

# Cyngor Tref Abergele Town Council

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Clerc y Dref a Swyddog Cyllid



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Tuesday, 4<sup>th</sup> April 2023

Dear Contractor,

## **RE: Fireworks Display 2023**

Abergele Town Council are inviting your company to quote for services regarding a fireworks display on Pensarn Beach on Saturday, 4<sup>th</sup> November 2023.

The event is in partnership with Conwy County Borough Council's Events team. The Town Council has its own qualified Health and Safety Officer and Event Manager for the display. Arrangements for a control point, fire tender, first aiders, barriers, lighting and suitably trained security and marshals to be present for the event, along with access to toilet facilities on the day for the Contractor.

Pensarn beach is a designated SSSI site and this needs to be given special consideration regarding the design and implementation of the firework display.

Please find the following documents enclosed:

- Scope of work
- Map of location
- Invitation to Quote Response form
- Town Council Event Plan and Risk Assessment (available in due course)

### Confirmation of intent to respond

Please email [deputyclerk@abergeletowncouncil.gov.wales](mailto:deputyclerk@abergeletowncouncil.gov.wales) if you intend to quote or not as soon as possible.

### Procurement timetable:

Invitation to quote	Fri, 28 <sup>th</sup> April 2023
Deadline for quote submission	Wed, 24 <sup>th</sup> May 2023
Council decision	Mon, 5 <sup>th</sup> June 2023
Contract award date subject to conditions	Wed, 7 <sup>th</sup> June 2023
Deadline for required documents	Wed, 21 <sup>st</sup> June 2023
Fireworks Display	Sat, 4 <sup>th</sup> November 2023

Invoice	Upon completion of services
Invoice to be approved at meeting	Policy & Finance meeting (3 <sup>rd</sup> Thursday of the month)
Payment of invoice	30 working days

#### Presentation of quote

Costs will be deemed to exclude VAT unless clearly stipulated by the Contractor. Please complete the attached Invitation to Quote Response form.

Please also supply a model contract, your Terms of Business, testimonials and any other appropriate documentation that may support your quote.

#### Awarding of Contract

The awarding of contracts is made by members at an Events Sub-committee meeting. Following the meeting, contractors who took part in the quoting process will be informed whether they were successful or not. The successful Contractor will be provided with a purchase order number.

The awarding of the Contract is subject to the conditions being adhered to.

#### Terms & Conditions

**Failure to comply with the Terms and Conditions may result in the Contract being offered to a competitor.**

The Contractor must supply a risk assessment, method statement, insurance and any other relevant documents within **14 days** of the contract being awarded. Please note that a minimum Public Liability Insurance of **£10M** (ten million pounds) is required for this event.

Time is of the essence. No extension or variation of the awarded Contract will operate as a waiver of this provision.

The Contractor must supply invoices and bank details on headed notepaper. These needs to be provided after the completion of works.

The Contractor will be responsible for all income tax liabilities and National Insurance or similar contributions relating to the Payment and the Contractor will indemnify the Town Council in respect of any such payments required to be made by the Town Council.

The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under the awarded Contract without prior written consent of the Town Council.

The Contractor is required to comply with all UK legislation in regards to the Contract and delivery of services.

#### Payment of Invoices

Invoices are taken to the Policy and Finance meeting held on the third Thursday of month and are subject to approval of the Town Council's Committee. Approved invoices will be paid within 30 days.

### Costs

All costs, expenses and liabilities incurred by Contractors in connection with the preparation and submission of any quotation shall be borne by them.

### Privacy

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

Full details of the Town Council's Privacy Policy and Statement can be found at:

[About Abergele Town Council \(abergelepensarn.co.uk\)](http://abergelepensarn.co.uk)