

Tender written response:**Basic details**

1	Name of Organisation in who's name the tender is submitted	
2	Contact name for enquiries about this submission	
3	Contact Position (job title)	General Manager
4	Address:	
	Postcode:	
5	Telephone number:	
6	Email Address:	
7	Company Registration number:	
8	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:	
9	Date of Registration:	
10	VAT number:	
11	Is your organisation: (Please tick one)	
	i) A public Ltd Company	
	ii) A private Company	A not-for-profit social enterprise – Private Company
	iii) A Contracting Authority	
	iv) A sole trader	

Insurance

Please provide details of your current insurance cover. We reserve the right to seek evidence or ask that sufficient levels of insurance be in place before award of contract. All price quotations should be based on full insurance levels being in place.	Value
i) Employers Liability (£5 Million)	£5 million
ii) Public Liability (£10 Million)	£10 million
iii) Other (please provide details)	Vehicle insurance

Equal Opportunities

1	Does your organisation have a written equal opportunities policy, to avoid discrimination?	
	Copy available for inspection within Office and reviewed annually each year – approved by Welsh Government & ESF due to funding we receive and received.	Yes – full comprehensive policy

Health & Safety

1	Does your organisation have a health and safety at work system which includes a policy, nominated manager and management system?	
	Copy available for inspection within [REDACTED] Office and reviewed annually each year – approved by Welsh Government & ESF due to funding we receive and received. Day to day contact for all Health and Safety matters [REDACTED] Board level representative: [REDACTED]	Yes – full comprehensive policy

Carbon Neutral

1	Please provide details of your carbon neutral footprint and plans to become net zero.	
	Our organisation operates against strict environmental objectives including local purchasing and recycling wherever possible – in 2022 we planted over 400 trees in Blaenau Gwent and participated in over 40 community green space activities. One recent project was the installation of recycled plastic boardwalk in Trevor Rowson park, and in 2023 we explored the possibility of exchanging all of our fleet vehicle for electric – this simply wasn't viable through cost but we will return to this policy in the future. In 2024/5 we have planted in the region of 4,000 new plants in Blaenau Gwent and recycled over 800 old plants into community centres and sites through our work with the Town in bloom contract.	On-going sustainability and environmental policy reviewed annually And enrolment with EGIN in October 2024 and rolling programme of environmental improvements

Professional & Business standing

	Does any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor (s)?	
1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership or subject to relevant proceedings:	No
2	Has been convicted of a criminal offence related to business or professional conduct	No
3	Has committed an act of grave misconduct in the course of business	No
4	Has not fulfilled obligations related to payment of social security contributions	No
5	Has not fulfilled obligations related to payment of taxes	No
6	Is guilty of serious misrepresentation in supplying information.	No
7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law	No
8	If the answer to any of these is "Yes" please give brief details, including what has been done to put things right	No

Financial Information

Please provide the last two years of financial accounts and any other financial information about your organisation to provide evidence that your organisation is in a sound financial state to participate in this procurement.

Qualitative Responses

	In responding to this question, Tenderers shall ensure that their answer is category specific. A generic response for each Category is not an appropriate response.
1	What resources does the Tenderer propose to put in place to deliver the service? I will detail in some length in the second section of this answer however, our existing volunteers and paid transitional employees (all from Blaenau Gwent) are our most important resource [REDACTED] assists people from Blaenau Gwent to access volunteering, training, confidence / motivational activities and paid transitional employment – in 2024 alone we have worked with over eighty (80) people building skills, confidence and motivation all whilst participating in their local communities. We firmly believe that the philosophy of involving local people is the only way to deliver a successful project ensuring buy in and ownership and encouraging a level of community cohesion and pride in people's surroundings, 'I did that and am proud of it' is what we strive to see coming through. In terms of physical resources – we have our 'green' team led by our supervisor [REDACTED] undertaking environmental activities within Blaenau Gwent [REDACTED] worked on the Abertillery underpass project and with both contractors who installed the panels and the aluminium panelling and as such this project would fall under his remit. If successful with our application [REDACTED] will attend site fortnightly and carry out a visual inspection of the walls taking photographs where necessary of the damage before emailing these back to the ALCC committee – including an initial assessment of the damage and a cost to repair be that by our own staff or to contact the original contractors in extreme cases (such as the need to replace a whole panel etc. Our organisation is well resourced and has operated in Blaenau Gwent for over 23 years having initially being located in Church street Abertillery.
2	Please provide details of how the Contractor will protect the site whilst the works are taking place? In terms of the initial fortnightly inspection, there is very little need to protect the public – we will however ensure that nobody is in the photographs of the graffiti should there be any ensuring our compliance with permission to photo / GDPR etc...

	One internal matter relates to if anyone is carrying out graffiti at the time of photographing or indeed carrying out any other antisocial activity – we will endeavour to get an appropriate photograph of the culprit however ensuring staff safety is a priority in this circumstance. If additional works are agreed to repair the panels, or mosaic – this would need to be done in a coned off area ensuring public safety. Simple graffiti can again be washed off using the appropriate chemicals but again precautions will be put in place to ensure people are away from the area being cleaned (size dependent but potentially cones, or a second person directing people away from the works).
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3	Please provide details of the costs.
	Our quotation to carry out these works includes: Fortnightly site visit to the underpass to assess the internal walls & end panels Photographs of any graffiti / damage Assessment of the damage cost for review And a report & photographs emailed back to the ALCC for review Our cost to undertake this work would be £55 per visit x 26 visits per year = £1,430 + VAT (total cost £1,716 inc vat)

Please provide evidence that you have successfully supervised and administered contracts of this nature, value and scale in the last 3 years. Please provide at least 1 example.

Client & Project/ Contract	Dates	Value
Blaenau Gwent CBC Renovation works at Trevor Rowson Park including the rebuilding of the roadside walls – delivered on schedule and to budget.	2020	£11,200 & VAT
Blaenau Gwent CBC Aneurin Bevan Stones complete renovation project including fencing, walling and planting scheme.	2020	£36,000 & VAT
Blaenau Gwent CBC	2024	£35,200 & VAT

Boulevard project in Ebbw Vale for complete renovation of the area including planting – project on-going		
Abertillery & Llanhilleth Community Council Town in Bloom contract for planters & hanging baskets	2024	£14,000 per annum
Blaenau Gwent CBC Allotment regeneration works throughout Blaenau Gwent working with Environment Department	2024 - 2025	£16,293
Blaenau Gwent CBC Abertillery underpass regeneration project	2025	£24,543

Please confirm you have the necessary resources to undertake and manage the works and would be able to undertake the works on an ongoing basis

I can confirm that [REDACTED] has the capacity and resources required to carry out this contract should we be fortunate enough to be awarded the contract

ANTI-COLLUSION CERTIFICATE

1. We certify that this tender is made in good faith, 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 and we undertake that we will not before the award of any contract for the work: a. Communicate to any 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 quotations required for the preparation of the tender; b. Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted; c. Pay, give or offer to pay or give any sum of money or other 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 at (a) or (b) above.

2. We further certify that the principles described in paragraph 1(a) and (b) above 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 such subcontractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word 'person' includes any persons and anybody or association, corporate or incorporate; 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not; and 'the work' means the work in relation to which this tender is made.

Dated – 28th August 2025

[REDACTED]

Signed -

Print Name - [REDACTED]

Dully authorised to sign tenders for and on behalf of - [REDACTED]

Declaration (To be signed and returned with the Tender submission).

I accept the terms and conditions as contained in the Council's Contract in respect of the Services and are duly authorised to sign tenders and give such certificates for and on behalf of: Name of

Organisation - [REDACTED]

Telephone No - [REDACTED]

Postal Address - [REDACTED],
[REDACTED]

Name [REDACTED]

Role within the Organisation – General Manager / Company Secretary

Signature [REDACTED]

Date – 28th August 2025

Abertillery and Llanhilleth Community Council Invitation to Tender Document



Abertillery Subway Mosaic 2025 1

Definitions

In this Invitation to Tender the following words and expressions shall have the following meaning:

Tenderer's Written Proposals

Basic Details (For information purposes only)

1	Name of the organisation in whose name the tender would be submitted:	[REDACTED]
2	Contact name for enquiries about this Submission	[REDACTED]
3	Contact position (Job Title)	Director
4	Address:	[REDACTED]
	Post Code:	[REDACTED]
5	Tel Number:	[REDACTED]
6	E-mail Address:	[REDACTED]
7	Company Registration number (if this applies)	N/A
8	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:	N/A
9	Date of Registration:	N/A
10	VAT Number	N/A
11	Is your organisation: (Please tick one)	N/A
	i) a public limited company	
	ii) a limited company	

	iii) a Contracting Authority	
	iv) a sole trader	YES

Insurance

Please provide details of your current insurance cover. We reserve the right to seek evidence or ask that sufficient levels of insurance be in place before award of contract. All price quotations should be based on full insurance levels being in place.	Value
1 Employer's Liability (£5m):	YES
2 Public Liability (£10m):	YES
3 Other (please provide details):	

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Equal Opportunities

Does your organisation have a written equal opportunities policy, to avoid discrimination?	
Yes - Attached	

Health and Safety

Does your organisation have a health and safety at work system which includes a policy, nominated manager and management system?	
Yes - Attached	

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Carbon Neutral

Please provide details of your carbon neutral footprint and plans to become net zero.	
Attached	

Professional and Business Standing

	Does any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor (s)?	
1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership or subject to relevant proceedings:	NO

2	Has been convicted of a criminal offence related to business or professional conduct.	NO
3	Has committed an act of grave misconduct in the course of business.	NO
4	Has not fulfilled obligations related to payment of social security contributions.	NO
5	Has not fulfilled obligations related to payment of taxes.	NO
6	Is guilty of serious misrepresentation in supplying information.	NO
7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law.	NO

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8	If the answer to any of these is "Yes" please give brief details, including what has been done to put things right.	
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Financial Information

Please provide the last two years of financial accounts and any other financial information about your organisation to provide evidence that your organisation is in a sound financial state to participate in this procurement.

Qualitative Responses

	In responding to this question, Tenderers shall ensure that their answer is category specific. A generic response for each Category is not an
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	appropriate response.
1	What resources does the Tenderer propose to put in place to deliver the service?
	1. Staff & Expertise • Trained Grounds Maintenance Operatives: Skilled in surface cleaning, vegetation control, and basic wall maintenance. • Supervisor / Site Manager: Oversees work, ensures health & safety compliance, and liaises with council officers. • Specialist Contractors (if required): For any repair, repainting, or anti-graffiti treatment beyond routine maintenance. 2. Equipment & Materials • Cleaning equipment: Pressure washer (low-pressure for delicate surfaces), brushes, eco-friendly cleaning agents. • Vegetation control tools: Strimmers, shears, and other hand tools for safe vegetation removal around the tunnel entrance. • Protective equipment: PPE for staff, including gloves, high-vis, safety helmets, and dust masks. • Maintenance materials: Anti-graffiti coatings, paint touch-up kits, and sealing materials if required. 3. Health & Safety Resources • Risk Assessments & Method Statements: Specific to tunnel working, confined spaces, and pedestrian/traffic management. • Traffic management and signage: To protect staff and tunnel users during maintenance activities. • First aid kit and trained first aider on site at all times. 4. Scheduling & Monitoring • Maintenance schedule: Regular cleaning, inspections, and repairs to prevent deterioration. • Reporting system: Documenting work completed, incidents, and any repairs needed. • Quality control: Supervisor inspections to ensure high standards and compliance with council expectations. 5. Environmental Considerations • Use of eco-friendly cleaning products and responsible disposal of waste. • Measures to minimise water use during cleaning.

2	Please provide details of how the Contractor will protect the site whilst the works are taking place? 1. Health & Safety Barriers • Temporary barriers and cones at tunnel entrances/exits to clearly mark the working area. • High-visibility signage warning pedestrians and cyclists of ongoing maintenance. 2. Traffic & Pedestrian Management • Coordination with local authorities if partial closure or traffic management is required. • Safe access routes for tunnel users maintained at all times where possible. 3. Staff Safety Measures • All operatives wear PPE: hi-vis, helmets, gloves, and dust masks. • Trained staff to work in confined or restricted spaces safely. • Use of safe ladders or scaffolding if any work requires height access. 4. Protection of the Mural • Soft cleaning methods (brushes, low-pressure water) to avoid damage. • Coverings or protective sheets over sensitive areas if any paint touch-ups or chemical applications are needed. • Only use eco-friendly, non-abrasive cleaning products. 5. Equipment Control • Machinery and tools kept within the secured work zone. • All waste and materials removed promptly to prevent slips, trips, or damage. 6. Emergency Preparedness • First aid kit on site and trained first aider present. • Clear communication plan in case of accidents or unexpected hazards.
3	Please provide details of the costs. TBC

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Please provide evidence that you have successfully supervised and administered contracts of this nature, value and scale in the last 3 years. Please provide at least 1 example.

Client & Project/ Contract	Dates	Value
Abertillery Cenotaph Grounds Maintenance	1st April 2019 - Ongoing	

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Please confirm you have the necessary resources to undertake and manage the works and would be able to complete the project as set out in the tender.

Yes as stated in answers above.

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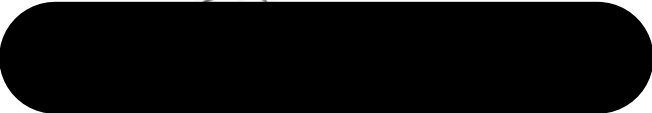
ANTI-COLLUSION CERTIFICATE

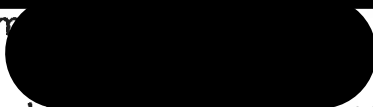
1. We certify that this tender is made in good faith, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we undertake that we will not before the award of any contract for the work:
 - a. Communicate to any 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 quotations required for the preparation of the tender;
 - b. Enter into any agreement or arrangement with any other person

that they shall refrain from tendering or as to the amount of any tender to be submitted;

- c. Pay, give or offer to pay or give any sum of money or other 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 at (a) or (b) above.
2. We further certify that the principles described in paragraph 1(a) and (b) above have been, or will be, brought to the attention of all sub contractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.
3. In this certificate, the word 'person' includes any persons and anybody or association, corporate or incorporate; 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding

Dated 28/08/2025

Signature 

Print Name 

authorised to sign tenders for and on behalf of.....

.....

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Declaration

(To be signed and returned with the Tender submission).

I accept the terms and conditions as contained in the Council's Contract in respect of the Services and are duly authorised to sign tenders and give such certificates for and on behalf of:

Name of Organisation

Telephone No

Postal Address .

Name

Role within

the Organisation.....

DIRECTOR -

Signature

Date

28/08/25.

ALCC ClerkMailbox

From: [REDACTED]
Sent: [REDACTED]
To: ALCC ClerkMailbox
Subject: Re: Subway Mural Tender

Hi Steve,

My annual cost would be no greater than £2000.

Many thanks

[REDACTED]

On Mon, 8 Sept 2025, 13:18 ALCC ClerkMailbox, <clerk@abertilleryandllanhilleth-wcc.gov.uk> wrote:

[REDACTED]

In the Office Mon to Fri from 9 till 1

Regards,

Steve Edwards

Clerk

01495 217323

[REDACTED]

To: ALCC ClerkMailbox <clerk@abertilleryandllanhilleth-wcc.gov.uk>
Subject: Re: Subway Mural Tender

Hi Steve , I've just tried phoning to discuss but I couldn't get through .when will you be at the office so I can ring you.

Many thanks

[REDACTED]

On Fri, 5 Sept 2025, 12:57 ALCC ClerkMailbox, <clerk@abertilleryandllanhilleth-wcc.gov.uk> wrote:

[REDACTED]

So what will be your annual costs?

Regards,

Steve Edwards

Clerk

01495 217323

[REDACTED]

To: ALCC ClerkMailbox <clerk@abertilleryandllanhilleth-wcc.gov.uk>

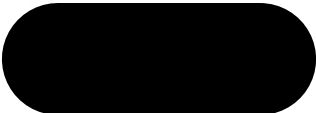
Subject: Re: Subway Mural Tender

Hi Steve,

Apologies for not including a cost, I put TBC as the costs associated with protecting the mural during any work undertaken should be minimal. I already have the necessary equipment and resources in place. The only cost I can foresee would be if I were to be completing any work myself as I would require the correct chemicals or materials, for example if I was to be removing graffiti or completing minor restoration. The materials required in this instance will depend on the nature of the work carried out and if additional resource is needed. Should this all be necessary, the cost would be a maximum of £200, please be aware this is subject to the severity of the cleaning or repair.

Hope this answers any questions you have, if you require more details or want to discuss more specific scenarios just give me a shout.

Thanks



On Wed, Sep 3, 2025 at 9:57 AM ALCC ClerkMailbox <clerk@abertilleryandllanhillleth-wcc.gov.uk> wrote:

Good Mo



I am looking though you tender documents and there are no costs shown, it says TBC. Can you give us the costs please?

Regards,

Steve Edwards

Clerk

01495 217323

This email has been scanned for spam & viruses. If you believe this email should have been stopped by our filters, [click here](#) to report it.