**TENDER NOTICE**

**Purchase and installation of playgrounds**

**Invitation to Tender**

People in Need Slovakia (PIN SK) is pleased to invite qualified contractors and or providers of Playground Equipment and their installation to submit Tenders for consideration in respect of the project realised as one of the Tasks of Sign of Hope projects funded by the German Federal Foreign Office to purchase and install 20 playgrounds in Zakarpattia region. **The exact locations and respective Hromadas are listed below.**

**Procurement Process**

Open Procedure

**Submission of Quotations**

Quotations have to be submitted before **14.12.2022, 17:00 PM (EET)**

Submission is possible through:

A sealed envelope sent by post to the below mentioned address of the purchaser. Please, annotate on the envelope “**Do not open – Quotation Documents“** as well as the reference number. Also give the reference number in your cover letter.

Reference Number: **SoH-Pl-1**

**Purchaser**

People in Need Slovakia

Mission in Ukraine

Baštová 343/5, 811 03 Bratislava, Slovakia

**Correspondence address**

People in Need Slovakia

Mission in Ukraine

**Petefi sq. 28 88000 Uzhhorod, Ukraine**

**Contact email address:** vitaliy.slyvko@clovekvohrozeni.sk

**Context of the Contract**

The German NGO Sign of Hope e.V. implements a project funded by the German Federal Foreign Office to support internal displaced persons (IDPs) in Ukraine and Ukrainian refugees in Slovakia. PIN SK is a partner organisation to Sign of Hope responsible for purchase and installation of 20 playgrounds in 6 Rayons of Zakarpattia Region. The main objective of this this task is to establish safe outdoor places used for the psychological rehabilitation of the children from IDPs community and other affected population. Target population is provided with quality psychological, recreational, creative, sport and educational activities.

**Terms of contract**

One-time purchase and service contact

**Technical Specifications**

# **General Requirements**

* 1. **Overview and Objective of Project**

PIN SK is seeking a qualified company or companies to design and build 20 playgrounds across Zakarpattia region.

The tender will be made up of **3 Lots,** 1 for each type of the playground.

Lot 1: Playgrounds for toddlers age group

Lot 2: Playgrounds for the preschool and primery school age group

Lot 3: Playgrounds for the youth age group

Suppliers can bid for a single, or multiple lots. However, each lot will be evaluated separately.

Alternative offers will not be accepted.

PIN SK reserves the right to award the contract based on the first and non-negotiated quotation.

* 1. **Costing**

Please not that pricing is one of the most important part of the scoring. The bidder should also consider the next statements:

* All pricing should be inclusive of VAT and in EURO (€).
* Pricing to be valid for 90 days from the due date of the response.
* Prices will be fixed and firm for the duration of the contract.
* Depending on the submissions, the PIN SK may decide to utilise any quotations for a location which is below the proposed budget, to be re- allocated to one of the other places if necessary.

|  |  |  |
| --- | --- | --- |
| **Rayon** | **Site Name** | **Objective** |
| Berehivskyi | Berehovo | Lot 3: Sport playground for the youth |
| Berehivskyi | Vylok | Lot 2: Playground for the preschool and primery school age group |
| Berehivskyi | Vynohradiv | Lot 3: Sport playground for the youth |
| Rakhivskyi | Vydrychka | Lot 3: Sport playground for the youth |
| Rakhivskyi | Velykiy Bychkiv | Lot 3: Sport playground for the youth |
| Rakhivskyi | Yasinia | Lot 1: Playgrounds for toddlers age group |
| Tyachivskyi | Tyachiv | Lot 3: Sport playground for the youth |
| Tyachivskyi | Tereblya | Lot 3: Sport playground for the youth |
| Khustskyi | Vyshkovo | Lot 2: Playground for the preschool and primery school age group |
| Khustskyi | Khust | Lot 1: Playgrounds for toddlers age group |
| Khustskyi | Horinchovo | Lot 3: Sport playground for the youth |
| Uzhhorodskyi | Uzhhorod, Park Masaryka | Lot 1: Playgrounds for toddlers age group |
| Uzhhorodskyi | Uzhhorod, Рark Sviatoi Tetiany | Lot 3: Sport playground for the youth |
| Uzhhorodskyi | Velykyi Bereznyi | Lot 3: Sport playground for the youth |
| Uzhhorodskyi | Perechyn | Lot 2: Playground for the preschool and primery school age group |
| Uzhhorodskyi | Turi Remeta | Lot 2: Playground for the preschool and primery school age group |
| Uzhhorodskyi | Stavne | Lot 3: Sport playground for the youth |
| Mukachivskyi | Mukachevo | Lot 2: Playground for the preschool and primery school age group |
| Mukachivskyi | Nyzhny Vorota | Lot 3: Sport playground for the youth |
| Mukachivskyi | Stanovo | Lot 3: Sport playground for the youth |
|  | | **Total 20 Playgrounds:**  **Lot 1: 3 Playgrounds**  **Lot 2: 5 Playgrounds**  **Lot 3: 12 Playgrounds** |

**1.3 Non-Consideration of a Tender Response**

The PIN SK has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

The PIN SK may refuse a tender response if there has been any attempt to vary or alter the details within the document or is not able to provide all the information required by the PIN SK to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

1. **Contract Conditions**
   1. **Works and Standards**

The work is for the design, supply and installation of appropriate groundworks, safety surfacing, playground equipment, seating and associated works which should comply to any relevant regulations and safety standards. Primarily, the contractor is responsible for complying with the European Standards that are relevant to this project – e.g. usage of EN standards.

If there is evidence that the work does not confirm to the required standard and as a result the materials or workmanship are substandard or require replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow the above-mentioned regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

* 1. **Purchase Order and Contract Agreement**

The successful contractor will enter into an agreement with PIN SK. In addition, a purchase and service contact (Appendix 1) with agreed terms and conditions will be provided for both the PIN SK and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

**Please note: as the PIN SK in not registered in Ukraine, and payments will be done in EURO, organisation should have and active EURO account. Type of the operation – export without border crossing.**

The contract will refer to all documents received, and communications during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the PIN SK.

**2.3 Timeframe**

|  |  |
| --- | --- |
| Invitation to Tender | 24 of November 2022 |
| Site Visits for interested suppliers | 1-3 of December 2022 9.00 AM, EET |
| Bidder Question regarding the tender until | 5 of November 2022 2022 till 17.00 PM, EET |
| **Submission of quotations until:** | **14 of December 2022 till 17.00, EET** |
| Information about planned awarding | Estimated 22 of December, 2022 |
| Award of Contract | Estimated 23 of December, 2022 |
| Binding period, day until which the quotations have to  remain valid | At least 30 days after award of contract |
| Start of construction works | 28of December 2022 |
| End of construction works | 20 of February 2023 |

**2.4 Required Documents**

Your quotation shall contain the prices for individual items and services as well as the total price, including side expenses (delivery, assembly, warranty etc.) (incl. VAT).

Accepted languages of the quotations: Ukrainian, English

**Please attach also:**

* Company Registration
* Self-declaration stating the payment of taxes and the fulfilling of social security requirements for your employees, as well as having no criminal record
* At least 3 examples for similar projects (not older than 3 years) with the contact details of the customers.
* Number and qualification of staff
* Bank verification or other proof for liquidity
* Timeframe of the planned works with finishing date not later than 20 of February 2023.

# **Scope of Works**

* 1. **Vision and Requirements**

The PIN SK has allocated a budget for each site to create playgrounds with the related quality, play value and maintenance issues. The aim is to create safe outdoor places for the children in different age group for the active socialisation and integration in the friendly environment.

* 1. **Place description and technical specification of Lots**

In the cooperation with the respective Hromada representatives PIN SK has already selected the locations for the playgrounds. For each selected place the technical card was created (Annexes 2-4) which provides the exact address of the location, general information and photos.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lot 1: CHILDREN'S PLAYGROUND FOR TODDLERS minimal equipment** | | | |  |
| element | description | size | material | colour |
| ground cover | the ground cover is shock- absorbent | minimum 25 m2 | rubber, gravel | - |
| bench | street bench with a back, designed for 2 accompanying adults | width: min. 0.4 m length: min. 1.5 m, height: min. 0.7 m seat height: min. 0.35 m | wood, metal | natural wood + coloured elements |
| swing with 2 seats | 2 seats for small children with a protective frame | width: min. 1.5 m length: min. 2.8 m, height: min. 2.0 m | wood, metal | natural wood + coloured elements |
| sandbox | exterior fenced sandbox with sand | area min.: 4 m2 | wood, sand | natural wood + coloured elements |
| children's slide | a children's slide with a platform covered by a canopy and climbing steps | total height: min. 2.5 m height of the slide: min. 1.2 m platform size: min. 0.8 x 0.8 m height of the rim of the slide: min. 0.15 m | wood, metal | Basic colours |
| carousel | a carousel with a bench for sitting | width: min. 0.7 m diameter min 1.1 m | metal, wood | Basic colours |
| small house | a playhouse with a roof and benches for sitting | width: min. 0.7 m length: min. 20.7 m, height: min. 1.8 m, bench height from the ground: max. 0.3 m | wood | Basic colours |
| outdoor table for children | children's picnic table with two benches | width: min. 0.7 m length: min. 0.8 m, height: min. 0.5 m bench height from the ground: maximum 0.3 m | wood | basic colours |
| NOTES: |  |  |  |  |
| - game elements must be placed on a safe surface | | |  |  |
| - elements can be combined into an assembly if additional components are offered | | | |  |

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| --- | --- | --- | --- | --- |
| **LOT 2: CHILDREN'S PLAYGROUND FOR PRESCHOOL CHILDREN minimal equipment** | | | |  |
| element | description | size | material | color |
| ground cover | the ground cover is shock- absorbent | min. 30 m2 | rubber, gravel | - |
| bench | street bench with backrest for 2 accompanying adults | width: min. 0.4 m length: min. 1.5 m, height: min. 0.7 m seat height: min. 0.35 m | wood, metal | natural wood + colored elements |
| swing with 2 seats | 2 seats, one with a protective frame, one bench only | width: min. 1.5 m length: min. 2.8 m, height: min. 2.2 m | wood, metal | natural wood + colored elements |
| sandbox | exterior fenced sandbox with sand | area min.: 4 m2 | wood, sand | natural wood + colored elements |
| children's slide | a children's slide with a platform covered by a canopy and climbing steps | total height: min. 2.8 m height of the slide: min. 1.4 m platform size: min. 0.8 x 0.8 m height of the rim of the slide: min. 0.15 m | wood, metal | Basic colors |
| carousel | a carousel with a bench for sitting | height: min. 0.7 m diameter min 1.4 m | metal, wood | Basic colors |
| lodge | a playhouse with a roof and benches for sitting | width: min. 0.7 m length: min. 20.7 m, height: min. 1.8 m bench height from the ground: maximum 0.3 m | tree | Basic colors |
| climbing complex | a climbing complex with stairs, a net and a place to wrestle | width: min. 2 m length: min. 4 m, height: min. 2.1 m | wood, metal, rope | Basic colors |
| complex for climbing with an arch | climbing complex with stairs to the arch | width: min. 0.7 m length: min. 2 m, height: min. 1 m | metal | Basic colors |
| NOTES: |  |  |  |  |
| - game elements must be placed on a safe surface | | |  |  |
| - elements can be combined into an assembly if additional components are offered | | | |  |

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| --- | --- | --- | --- | --- |
| **Lot 3: SCHOOL PLAYGROUND minimal equipment** | | |  |  |
| element | description | size | material | color |
| ground cover | the ground cover is shock- absorbent | min. 30 m2 | rubber, gravel | - |
| bench | street bench with backrest for 2 accompanying adults | width: min. 0.4 m length: min. 1.5 m, height: min. 0.7 m seat height: min. 0.35 m | wood, metal | natural wood + colored elements |
| a swing with a large seat | a swing with a wicker nest | width: min. 2.5 m length: min. 2.0 m, height: min. 2.0 m nest diameter: min. 1.25 m | wood, metal, rope | natural wood + colored elements |
| table tennis | outdoor table tennis table with a fixed net | width: min. 1.25 m length: min. 2.5 m, height: min. 0.7 m |  |  |
| carousel | a carousel with a bench for sitting | height: min. 0.7 m diameter min. 1.6 m | wood, metal | Basic colors |
| training complex | an exercise complex with a ladder, trapezes of different heights and a horizontal ladder for handstands | width: min. 2 m length: min. 5 m, height: min. 2.4 m | wood, metal | Basic colors |
| outdoor table for children | street stationary table with benches | width: min. 1.25 m length: min. 1.8m height: min. 0.7 m | wood | natural wood |
| NOTES: |  |  |  |  |
| - the training complex can contain a larger number of elements | | |  |  |

1. **Evaluation of Quotations/ Award Criteria**

4.1 The contract will be awarded to the supplier whose quotation offers the best quality for the reasonable price for the required goods and services and respond all criterion. Should two or more offers achieve the same score, lots will be drawn.

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| ***Criteria*** | ***Information*** | ***Percentage*** |
| **4.1.1** Meeting  the Vision | Provide a written report as to how you  intend to meet the Vision (3.1) | **10%** |
| **4.1.2** Project  Design (Max 500 words): | Provide a written report on the proposed equipment and design. Specifically scoring will be based on   * Meeting the specifications for the site outlined in Section 3.2. * Referring to the Technical cards * Surfacing required, quantity, location, design rationale * Choice of equipment that encourages development with focus on age, social play and risk proportionate and relevant to the site in question | **20%** |
| **4.1.3** | Total Cost for site – scoring based on a proportionate difference  between quotations | **50%** |
| **4.1.4** Materials and Maintenance (Max 250  words): | Provide a written report on the materials used, and information on the quality and expected longevity.  Specifically scoring will be based on:   * Warranties and what these include or exclude * Availability of spare parts (advise standard time frames for delivery and how you manage this process   internally or with 3rd parties)   * Details of the materials used for the play equipment, protection from vandalism and general wear and tear. | **10%** |
| **4.1.5**  Presentation and Information (A2 Size or similar): | Suppliers are to provide:   * Visualization for at least 3 previous works (at least picture documentation) * An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation. A sub-total for each of the following categories should also be provided:   *Equipment, Surfacing, Disposals and or Relocation, Ancillary*  *Equipment and Preliminaries* | **10%** |

4.2 Scoring Matrix

|  |  |  |
| --- | --- | --- |
| 9-10 | Superior | Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant  with comparable contract value and time frames |
| 7-8 | Good | A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative  indications or inconsistencies. |
| 5-6 | Adequate | Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort. |
| 3-4 | Below Expectations | Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to  correct/overcome and make acceptable. |
| 0-2 | Poor to deficient | Limited or no response provided, or a response that is inadequate, substantially irrelevant,  inaccurate, or misleading. |

**Award**

The information about the planned awarding will be given on 23 of December 2022 by 17:00 EET.

In the event of a possible extension of the tender deadline by the purchaser, the binding period shall be extended, even if its expiry is determined according to a specific date or time, by the period by which the tender deadline is extended, unless otherwise agreed.

**Delivery of Hard Copies**

**Hard copies to be delivered to:**

People in Need SK

Mission in Ukraine

Petefi sq. 28

Uzhhorod

## Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding, and are to be sent in a plain envelope and/or tube marked only with:

‘Tender – PIN SK Playground Project’

**Reference number: SoH-PL-1** and sent to and arrive no later than: **17:00 EET, 14 of December 2022.**

**PLEASE NOTE:**

**OFFICE HOURS ARE: MONDAY TO FRIDAY 09:00 am to 17:00 pm EET**