

INVITATION TO TENDER LETTER

Fleet Parish Council

Administration Address: 4 Barrington Close, Holbeach, Spalding. PE12 7NH

Work to be completed at: The Pavillion, (Changing Rooms) Fleet Community Playing Field, Old Main Road, Fleet Hargate, Spalding. PE12 8LL

Dear Sir / Madam

INVITATION TO TENDER (ITT) for Refurbishment of Playing Field Pavillion (Changing Rooms)

- 1 Your organisation along with others is invited to offer a tender for provision of the above, to the specification outlined in the attached documents.
- 2 Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.
3. A site visit is strongly recommended
- 4 Your tender response must be received by Fleet Parish Council Clerk, 4 Barrington Close, Holbeach. PE12 7NH no later than **12 noon on 28 November 2025**. Tender responses may be attached and submitted via email to **clerk@fleetparishcouncil.gov.uk**. Late tenders will **not** be considered.
- 5 If having read the enclosed specification you decide not to submit a tender, I would be grateful if could send your reasons (though you are under no obligation to do so) to Fleet Parish Council Clerk, at the above address marked 'No Tender'.
- 6 Please contact me if you have any questions about the tendering procedure. The enclosed also contains details for providing you with further information or clarification of the Councils requirement.

I look forward to your response.

Yours sincerely

Robyn Negus

Robyn Negus
Clerk
Fleet Parish Council

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INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

- 1 These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Paul Barnes, cllrpbarnes@fleetparishcouncil.gov.uk – 07887 419124 if you have any doubts as to what is required or you have difficulty in providing the information requested. Pre-tender negotiations are **not** allowed.

Contract Period

- 2 The contract is to be for a period of 2 months. **All work must be completed by 31 January 2026**

Incomplete Tender

- 3 Tenders may be rejected if the information asked for in the ITT and Specification is not given at the time of tendering.

Returning Tenders

- 4 Manuscript bids including envelopes and packages must bear no reference to the tenderer by name; franking machines which automatically print the company's name should not be used. Tenders must be delivered by 12 noon on 28 September 2025

Receipt of Tenders

- 5 Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

Acceptance of Tenders

- 6 By issuing this invitation the Council is not bound in any way and does not have to accept the lowest or any tender, and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their tender.

Inducements

- 7 Offering an inducement of any kind in relation to obtaining this or any other contract with the Council will disqualify your tender from being considered and may constitute a criminal offence.

Confidentiality of Tenders

- 8 Please note the following requirements, you must not:
 - Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
 - Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
 - Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

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Failure to comply with these conditions may disqualify your tender.

Costs and Expenses

- 9 You will not be entitled to claim from the Council any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

Debriefing

- 10 Following the award of contract, debriefing will be included in the letter sent to unsuccessful bidders.

Evaluation Criteria

- 11 The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender.

Freedom Of Information

- 12 The Council is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Council may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the Council should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

Tender Period

- 13 Due to the evaluation process, the Council requires tenders to remain valid for a 1 month period.

Basis of the Contract

- 14 The specification in Document 2 together with any identified special requirements during a site visit, will form the basis of the contract between the successful tenderer and the Council.
15. The successful tenderer will be fully responsible for Health and Safety matters and ensuring the site is safe at all times for staff and volunteers (if any)
- 16 The successful tenderer will be fully responsible for ensuring works meet all current regulations that are statutory or deemed required by SHDC Building Control

Conclusions

- 15 Whilst every endeavour has been made to give tenderers an accurate description of the Council's requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements.

SPECIFICATION OF REQUIREMENT

Carry out Internal Alterations and improvements.

1.

1. Using white UVPC, cover existing fascia boards all round
2. Construct ramp at double entrance doors to provide wheelchair access
3. Extend toilet cubicle on left hand side of main door to enable a disabled toilet facility to be included
4. Supply and install disabled toilet furniture to include hand rails etc. (White)
5. Remove existing changing area stud walls and rebuild using suitable materials to ceiling height
6. All walls to be made ready for decoration
7. Tile both W/C's with plain white tiles to a height of 1200mm (approx.)
8. Install single shower cubicle in Refs changing room, fully tiled I shower and 1200mm on rest of walls. To be fitted with electric shower unit and connected to suitable drainage
9. Supply and install suitable energy efficient light to all areas
10. Replace internal doors inc. new larger 33" door for disabled toilet
11. Supply and install replacement kitchen units area as shown on drawing as a guide
12. Screed floor throughout whole building and either paint with garage type floor paint or cover with heavy duty flooring. Should be resistant to football boot studs and non slip (colour to be determined)
13. Contractor to remove all rubbish from site

Please provide separate quote for:

1. Replace double doors at front of building. Must be hard wearing and secure.

Contractor to supply all materials required being conscious of cost and suitability

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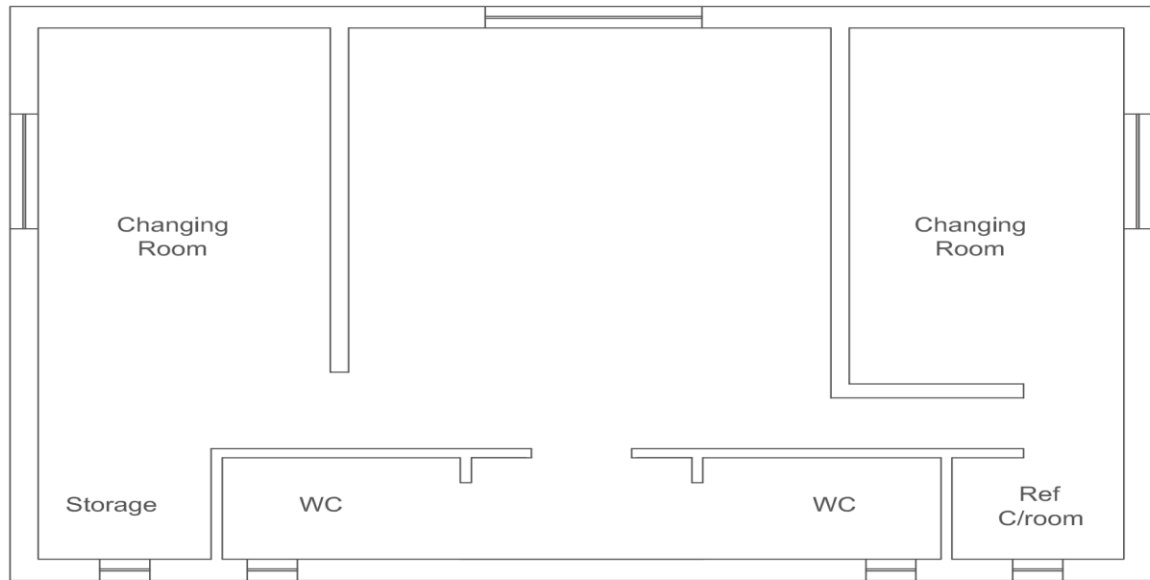
5 Costs

- 5.1** Please give total costs for the project (excluding VAT).

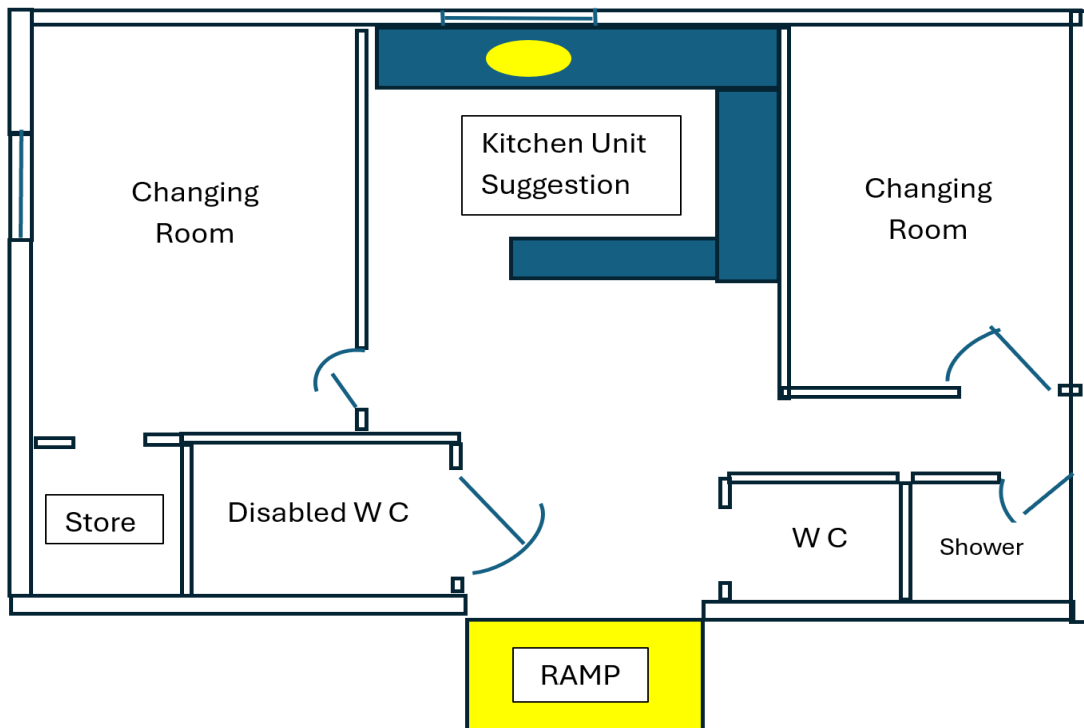
6 VAT

- 6.1** Please state clearly when submitting prices whether or not VAT will be charged.
- 6.2** Where the contract price agreed between the Council and contractor is inclusive of any VAT, further amounts will not be paid by the Council should a vatable supply claim be made at any later stage.
- 6.3** Where the overall contract price is exclusive of VAT, the Council will pay any VAT incurred at the prevailing rate (currently 20%). If the VAT rate changes the Council will pay any VAT incurred at the new rate.
- 6.4** It is the responsibility of tenderers to check the VAT position with HMRC before submitting a bid.

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EXISTING



PROPOSED

DRAWINGS ARE NOT TO SIZE OR SCALE

CONTRACTOR MUST TAKE ALL MEASUREMENTS

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RESPONSE FOR
Refurbishment of Playing Field Pavillion (Changing Rooms)
FLEET PARISH CPOUNCIL

Please detail your submitted price for the provision of items as detailed in the specification for works;

Responses MUST be returned before 12 noon on 28 November 2025

Send responses by post to:
Fleet Parish Clerk, 4 Barrington Close, Holbeach, Spalding, PE12 7NH
or email to
clerk@fleetparishcouncil.gov.uk

Item	Price
Complete refurbishment works as specified including all Labour and Materials	

These prices DO / DO NOT include VAT

We can confirm that all works will be completed by 31 January 2026

Company Name

Completed By (Name)

Signed By

Date