mean that the public authority accepts any duty of confidence by virtue of that marking. If a request is received Holbeach Parish Council may also be required to disclose details of unsuccessful tenders.

6.5 Response/Return of Invitation to Tender

Please provide a response to this ITT by completing the appendices listed below and providing any additional or supporting information which you consider appropriate. In completing the ITT, please adhere to the structure contained in this document and include “Not applicable” where appropriate.

Tenderers are advised that it is **compulsory** to complete and return all of the following documents. Failure to do so will mean that your tender is not considered.

1. Completion of Tenderer Declaration (Appendix 1)
2. Completion of the Pricing Schedule (Appendix 2)
3. Completion of Supplier Technical Question & Answer sheet (Appendix 5)

6.6 Questions

If you have any specific questions concerning this document or the process for submission of your proposal, then please email: **clerk@holbeachparishcouncil.gov.uk**. Only questions submitted to this email address will be answered. It would be most helpful if queries could be submitted in one email rather than piecemeal within the deadline stated in 6.2 of this document.

All responses to received and any communication from tenderers will be treated in strict confidence.

6.7 *Material Misrepresentation*

Holbeach Parish Council shall reply on the information provided by the bidder in relation to its offer. In providing the services as specified in the Invitation to Tender documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

6.8 *Collusive Bidding*

Collusive bidding is unacceptable by Holbeach Parish Council. Any tenderer that is caught by Holbeach Parish Council to be circumventing rules or the law during this tender process will automatically be disqualified from the tender process.

This applies to any bidder who:

- a. Fixes or adjusts the amount of his bid by or in accordance with any agreement or arrangement with any other person, or
- b. Communicates to any person other than Holbeach Parish Council the amount or approximate amount of his proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender for instance), or
- c. Enters into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted, or
- d. Offers or agrees to pay or give, or does pay or gives 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 Offer or proposed Offer for the Works/Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to Holbeach Parish Council and without prejudice to any criminal liability which such conduct by a bidder may attract).

6.9 *Bribery*

Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe.

The Contractor agrees with the Client that this Contract will operate on the basis of zero tolerance being shown towards any Fraud and/or Bribery. The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the Contractor (including its shareholders, members, directors) in connection with the receipt of monies from the Client and with the operation of this Contract.

6.10 Relationship with Members of the Council

If a candidate for any tender is to his/her knowledge related to any Member of the Council or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Parish Clerk. A candidate who fails to do so shall be disqualified for consideration.

Canvassing of Members of the Council or any committee, directly or indirectly, for any tender under the Council shall disqualify the candidate.

A Member of the Council or of any committee, shall not solicit for any person any appointment under the Council or recommend any person for such appointment but any such Member may give written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

APPENDIX 1 Tenderer Declaration Form

Declaration by Tenderer

ITT Title: HOLBEACH PARISH COUNCIL REF: Tractor building 2026

1. I, _____, certify that I am the person duly authorised to sign tenders for and on behalf of

_____, the tenderer, and having read the documents, offer to supply the goods, services or works:

- as set out in the letter of invitation to tender, the specification and accompanying tender documents, samples and/or drawings.
 - under the terms and conditions indicated
 - at the price (or prices) specified in the attached tender documentation.
2. It is agreed that any or other terms and conditions of contract or any caveats, assumptions, reservations or exclusions that may be printed on correspondence emanating from the tender, or any Contract resulting from this tender, shall not be applicable to this tender or agreement.



3. I certify that this is a bona fide tender and that I have not fixed or adjusted the amount of the tender by, or under, or in accordance with any agreement with any other person. I have not done, and undertake that I will not do at any time before the hour and date specified for the return of the tender, any of the following acts:
 - Communicate to a person other than Holbeach Parish Council, 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
 - Enter into an agreement or arrangement with any other person that he/she will refrain from tendering or to the amount of any tender to be submitted
 - Offer, or pay, or give, or agree to pay any sum of money or valuable consideration, directly or indirectly to any person for doing, or having done, or causing to be done in relation to any tender or proposed tender, for the said work, any act or thing of the sort described above.
4. I further certify that the principles described in paragraph 3 have been, or will be, brought to the attention of all subcontractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with the subcontractors, suppliers or associated companies will be made on the basis of the compliance with the above principles by all parties.
5. I understand that Holbeach Parish Council reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as Holbeach Parish Council may decide. Holbeach Parish Council is not bound to accept the lowest or any tender.
6. I have obeyed the rules regarding confidentiality of tenders and will continue to do so as long as they apply.
7. I can confirm that I accept that any breach of any of the conditions could lead to any tender being rejected or to the rescission of the Contract by Holbeach Parish Council.

Authorised Signatory	
Date	
Name in BLOCK LETTERS	
For and on behalf of	



Job Title	
Address	
E-mail address	
Telephone Number	

Please ensure that the form is completed and signed before being returned with any other supporting documentation requested, by the due date and time stated in paragraph 6.2. Use the checklist to ensure that you have submitted the relevant documents (see paragraph 6.5).

APPENDIX 2 PRICING SCHEDULE

Holbeach Parish Council wishes to receive **detailed** quotes in the stages matching those of the Scope of Works at Appendix 7.

All prices should **exclude** VAT.

APPENDIX 4 CONDITIONS OF CONTRACT

The Contract will be subject to the Joint Contracts Tribunal (JCT) Minor Works Building Contract 2016.

The successful contractor must sign a Statement of Compliance agreeing to carry out the works in accordance with the following Construction Conditions and provide all relevant documents where necessary:

- All works will be carried out in accordance with current Building Regulations where appropriate. Building regulation approval notices and/or equivalent certificates (Fensa, NICEIC, Gas safe, etc.) and/or a statement of compliance from a suitably qualified person or Project Manager will be provided on request
- All Health and Safety and Construction Design and Management Regulations (including CDM Regulations 2015) will be met where appropriate. Details of CDM Co-ordinator appointment, details of relevant Health and Safety policies, and/or a statement of compliance from a suitably qualified person will be provided on request.
- Due consideration of relevant Statutory Safety requirements will be taken prior to construction or during demolition stage where appropriate. If applicable, a Refurbishment/Demolition Survey will be carried out if the premises, or part of it, need upgrading, refurbishing or demolishing. Surveys will be carried out by a competent surveyor, and the survey will locate and identify all Asbestos Containing Material (ACM) before any work begins at a stated location or on stated

equipment at the premises. Copies of relevant reports or a statement of compliance from a suitable qualified person or Project Manager will be provided on request.

Payment terms will be – payment to be made by the end of the month following the month of invoice, or as otherwise agreed with the Parish Council.

There will be a retention of up to 10%, or as otherwise agreed with the Parish Council, pending receipt of certified completion.

APPENDIX 5 SUPPLIER TECHNICAL QUESTIONS & ANSWER SHEET

This document must be completed by all applicants.

i) Relevant Experience

Answer feedback:

ii) Past Performance / Reference Clients

Answer feedback:

iii) Technical Skills to Manage this type of Project

Answer feedback:



iv) **Resources and Ability to meet Project Timescales**

Answer feedback:

v) **Management Skills**
Details of project management and communication experience

Answer feedback:

vi) **Methodology**
Including Safety, Quality and Cost Control

Answer feedback:

vii) **Geographical Location**
Ability to resource skilled personnel and materials

Answer feedback:



viii) **Regulation 23 Criteria**
Details of any convictions as stated in Regulation 23 of the Public Contracts Regulations 2006

Answer feedback:

ix) **Insurance**
Evidence of level of Employers Liability and Public Liability insurance

Answer feedback:

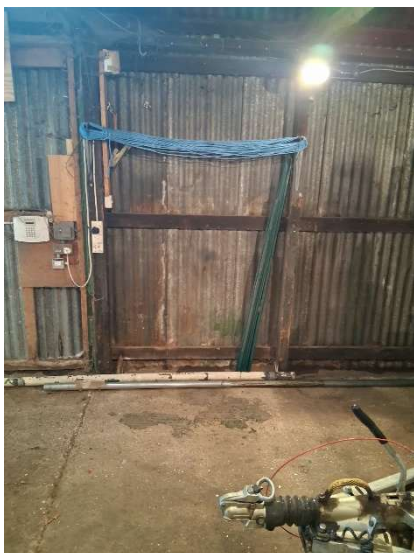
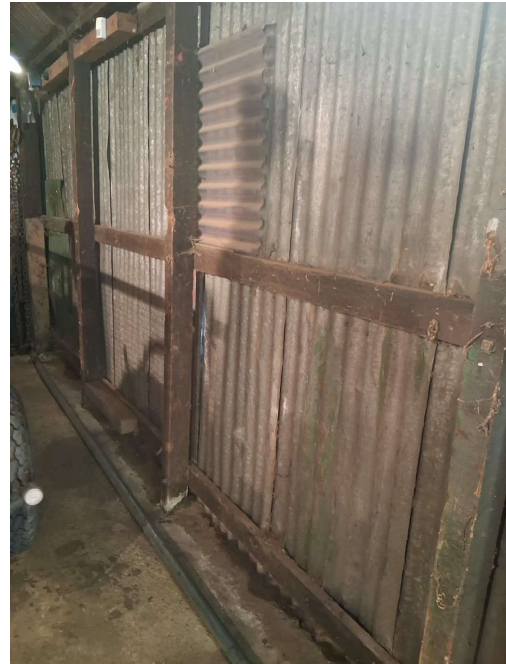
Answer feedback:

xi) **Any Other Relevant Information**

Answer feedback:

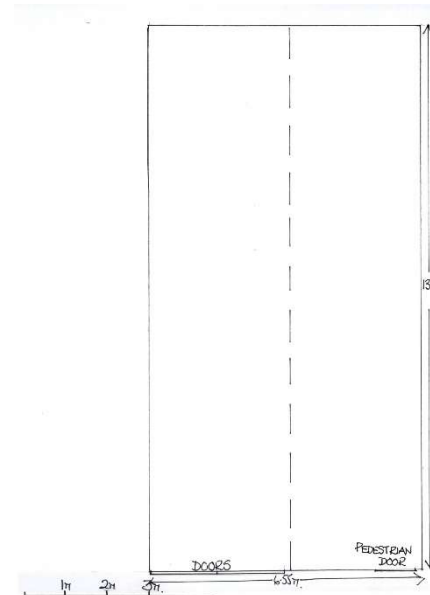
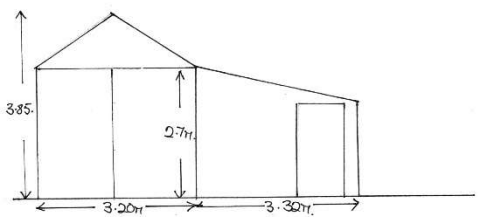


APPENDIX 6 - DRAWINGS & PHOTOS





THE TRACTOR SHED.
CARTERS PARK
HOLBEACH



Repairs to tractor building in Carters Park, Holbeach.

Measurements of new timbers are approximate and intended as a guide.

Contractors will need to undertake their own survey, verify measurements and may identify other areas they consider need renovation.

The corrugated steel cladding will remain and some may be later replaced in part by the Council's own staff.

Remove and replace 8 structural posts. 10cm x 8cm x 3m in height to the walls of the building.

Remove and replace 4 collar timbers supporting the roof.

Remove and replace 1 supporting beam between the extension and the original building.

Provide and fit new framed and braced door 2.7m x 3.2m

On an existing door opening, currently boarded up, supply and fit new door, furniture & ironmongery.

To remove all rubbish and to leave the site in a tidy and clean condition.

Notes:

- The work area must be cordoned off and appropriate signage used.

Site security & safety

- The contractor is responsible for site security and safety throughout the duration of the project.
- The council will not support any claims made for the loss of equipment / materials or for damage caused to people or property during these works.

APPENDIX 8 – FREEDOM OF INFORMATION STATEMENT

I confirm that I have read and understood paragraph 6.4 of the Invitation to Tender.

I would like the following parts of my tender / proposal to be considered as commercially sensitive information: (Please list clearly)

Disclosure of this information may be detrimental to the conduct of my company's business activities for the following reason(s):

I require this information to be considered as confidential for years.

I understand that Holbeach Parish Council may have to release this information if required to do so by law.

Signed:

For and on behalf of:

.....



Date: