

Tender Documents
For
Hay cutting
for
Armagh City Banbridge and Craigavon Borough Council

Issue Date: 9th March 2026

Return Date: 12.00 noon, 11th May 2026

CONTENTS

	Item	Page No.
Introduction	Introduction & Background	3
Part 1	Instructions and Information	3 - 5
Part 2	Mandatory Requirements	6 - 11
Part 3	Specification and Pricing Schedule	12 - 17
Part 4	Maps	18 - 23
Part 5	Declarations for Return	24 - 37

Armagh City, Banbridge and Craigavon Borough Council invites you to submit a quotation for the completion of the hay cutting contract as outlined in the specification and the supply of the specified number of bales to Tanaghmore Gardens Animal Farm.

The date of return for your quotation is no later than 12.00noon on Monday 11th May 2026

PLEASE ENSURE THAT THE FOLLOWING QUOTATION DOCUMENTS ARE COMPLETED AND RETURNED

MINIMUM STANDARDS OF EXPERIENCE
TECHNICAL RESPONSE
FINANCIAL RESPONSE
APPENDICES 1 – 9

Appendices

Please Ensure That You Have Read and Completed Where Necessary

- 1 Form of Quotation
- 2 Bribery, Collusion and Canvassing Declaration
- 3 Fair Employment Declaration
- 4 Freedom of Information Statement
- 5 Terms and Conditions
- 6 Conflict of Interest Statement
- 7 Safeguarding Policy
- 8 Complaints Handling Statement
- 9 Contact Details

PART 1

INSTRUCTIONS AND INFORMATION

1 Tender

- 1.1 Armagh City Banbridge & Craigavon Borough Council (“the Council”) invites bids from suitably experienced persons for the project described above. It is envisaged that the Contractor will lead and direct all disciplines that are deemed necessary for the works described.
- 1.2 The Contractor shall be deemed to have satisfied itself, before submitting its response, as to the accuracy and sufficiency of the rates and prices stated in the Quotation which shall (except in so far as is otherwise provided in the Contract) cover all the Contractors 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 Quotation

2 Completion and Submission of Quotation.

- 2.1 The documents must be completed as directed and returned by post or by hand by 12noon on Monday 11th May2026 to:

Mr Hugh Thompson
Conservation Projects Officer
Armagh City Banbridge and Craigavon Borough Council
Lough Neagh Discovery Centre
Oxford Island NNR
Craigavon
BT66 6NJ

Envelopes should be marked “Tender Documents, Hay Cutting Contract, Private and Confidential”

Please be advised INCOMPLETE SUBMISSIONS MAY BE REJECTED

All submissions must be in the English language and any alterations or deletions must be initialled by the signatories of the Competitive Applicant.

The Contracting Authority/Managing Agent cannot accept responsibility for transmission delays. It is the responsibility of the Applicant to ensure that its Competitive Application Package response has been submitted in the prescribed manner and in accordance with the specified deadline.

3 Points of contact

In the case of a technical query, please contact Hugh Thompson via e-mail at hugh.thompson@armaghibanbridgecraigavon.gov.uk

4 Written acceptance

Acceptance by the Council shall only be made by written instruction to the successful Contractor.

5 Right to issue further instructions

During the Tender Period, the Council reserves the right to make changes to the Contract Documentation, which changes shall be accepted by the Contractor without reservation.

6 Period of the contract

The contract must be complete by Friday 18th September 2026.

7 Award of the contract

Council reserves the right to award based on the lowest acceptable price submitted. Furthermore Council reserves the right not to award a contract to any Contractor under this process.

8 Period Tenders are to be held open

Tender submissions are required to be kept open for acceptance for a period of 12 weeks from the closing date for submission.

9 Return of specified supplementary documents

Failure to return all specified supplementary documentation by the specified date, or such subsequent date as may be prescribed, may result in the bid being rejected.

10 Evaluation criteria

This is a two stage process. Only those contractors who meet the Mandatory Requirements detailed in Part 2 will have their submitted price considered.

Mandatory requirements are;

- Insurance requirements as outlined in Table 1
- Health & safety requirements as outlined in Table 2
- Experience in carrying out similar contracts

The Council shall use 'Lowest Acceptable Price' as the award criteria.

12 Health and Safety

In projects where the appointed contractor intends to engage with sub-contractors the appointed contractor will automatically assume the role of Principal Contractor.

The Contractor/Principal Contractor will produce an acceptable Health and Safety Plan explaining how health and safety risks will be managed.

No works will be permitted to start on site until the Health and Safety Plan has been reviewed and approved.

In projects where more than one contractor is involved the appointed Principal Contractor will be required to produce a Health and Safety File.

Indicative Programme

Milestone	
Acceptance of Tender	Week ending Friday 22 nd May 2026
Commence Works	Wednesday 15 th July 2026
Completion of works	Friday 18 th September 2026
The Employer reserves the right to amend these timescales.	

General Information

Payment Terms

Payment will be on receipt of invoice for total cost from the successful Company, post goods/service delivery, except by prior agreement.

The following information shall be included on each invoice submitted by the Contractor:

Name and address of supplier

VAT Registration no.

Invoice No

Tax date

Delivery Point/Contingency Delivery Point/Bulking Area

Net amount

VAT payable

Gross amount

Purchase Order number to which the invoice relates

Final invoices shall be sent to: creditors@armaghbanbridgecraigavon.gov.uk

Cancellation Clause

If a contractor after award cancels or does not provide their contracted services as agreed, this constitutes a breach of contract and as per the relevant Clauses of the Terms and Conditions, any monies already paid by the Council will be recoverable immediately. However, in the event of any part of the service not being delivered, then any sums due or accruing from the Council to the Contractor may be withheld or reduced by such an amount as the Council, in its absolute discretion considers reasonable and appropriate in the circumstances.

PART 2

MANDATORY REQUIREMENTS

This section will assess the Mandatory Criteria. All Mandatory criteria must be satisfied in order for the Quotation to be given any further consideration. This will be broken down as follows:

- Section A – Insurance Requirements
 - A0-1 Insurance Confirmation
- Section B – Health & Safety Requirements
 - B0-1 Health & Safety Management System
- Section C- Experience Requirements
 - C0-1 Evidence of relevant experience

SECTION A - INSURANCE REQUIREMENTS

[A0-1] Insurance Confirmation

<u>Table 1 – Insurance details</u>	
1. Public liability insurance	
Public liability insurance with a minimum limit of indemnity not less than £5m GBP per incident.	
2. Employer’s liability insurance	
Employer’s liability insurance with a minimum limit of indemnity not less than £10m GBP per incident compliant with applicable statutory requirements.	
Copy of Certificates Included	

Evaluation Guidance

Contractors who fail to provide confirmation that they have in place the required levels of Insurance will not be considered.

SECTION B – HEALTH & SAFETY REQUIREMENTS

[B0-1] Health & Safety Management System

Table 2 – Health & Safety Details	
Provide details of your Company’s health and safety management system.	
1. Name of SSIP recognized accreditation body and reference/certificate number. FarmSafe Awareness, FarmSafeNet certification also accepted.	
Certificate Attached	

Evaluation Guidance

Contractors who fail to provide details of their health and safety system as requested will not be considered.

SECTION C – PAST PERFORMANCE

[C-01] PAST PERFORMANCE – MAIN CONTRACTOR EXPERIENCE

Please provide details of **2 similar hay cutting contracts** undertaken by your Company over the last **five years** which demonstrate your ability to manage a project of this type & size. Details provided should also include **client’s name, project works description, contract period, value, client contact name and telephone number. Please continue on a separate sheet if necessary**

Evaluation Guidance

Contractors who fail to demonstrate past experience in providing similar works may not be considered

The service to be carried out under this contract is described in Part 1 of this document and the Specifications & Pricing Schedules attached in Part3x.

Assessment	Indicators
Pass	The Contractor has demonstrated relevant experience and has the ability to deliver a contract of this type, scale and complexity.
Fail	The Contractor has failed to demonstrate relevant experience and the ability to deliver a contract of a similar type, scale and complexity.

Please complete the tables below.

Question C01 - Contract No. 1			
Title of Contract			
Total Works Contract Value			
When and where the works were carried out			
Start date	dd/mm/yyyy		
Completion date	dd/mm/yyyy		
Description of the Works that satisfies question [C0-1] EXPERIENCE			

Question C01 - Contract No. 2			
Title of Contract			
Total Works Contract Value			
When and where the works were carried out			
Start date	dd/mm/		
Completion date	dd/mm/yyyy		
Description of the Works that satisfies question [C0-1] EXPERIENCE			

Document 1

INSURANCE QUESTIONNAIRE

CONTRACTOR: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

BUSINESS DESCRIPTION: _____

DESCRIPTION OF CONTRACT: Installation of fencing/gates

CONTRACT VALUE: _____

PERIOD OF CONTRACT: _____ COMMENCEMENT DATE: _____

Employers Liability		
Insurer:	Policy Number:	Renewal Date:
Limit of Indemnity (min: £10m)	£	
Indemnity to Principal	Yes/No	
Cover for sub-contractors	Yes/No	
Restrictive Endorsements		
Public/Products Liability		
Insurer:	Policy Number:	Renewal Date:
Limit of Indemnity (min: £5m)	£	
Excess Layer (if applicable)	Insurers:	
	Policy Number:	
	Excess Limit: £	
If annual: renewal date:		
Contractual liability	Yes/No	
Indemnity to Principal	Yes/No	
Cover for sub-contractors	Yes/No	
Inner limits (if any – please give details)	Yes/No	
Third party working risk (“tool of trade”)	Yes/No	
Policy Deductible	Yes/No	
Excavation depth limit (if applicable)	Metre(s)	
Height Limit		
Restrictive endorsements		
Contractors All Risk (N/A)		
Insurer:	Policy Number:	Renewal Date:
Contract price limited	£	

Does cover apply during 12 month's "defects period"? (min. 12 months)	No
Does the policy provide for the Employer's interest?	Yes/No

Signed:		Date:	
On behalf of:		Insurance Company/Brokers	

We will notify Willis Limited in the event of any of the above policies being cancelled, not renewed or restricted in any way.

Evaluation Guidance

Tenderers are required to submit the following populated documents-

- Document 1
- Section A- Copies of relevant insurance documents
- Section B- Health & Safety Requirements Details
- Section C- Main Contractor Experience

Part 3

Specification and Schedule of Work

Hay cutting

For

Armagh City Banbridge and Craigavon Borough Council

(Hereby referred to as Council)

Commencement of works on or after **15th July 2026 unless otherwise notified.**

Completion date **18th September 2026**

1.	Competitive Application Document Contents
	This Competitive Application Document is arranged as follows:
	Section 1 – Instructions, Information & Preliminary particulars Section 2 – Specification and pricing schedule Section 3 – Contractor Questionnaire

Section 1 - Instructions, Information & Preliminary Particulars

1	Employer
	The employer is Armagh City Banbridge and Craigavon Borough Council, Civic Centre, Lakeview Road, Craigavon, BT64 1AL.
1.1	Contract Administrator
	The Contract Administrator is- Mr Hugh Thompson Conservation Projects Officer Armagh City Banbridge and Craigavon Borough Council Lough Neagh Discovery Centre Oxford Island NNR Craigavon BT66 6NJ hugh.thompson@armaghbanbridgecraigavon.gov.uk
1.2	Maps
	Outline maps showing the areas where cutting should take place are included. Cutting should take place only in the areas marked.
1.3	Location of Works
	Works are located at; Oxford Island National Nature Reserve (Annaloiste Road, Lurgan), Turmoyna Meadows, (Kinnego Embankment, Lurgan), Silverwood Farm and Silverwood Meadows, (Boconnell Lane, Lurgan), and Craigavon Lakes, (Tanaghmore West Road, Craigavon).
1.4	Preliminary particulars
1.4.1	Access and site visits
	Contractors shall be given the opportunity to carry out a site visit in order to familiarize themselves with the requirements of the project. Contact Hugh Thompson (Conservation, Projects & Activities Officer) on 07885 284600 or via e-mail to arrange a site visit.
1.4.2	Programme
	The Contractor shall notify the Contract Administrator in arranging his programme for carrying out the work. Please note this contract must be completed before close of business on 18th September 2026 unless otherwise notified.
1.4.3	Site organisation
	The Contractor shall maintain an adequate organisation under the full-time control of an experienced supervisor. Such person shall be contactable at all times by mobile telephone during normal working hours.

1.4.4	Limitations of working hours
	Work will generally not be permitted before 8.00 am or after 9.00 pm except by arrangement with the Contract Administrator.
1.4.5	Work area protection
	<p>Protections</p> <p>The Contractor shall provide all necessary barriers, signs, tape, cones etc. to complete the works and to provide safety of life and property at all times. All such provision shall be in accordance with Current Health & Safety legislation.</p> <p>Care must be taken not to cause damage to the ground as some areas are prone to water logging.</p> <p>Any damage to the ground must be repaired within one month of cutting. The contract will not be considered to be complete until all repairs are carried out to the satisfaction of Council.</p> <p>The Contractor shall thoroughly clean all areas where work has been carried out and leave it in a condition fit for operation. Where damage has occurred the contractor will be responsible for making good to the satisfaction of Council.</p> <p>Any damage caused to gates, fences, ditches or any other site fittings by the contractor during completion of the works will be repaired at cost by an approved contractor appointed by Council. Council will seek to reclaim all costs incurred from the party responsible for causing the damage before the contract is deemed to be complete.</p>
1.4.6	Temporary Protections
	<p>The Contractor shall be entirely responsible for providing all necessary temporary protections to the existing grass areas, paved area, entrances, roads, paths, services and everything else affecting the existing and services and shall make good at his own expense any damage caused due to insufficient or inadequate temporary protections.</p> <p>All gates and barriers must be locked when contractor is off site. All locks and chains to be put back in place at completion of works and keys returned to the contract administrator.</p>
1.4.7	Cleaning the Works
	The Contractor shall thoroughly clean all areas where work has been carried out and leave it in a condition fit for operation. Where damage has occurred the contractor will be responsible for making good to the satisfaction of the Contract Administrator
1.4.8	Safety, Health and Welfare of Work people
	<p>Council has adopted a Safety Code of Practice for Contractors (can be viewed upon request). This is for the use of all Contractors employed to carry out work on behalf of the Council and explains the minimum safety standards which must be complied with.</p> <p>Appropriate risk assessments, method statements and safe systems of work are to be presented to Council for approval before any works start on site.</p>

	<p>Contractors should note that they are specifically prohibited from having children present or assisting in the work activities on Council property, including driving of vehicles etc.</p>
<p>1.5</p>	<p>Competitive Application Particulars</p>
	<p>This Schedule is not a Bill of Quantities and therefore because of the nature of the work, it will be necessary for competitive applicants to inspect the site and identify and quantify the work listed in this Schedule. Competitive applicants shall be deemed to have obtained all their own information, measurements, etc. as may be necessary. To assist competitive applicants, quantities have been included in the description and these quantities should be used to calculate the cost of the work.</p>
	<p>The descriptions on this Schedule are intended only to identify the nature and location of the various items and competitive applicants will be solely responsible for satisfying themselves as to the full extent and character of the work listed in this Schedule, and the execution of the work generally with particular regard to the Programme described below. No claim for additional costs or time on the grounds of want of knowledge will be available.</p>

Section 2 – Specification and Pricing Schedule

Hay cutting at Oxford Island National Nature Reserve, Silverwood Farm, Silverwood Meadows, Turmoyra Meadows, and Craigavon Lakes.

Conditions and Standards.

A hay cut must be taken at each site only after **15th July 2026** on all sites. All vegetation including rushes must be cut, baled and removed by **18th September 2026**. Any alteration to this must be agreed in writing by Council.

A hay cut should be carried out on all land within the areas shown on the maps. **Payment will be reduced pro rata for any ground left uncut within the marked areas.**

In extreme weather conditions, grass may be made into big bale haylage but only with prior written permission from Council. The grass must have been cut and turned twice.

The successful contractor will provide up to **30 round bales of hay (mesh wrapped)** of acceptable quality harvested from the lands marked **RB1** on the Oxford Island map included in this document and delivered to Tanaghmore Gardens Rare Breed Farm or other agreed location. Should the land marked **RB1** not provide sufficient to fulfil the requirement additional bales to complete the total should be made from grass harvested from the field marked **RB2**. The competitive tender must clearly show a cost per bale for round bales.

The Contractor must contact Tanaghmore Gardens Farm Manager once hay cutting commences and agree first delivery time to farm. Payment for the bales supplied will be made upon completion of hay cutting to satisfactory standard on all lands as mapped.

Hay supplied should be dry, in tight bales, and free of rushes and other noxious weeds. Each bale should be mesh wrapped with a minimum of five layers of appropriate mesh. Arrangements for delivery should be made at least **two days** in advance by contacting the manager at Tanaghmore Gardens farm on 028 38343244.

The decision regarding whether or not the hay supplied is of acceptable quality shall be at the sole judgment of Tanaghmore Gardens Farm manager.

Care must be taken not to cause damage to the ground, as some areas are prone to water logging. Any damage to the ground must be repaired before completion of contract.

Council reserves the right to vary / alter conditions

Storage of bales on site is not permitted.

Means of access and way out at each location must be agreed with Council staff prior to work commencing and must be adhered to during completion of works.

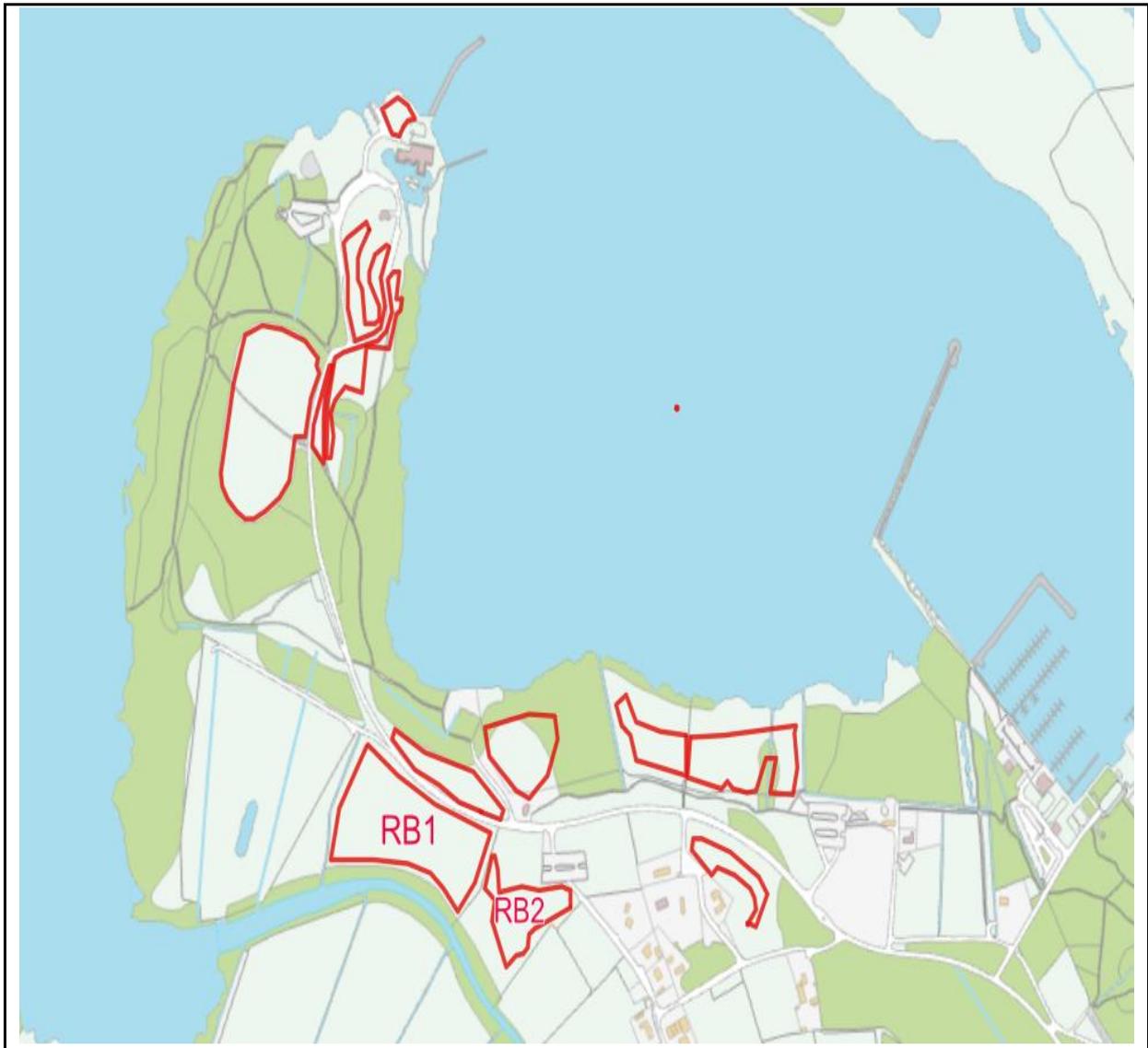
All gates to be secured whenever the contractor is not present on site with all locks, chains etc. in place.

Pricing Schedule for Hay cutting 2026

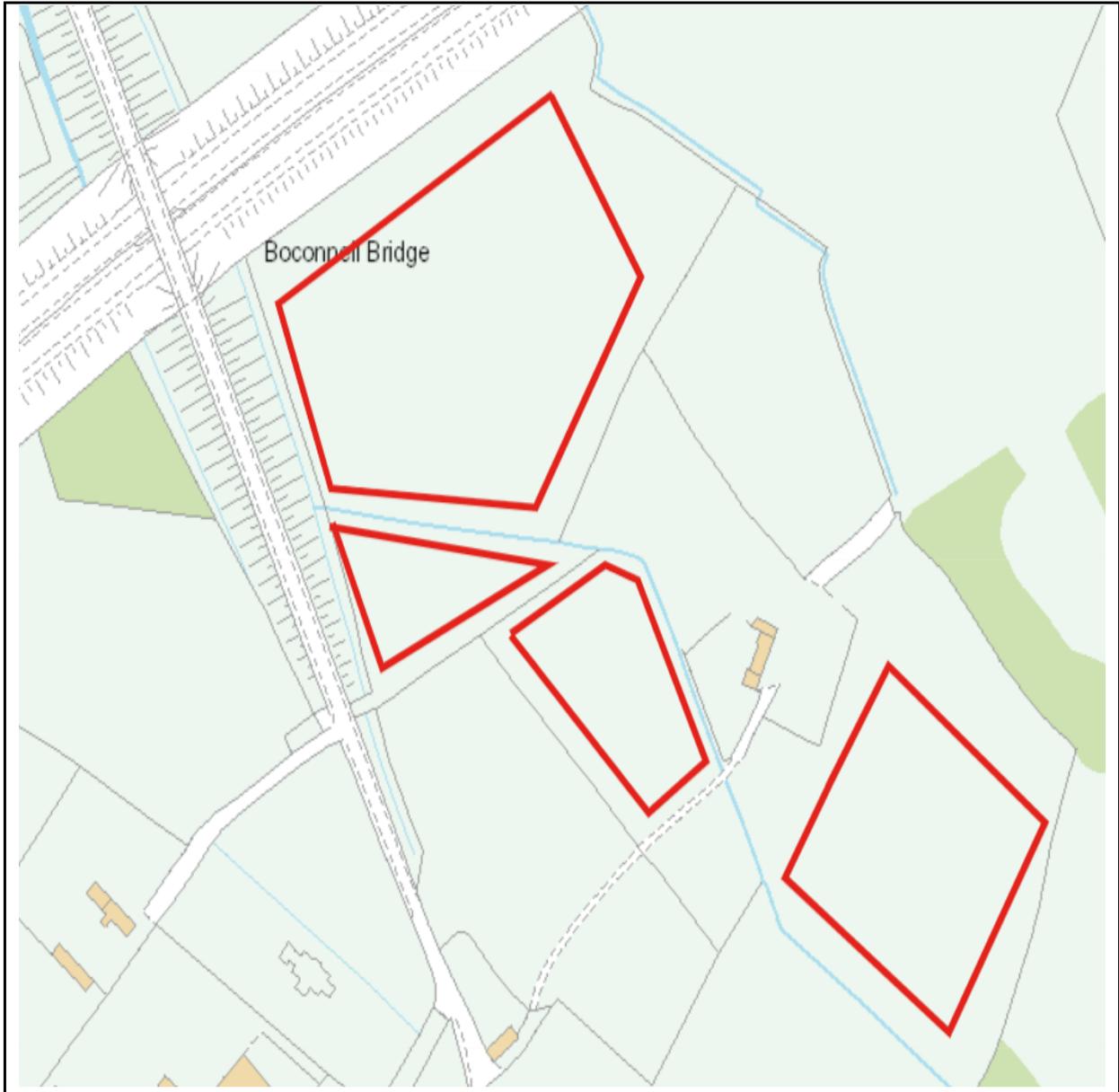
<p>The following schedule is not a Bill of Quantities. It is intended only to guide the works.</p> <p>Each item in this section must be priced separately.</p> <p>The contractor should identify and measure all works and should visit the site prior to submitting application. Measurements are given for guidance only.</p>			
<u>Preliminaries</u>	Unit	Quantity	Cost £
Hay cutting as per specification at;			
Oxford Island National Nature Reserve	Item	8.0ha approx.	
Silverwood Farm	Item	2.8ha approx..	
Silverwood Meadows	Item	8.5ha approx.	
Turmoyra Meadows	Item	3.0ha approx.	
Craigavon Lakes North	Item	1.0ha approx.	
Craigavon Lakes South	Item	6.2ha approx.	
Supply up to 30 round bales of hay (mesh wrapped) of acceptable quality, delivered to Tanaghmore Gardens Farm or other agreed location.	Item	30 bales of hay	
TOTAL COST	£ _____		

2026 Maps

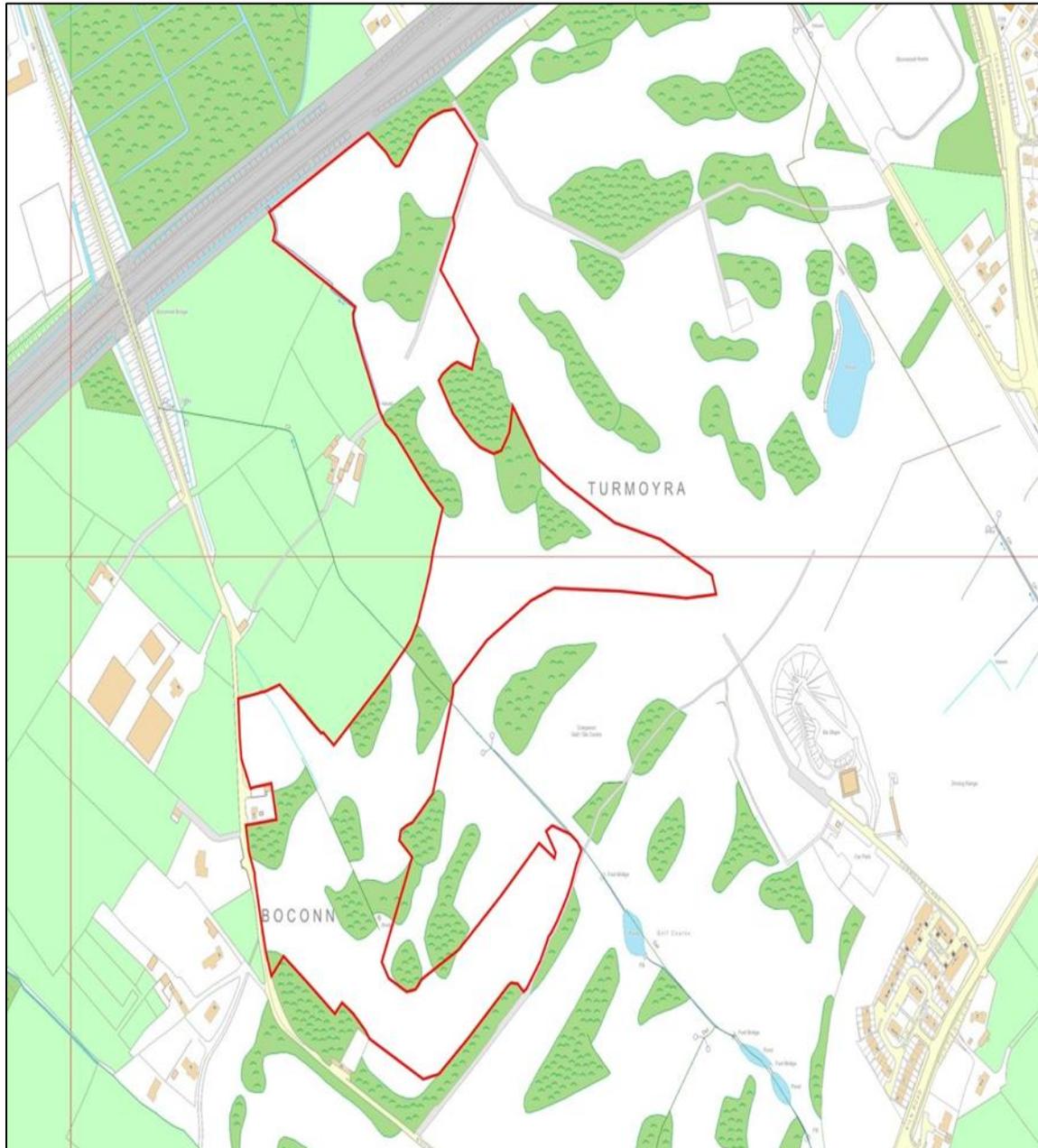
Oxford Island NNR



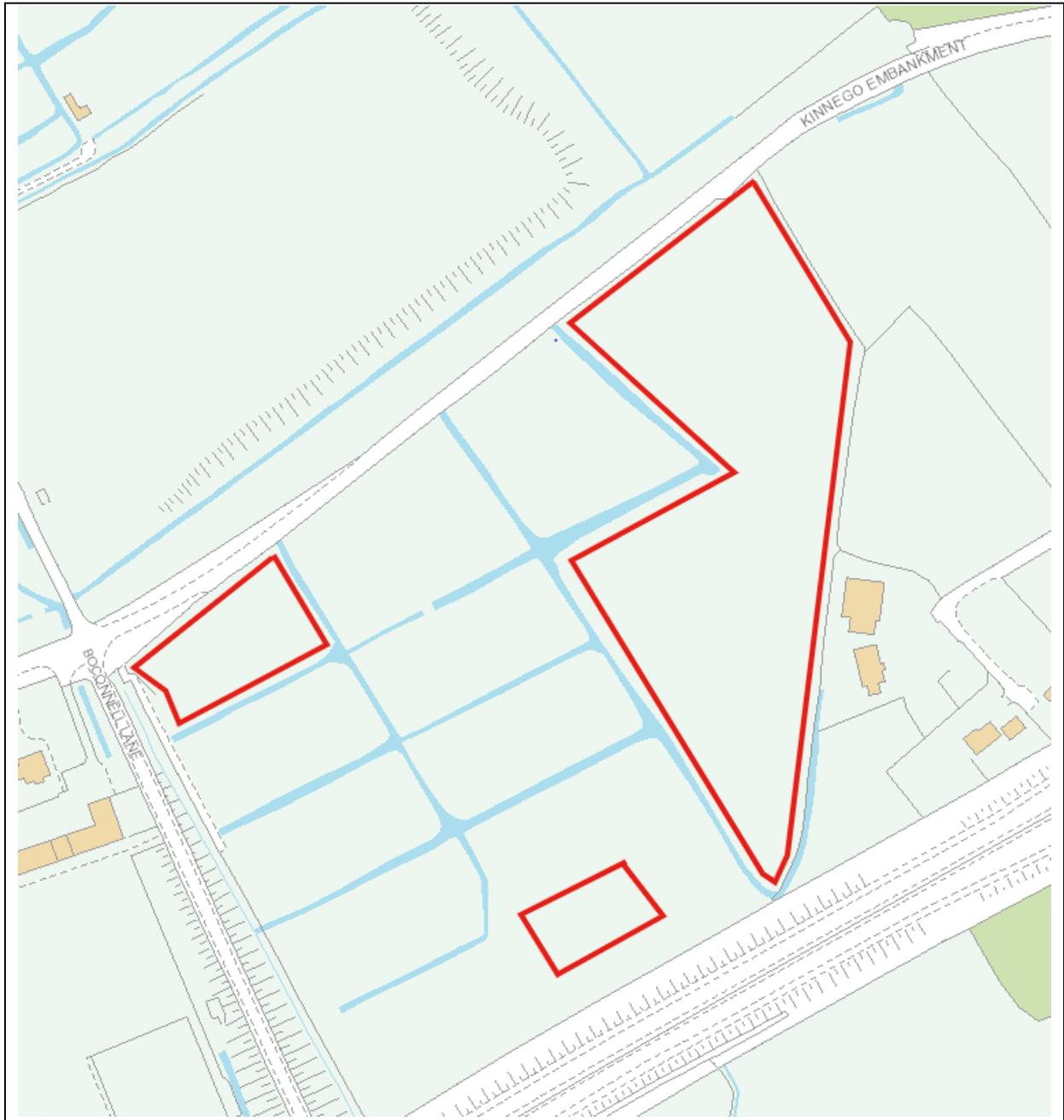
Silverwood Farm



Silverwood Meadows



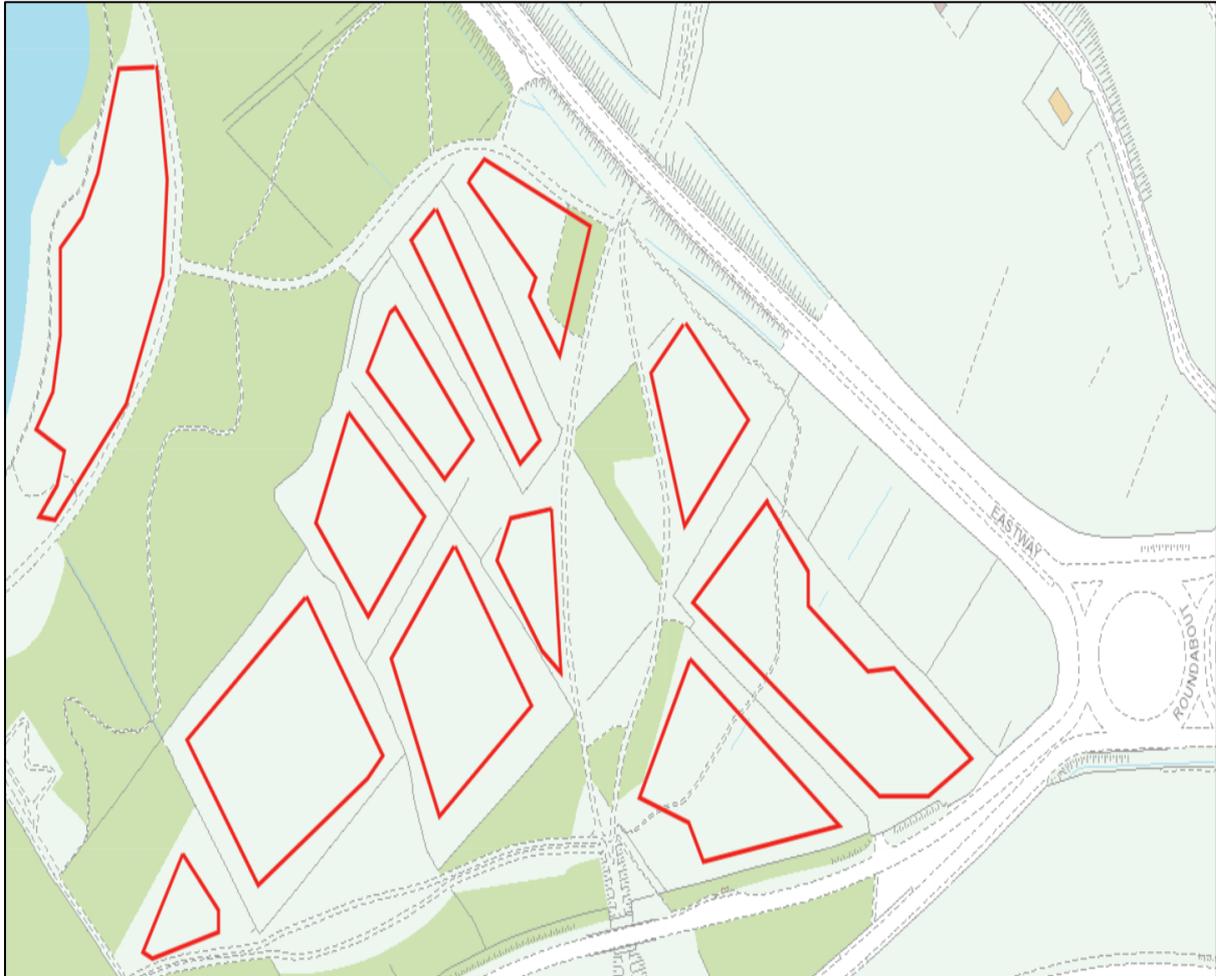
Turmoyra Meadows



Craigavon Lakes North



Craigavon Lakes South



APPENDIX 1

Hay cutting for Armagh City Banbridge and Craigavon Borough Council

FORM OF QUOTATION TO BE COMPLETED BY ALL COMPANIES

FOR

Name of Supplier: _____

Address: _____

I/We _____

having examined the above works, Quotation documentation, hereby quote for and undertake to perform the said services in accordance with the terms of the Quotation documents for the cost of £_____.

Unless and until a formal agreement is prepared and executed this Quotation, together with our written acceptance thereof, shall constitute a binding contract between us.

I/We understand that the Council does not bind itself to accept the lowest or any Quotation it may receive.

As witness our hand this _____ **day of** _____

Signature(s) of Contractor: _____

APPENDIX 2

Hay cutting for Armagh City Banbridge and Craigavon Borough Council

BRIBERY, COLLUSION & CANVASSING DECLARATION TO BE COMPLETED BY ALL COMPANIES

I / We certify that this is a bona fide tender 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 done, and we undertake that we will not do at any time before the hour and date specified for the return of this tender, any of the following acts: -

a) Communicate to a 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 tenders required for the preparation of tender.

b) Enter into any agreement or arrangement with any other person that he shall refrain from quoting or as to the amount of any tender to be submitted.

c) Offer or pay or give or agree to pay or give any sum of money 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 other tender or proposed tender for the said work, any act or thing of the sort described above.

d) Engaged in any activity, practice or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the UK;

In this certificate the word "person" included any persons and anybody or association, corporation or unincorporated and "any agreement or arrangement" included any such transaction, formal or informal and whether legally binding or not.

I / We hereby certify that I / we will / will not comply with all applicable laws, statutes, regulations, and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 (Relevant Requirements);

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 tender 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.

I/We _____

Of (address) _____

hereby declare that I am / we are in acceptance of the requirements of the Bribery, Collusion and Canvassing Clauses as detailed above

Signed By _____

Duly authorised to sign for and on behalf of _____

Dated _____

APPENDIX 3

**Hay cutting for Armagh City Banbridge and Craigavon Borough
Council**

FAIR EMPLOYMENT

DECLARATION AND UNDERTAKING TO BE SIGNED BY ALL CONTRACTORS

ARMAGH, BANBRIDGE & CRAIGAVON DISTRICT COUNCIL

FAIR EMPLOYMENT AND TREATMENT [NI] 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 the 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 purpose 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 Equality Commission for Northern Ireland stating he is not qualified for the purposes of Article 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 Order, Armagh City, Banbridge & Craigavon Borough Council has decided that it shall be a condition of inclusion or retention as a supplier to the Council that a Contractor shall not be an unqualified person for the purposes of Article 64 to 66 of the Order.
4. Contractors are therefore asked to complete and return the attached Declaration/Undertaking, and shall be required at any stage, before acceptance of a quotation by Armagh City, Banbridge & Craigavon Borough Council, 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 Armagh City, Banbridge & Craigavon Borough Council to which Article 64 of the Order applies.

DECLARATION AND UNDERTAKING

I/We hereby declare that I am/we are not unqualified for the purpose of Article 64 to 66 of the Fair Employment and Treatment (NI) Order 1998.

I/We undertake, forthwith, to inform Armagh, Banbridge & Craigavon District Council, should any notice, stating that I am/we are unqualified, be served upon me/us by the Equality Commission for Northern Ireland.

Signed:

Duly authorised to sign for:

Dated:

APPENDIX 4

Hay cutting for Armagh City Banbridge and Craigavon Borough Council

FREEDOM OF INFORMATION STATEMENT TO BE SIGNED BY ALL COMPANIES

Armagh, Banbridge & Craigavon District Council (hereafter called 'The Council') is subject to the terms of the Freedom of Information Act 2000. Any information, which comes into the possession of the Council, may be subject to disclosure under the provisions of that Act, unless an exemption applies.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, the Council will not accept any contractual term that purports to restrict disclosure of information held by the Council in respect of the contract or procurement exercise save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with the Council.

By submitting a tender response, Tenderers acknowledge that their response and any further relevant information provided may be disclosed in accordance with the relevant provisions of the Freedom of Information Act.

In arriving at the decision to disclose information, the Council will take account of the nature of the information, representations made by the Tenderer, exemptions provided for in the Act, and the Public Interest in maintaining the exemption. Therefore, Tenderers are required to highlight information that they include in the procurement documents, which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular issues concerning trade secrets and commercial sensitivity should be highlighted. Tenderers should be specific in their representation and are advised against recording unnecessary information.

The Council will endeavour to ensure that, where necessary, any requests under the FOIA relating to the Tenderers' information will be answered in liaison with the Tenderer. The Council accepts no liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

The Council will consider all information provided by Tenderers, up to and including the award of tender, to be of a confidential nature. Beyond this, the provisions of the Act will govern what the Council is obliged to disclose.

The tender process will be deemed to have been completed when the Council has awarded the tender, or the Management Team has decided that the particular procurement exercise is not viable.

I acknowledge Council policy in respect of Freedom of Information.

Signed: _____

Date: _____

I / We consider the information in this tender response is commercially sensitive:	Yes / No (delete as appropriate)
If the information supplied in this tender response is considered commercially sensitive, please state which information should not be disclosed, and provide reasons:	
Please confirm the period for which this information should remain commercially sensitive:	

APPENDIX 5

Hay cutting for Armagh City Banbridge and Craigavon Borough Council

TERMS AND CONDITIONS

Please ensure that you have read the terms and conditions before completing the following statement.

Our terms and conditions are available to view and download on our website <https://www.armaghbanbridgecraigavon.gov.uk/business/tender-guidelines/>

same. I/We have read the terms and conditions and agree to abide by

Signed: _____

Date: _____

APPENDIX 6

Hay cutting for Armagh City Banbridge and Craigavon Borough Council

CONFLICT OF INTEREST STATEMENT

Tenderers must confirm in their proposals that there would be no conflict or perceived conflict of interest in relation to their servicing this contract.

Please complete where appropriate.

I/We warrant that the level of conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract is as follows:

If applicable, please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract:

Please confirm that you have responded to all of the above.

Name _____

Date _____

APPENDIX 7

Hay cutting for Armagh City Banbridge and Craigavon Borough Council

SAFEGUARDING STATEMENT TO BE COMPLETED BY ALL COMPANIES

Does your company have its own Safeguarding Policy and Procedures?

If No:

Please ensure that you have read the Council's Safeguarding Policy before completing the following statement. You must adhere to Council's Safeguarding Policy and Procedures when using Council facilities. Our Safeguarding Policy and Procedures are available to view and download on our website

<https://www.armaghbanbridgecraigavon.gov.uk/safeguarding/>

I/We have read the Safeguarding Policy and Procedures and agree to abide by same when using Council facilities.

Have you included your company headed letter detailing vetting compliance as required in order to deliver the specified services?

Please confirm that you have responded to all of the above.

Date _____

Authorised signature _____

Position in organisation _____

Appendix 8

Hay cutting for Armagh City Banbridge and Craigavon Borough Council

COMPLAINTS HANDLING STATEMENT TO BE SIGNED BY ALL COMPANIES

Where Armagh City, Banbridge and Craigavon Borough Council use an Arm's Length External Organisation (ALEO) or Contractor to deliver a service on our behalf we recognise that we remain responsible and accountable for ensuring that the services provided meet our standards (including in relation to complaints). We will either do so by:

- ensuring the contractor complies with Council's Complaint Handling Procedure; or
- ensuring the contractor has their own procedure in place, which fully meets the standards in this procedure. At the end of the investigation stage of any such complaints the contractor must ensure that the customer is signposted to NIPSO.

Council's designated project manager for said projects is responsible for ensuring Council's standards are met. With reference to the below extract from our Complaints Handling Procedure, that if successful your company will comply with this statement, or that you have your own complaints handling procedure which will signpost customers to NIPSO.

EXTRACT:

Complaints about contracted or commissioned services / ALEOs

- 1. We may use Arm's Length External Organisations (ALEOs) to deliver certain services. They are 'arm's-length' because we retain a degree of control or influence, usually through a funding agreement, and 'external' because they have a separate identity to us.*
- 2. Where we use an ALEO or contractor to deliver a service on our behalf we recognise that we remain responsible and accountable for ensuring that the services provided meet our standards (including in relation to complaints). We will either do so by:*
 - ensuring the contractor complies with this procedure; or*
 - ensuring the contractor has their own procedure in place, which fully meets the standards in this procedure. At the end of the investigation stage of any such complaints the contractor must ensure that the customer is signposted to NIPSO.*

Council's designated project manager for said projects is responsible for ensuring standards are met.

3. *Where a complaint about a contractor or ALEO is submitted to NIPSO, NIPSO will treat it as a complaint about **the Council**. Therefore, if a complaint is received by the contractor or ALEO they must inform the Council so that this can be logged.*
4. *We will confirm that service users are clearly informed of the process and understand how to complain. We will also ensure that there is appropriate provision for information sharing and governance oversight where required.*
5. *We retain discretion to investigate complaints about organisations contracted to deliver services on our behalf even where the procedure has normally been delegated.*
6. *Contracted service providers/ALEO's will be required to report back to the Council and share their complaints data relating to the delivery of the contract or commissioned service for monitoring and learning purposes. This will help ensure that we meet our overall governance responsibility for the provision of the service.*

I/We have read the extract from the Council's Complaints Handling Procedure and agree to abide by same when using delivering services on behalf of the Council.

We will comply with this by applying:

Council's Complaint Handling Procedures

OR

Our own procedure, which fully meets the standards of Council's Complaint Handling Procedure, ensuring at the end of investigation stage the customer is signposted to NIPSO.

Date

Authorised signature

Position in organisation

APPENDIX 9

Hay cutting for Armagh City Banbridge and Craigavon Borough Council

CONTACT DETAILS TO BE COMPLETED BY ALL COMPANIES

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

Company Name:

Address:

Postcode:

Telephone Number:

Fax Number:

Name of person to contact in

connection with this submission:

Position in Company:

Telephone Number: [if different from
above]

Fax Number: [if different from above]

Email address:

Mobile Telephone number:

Website address:

Number of employees:

Full time:

Part
time

We would invite feedback from companies regarding this Quotation process. Any suggestions regarding how this exercise might have been improved are welcome:

CHECKLIST OF ITEMS TO BE RETURNED TO COUNCIL ALONG WITH TENDER

Hay cutting for Armagh City Banbridge and Craigavon Borough Council
--

	Included (please tick)
· Completion of all Declarations and confirmation that you have read all of the Terms & Conditions and are aware that the Contract is not to be Sub Let to a Third Party	<input type="checkbox"/>
· Technical Response	<input type="checkbox"/>
· Financial Response	<input type="checkbox"/>

SIGNED AS IN TENDER: _____

FOR AND ON BEHALF OF _____

TELEPHONE NUMBER _____

DATE _____