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Tender

## **Shire Hall window repairs**

Woodbridge Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-007789

Procurement identifier (OCID): ocds-h6vhtk-061168

Published 28 January 2026, 6:22pm

## **Scope**

## **Reference**

WTC 2026-01

## **Description**

Woodbridge Town Council (WTC) are the freehold owners of the Grade 1 listed Shire Hall - title number SK37939. WTC purchased the building from Suffolk County Council in 1988, and since that time it has been the administrative centre of the Council, as well as functioning as a public building available for rent.

A condition survey (supplied) completed by the Morton Partnership in 2021 has been used as the base level document for a public engagement in 2023 and additional reporting by Whitworth in 2024 (supplied).

WTC are currently seeking grant funding from the National Lottery Heritage Fund to undertake a full renovation of the building, however due to failing condition have identified that repair works to the ground floor and first floor windows are now an urgent requirement.

WTC are therefore seeking quotations for the undertaking of the repair work as provided below - the detail for which has been lifted from the Whitworth report. A site visit is recommended so that contractors can view the condition of each window, as well as understand the position of the building as central island in a town centre location.

Full details can be found in the attached documentation.

### **Total value (estimated)**

- £45,000 excluding VAT
- £54,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 April 2026 to 30 June 2026
- 3 months

### **Main procurement category**

Works

### **CPV classifications**

- 44221100 - Windows
- 44221110 - Window frames
- 44230000 - Builders' carpentry
- 45212350 - Buildings of particular historical or architectural interest

## **Contract locations**

- UK - United Kingdom

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

12 February 2026, 5:00pm

### **Tender submission deadline**

16 February 2026, 5:00pm

### **Submission address and any special instructions**

[www.woodbridge-suffolk.gov.uk](http://www.woodbridge-suffolk.gov.uk)

Tenders to be returned via email address provided

### **Tenders may be submitted electronically**

Yes

## **Languages that may be used for submission**

English

## **Award decision date (estimated)**

19 February 2026

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## **Award criteria**

Name	Description	Type
Quality	Woodbridge Town Council will consider the tenders received in a public meeting - Cllrs. will be provided with the tenders in advance, but in line with Council policy with vote to appoint a preferred contractor.	Quality

## **Weighting description**

Woodbridge Town Council will consider the tenders received in a public meeting - Cllrs. will be provided with the tenders in advance, but in line with Council policy with vote to appoint a preferred contractor.

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## **Other information**

## **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

### **Special regime**

Concession

### **Reduced tendering period**

Yes

State of urgency - minimum 10 days

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## **Documents**

### **Associated tender documents**

[WTC 2026-01 - Shire Hall window repairs.pdf](#)

Tender description

[19552~AllDrawings.pdf](#)

Window drawings

[S7303 Shire Hall Window Condition Report 24.12.17.pdf](#)

Condition and repair report

[Morton Condition-Survey.pdf](#)

Condition survey

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## **Contracting authority**

### **Woodbridge Town Council**

- Public Procurement Organisation Number: PXDN-1476-RLRY

WOODBRIDGE TOWN COUNCIL, SHIRE HALL, Market Hill,

Woodbridge

IP12 4LP

United Kingdom

Contact name: Greg Diaper

Email: [townclerk@woodbridge-suffolk.gov.uk](mailto:townclerk@woodbridge-suffolk.gov.uk)

Website: <https://woodbridge-suffolk.gov.uk/>

Region: UKH14 - Suffolk

Organisation type: Public authority - sub-central government