

CYNGOR TREF MACHYNLLETH TOWN COUNCIL

Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER

Telephone : 01654 702 571

E-mail : town-clerk@machynlleth-tc.gov.uk

INVITATION TO TENDER FOR :

The supply and installation of a solar panel system at the Machynlleth Town Public conveniences near the Maengwyn Street carpark, to help in reducing electricity consumption from the national grid.

Company Name tendering :

VAT registration number :

Companies House registration number :

Name of the person in charge of this Tender/Quote :

Position in the company :

Contact email :

Direct contact telephone number :

Your Reference for this Tender/Quote :

Total price for this quotation reflecting the VAT amount :

Our Reference : Tender FB2-8/10/2025

Person looking after this quote for MTC : Nicole Beaumont - Town Clerk

Tender Submission Deadline : 19 October 2025 at midnight.

Any tenders received after the deadline will not be considered.

Please check this document which contains 5 pages. If any pages are missing, please notify us at once as MTC will accept no liability for such errors and omissions.

You are invited to tender for :

The supply and installation of a close circuit solar panel system to help in reducing the electricity consumption at the public conveniences building near Maengwyn Street Machynlleth.

Machynlleth Town Council (MTC) expects to decide the award of this contract by **3rd November 2025**,

MTC is not bound to accept any quotation or make any award from this Request for Tender.

Acceptance of the quote by MTC shall be in writing only and on MTC's terms and conditions.

Completed tender forms with ALL relevant paperwork to support this bid, will be submitted by email only to the Town Clerk : town-clerk@machynlleth-tc.gov.uk

OUR SPECIFICATION :

MTC is seeking the supply and installation of a close circuit solar panel system to help in reducing the electricity consumption at the Machynlleth Town Public conveniences near the Maengwyn Street carpark. The panels to be installed on the roof.

If it will help in giving a precise quote : it is possible to visit the building Mondays to Fridays between the hours of 9am to 3.30pm, or by appointment outside of these hours by contacting the person in charge of this quote at MTC.

What3Word coordinates for this building : showed.lengthen.instead
See plans/maps and photos attached.

The work should start no later than 30 days from the awarding of the contract, unless contrary advice which you should raise in this tender (for example lead time on supply of items/parts).

MTC's Policy :

The conditions in this document shall be binding on the supplier and no modification, alteration or amendment thereof shall be binding on the Council or be effective against the Council unless such modification, alteration or amendment has been expressly agreed to and accepted in writing by the Council.

The Council reserves the right to enter into negotiations with the tenderer considered the best suited to its needs.

The appointed tenderer must comply with all applicable public health and safety laws at all times.

The tenderer will be required to submit a risk assessment, any other relevant safety documentation as well as a copy of their public liability insurance with this tender.

This tender does not create a partnership between the Council and the Tenderer.

Any quotation submitted must be bona fide and made without canvassing or soliciting any director/trustee/councillor or employee of Machynlleth Town Council or fixing the rates with any other person. Failure to adhere to this will result in your tender being rejected and possible exclusion from future business.

If Machynlleth Town Council finds inaccurate, conflicting or false information has been provided in this tender, it reserves the right to reject the bid at any stage.

Financial sustainability :

Please confirm that your business is financially in profit, if not please explain why. A set of audited accounts for the latest financial year should support this tender.

Financial Bid :

In consideration for Machynlleth Town Council granting the tender, please submit in an attached spreadsheet, an itemised list of your costs, including all expenses related to materials, services, labour and any contingency costs giving a clear pricing methodology.

Where applicable the prices must reflect the Net price and the VAT component of the quote.

For example :

MTC quote reference : Tender FB2-8/10/2025

Your quote reference :

This quote will be valid until :

	Description of the work to be done and all other costs	NET	VAT	Total
Item 1				
Item 2				
Item 3				
	TOTAL for this quote	£ -	£ -	£ -

When preparing your pricing consider the following:

- Breakdown of costs by key deliverables or milestones

- Assumptions and dependencies that may impact your pricing

- Value for money and competitive positioning

- Flexibility for future adjustments or variations

- Detailed cost breakdown, including all expenses related to the project, materials, services, labour and any contingency costs.

- Clear pricing methodology with itemised figures.

Insurances

Machynlleth Town Council requires a copy of the certificates of the following insurances for this tender :

- Employers Liability and Public Liability to a minimum of £5 million.

- Vehicle insurance and MOT for all vehicles attending the site.

- Current Health and Safety certificates

Please confirm you will have this in place for this agreement and provide documentation with your bid.

Risk Assessment / Waste Management Plan

Please confirm that these documents are attached to your submission.

Outline your risk management strategy, including how you identify, assess, and mitigate risks. Provide examples of risk registers and contingency plans from previous projects.

- Risk identification and assessment methodology

- Risk prioritisation and ownership

- Key contract risks and mitigation strategies

- Contingency plans

- Monitoring and review processes

Supplier Credentials/Experience

Please supply proof of relevant certifications, industry experience and capabilities with similar projects previously done.

FOR OFFICE USE ONLY :

Tender FB2-8/10/2025

Total cost of the Tender : £

including VAT of £

Evidence of Public Liability Insurance provided :

Other relevant paperwork applicable to this tender :

QUOTATION COMPLETED BY :

- **Company :**

- **Name :**

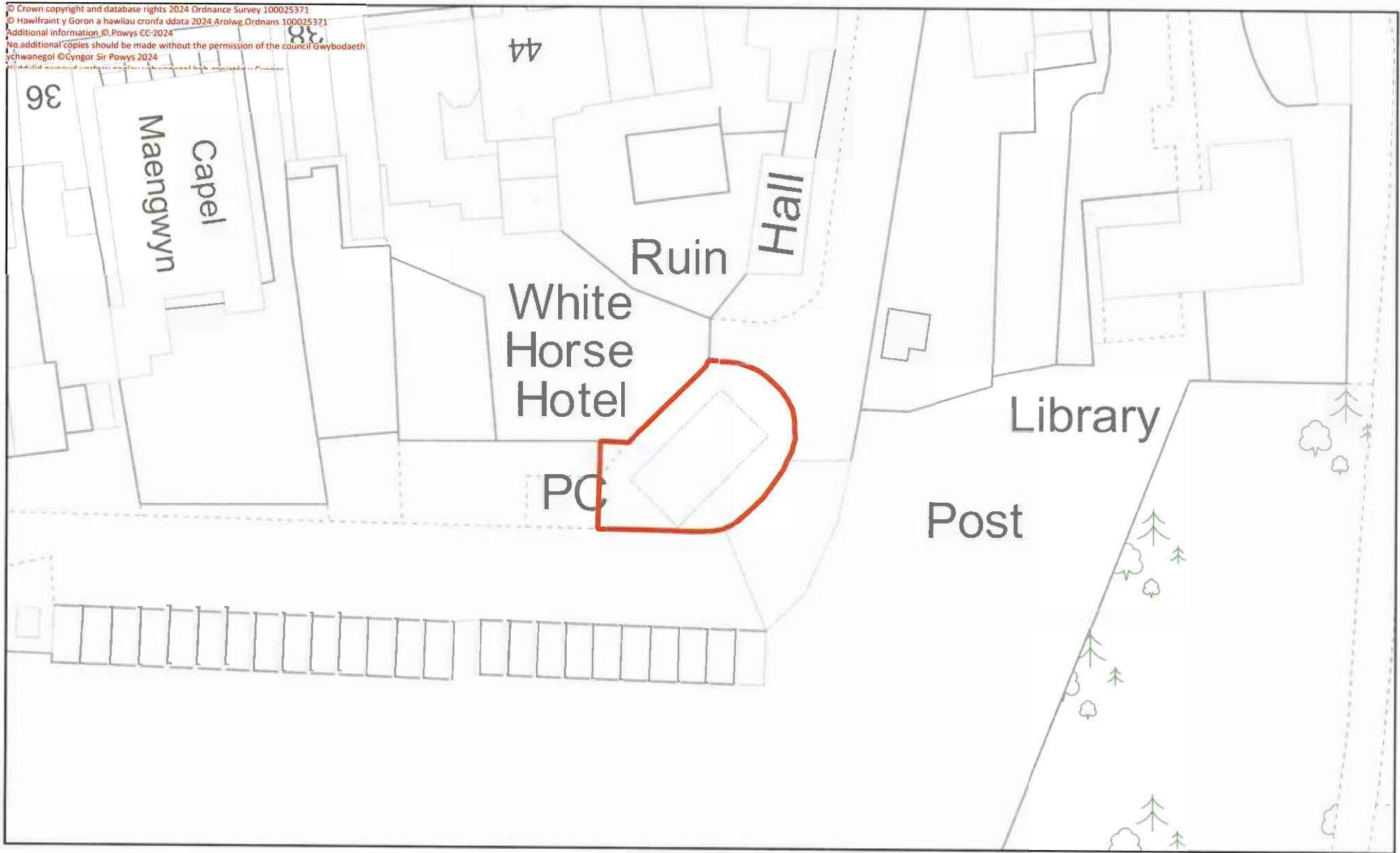
- **Position :**

- **Address :**

- **Telephone Number :**

- **Email Address :**

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Cyngor Sir



County Council

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Machynlleth Public Toilets

Scale 1:500

