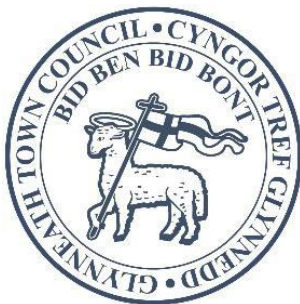




**CYNGOR TREF
GLYNNEATH
GLYNNEATH TOWN COUNCIL**

BETHANIA COMMUNITY CENTRE
HIGH STREET, GLYNNEATH, SA11 5DA

TEL: 01639 722961

E-MAIL: CLERK@GLYNNEATHTOWNCOUNCIL.GOV.UK

WEBSITE: WWW.GLYNNEATHTOWNCOUNCIL.GOV.UK

Guidance Notes for Bidders

Glynneath Welfare Park Transformation Project

Phase 1

These notes are intended to provide brief guidance to bidders for the provision of the above project only.

1. Plan your response. Please do not leave your response until the last minute/hours before the deadline as we may not be in a position to answer any queries.
2. It is imperative that you complete the information requested as fully and as accurately as possible. Suppliers must note that failure to answer a relevant question, or to provide any of the required information will result in that question being scored zero.
3. Please answer all questions specifically for and on behalf of your organisation and not for the group of companies, if you are part of such a group of companies.
4. Please answer all questions as completely as possible as we do not take prior knowledge of any supplier/contractor into account when evaluating responses. We only evaluate the information that is submitted in your response.
5. Please note that some questions may be mandatory with regards to a response. You will not be able to submit your response if you do not answer these questions.
6. Please do not and any attachments that are not requested such as publicity brochures, etc.
7. Please only use the email address clerk@glynneathtowncouncil.gov.uk to communicate with Glynneath Town Council and seek clarifications – this will give you an audit trail of all discussions and clarification requests.
8. If you experience difficulties that relate to the questions or tender process, please contact the Clerk at the provided email address (point 7).
9. Whilst the Clerk's email address allows for large individual attachment sizes, please aim to keep attachments to a manageable size (or Zipped) to ensure ease and speed of access.