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Tender

Upgrade Coppice Close Play Area

Hatfield Town Council

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

Notice identifier: 2025/S 000-009505

Procurement identifier (OCID): ocds-h6vhtk-04ed76

Published 14 March 2025, 3:46pm

Scope

Reference

HTC 2025-002

Description

To carry out a refurbishment of Coppice Close Play Area (Hatfield). Companies are invited to submit proposed designs, a quotation for implementing those designs and confirmation that the entire works can be done by 18th July 2025.

The Council intend to take a two stage approach before awarding the contract.

Stage One: Tenders should be submitted by email by the deadline of 18th July 2025. All tenders will be assed against a set criteria (see documents attached).

Stage two: Up to four companies will be invited to present proposals in person or via zoom. With the winning bid to be confirmed by 25th April 2025.

Site visits are advised and appointments should be arranged with jane.anderson@hatfield-herts.gov.uk

Total value (estimated)

- £65,000 excluding VAT
- £78,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 25 April 2025 to 18 July 2025
- Possible extension to 31 July 2025
- 3 months, 6 days

Description of possible extension:

Extensions to be agreed by both parties in the event of unforeseen circumstances or adverse weather conditions.

Main procurement category

Works

CPV classifications

- 44000000 - Construction structures and materials; auxiliary products to

construction (except electric apparatus)

- 45000000 - Construction work
- 92000000 - Recreational, cultural and sporting services

Contract locations

- UKH23 - Hertfordshire

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

7 April 2025, 12:00pm

Tender submission deadline

14 April 2025, 12:00pm

Submission address and any special instructions

Submission should be submitted to - Civic@hatfield-herts.gov.uk

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

25 April 2025

Award criteria

Name	Description	Type	Order of importance
The company demonstrates its solvency and compliance with statutory requirements and industry best practice	The Council will conduct checks to ensure that the company bidding is a legitimate company in the UK which does not pose a financial, legal or reputational risk to Hatfield Town Council should they enter into a contract with them.	Quality	1
The company confirms that all works can be delivered by Friday 18th July 2025.	This is a non-negotiable requirement for all works to be conducted and completed within this window.	Quality	2
The proposal is within budget.	The proposal is delivered within the £65,000 set out.	Price	3
The proposal offers value for money.	The proposal demonstrates value for money (i.e the benefits realised for the upfront project costs and ongoing maintenance costs, can be considered efficient use of public money).	Cost	4
Design (operational practicalities).	The proposed design is practical and meets the needs of users.	Quality	5

Name	Description	Type	Order of importance
Design (aesthetics).	The proposed design is appealing and will enhance the experience of users.	Quality	6
The company demonstrates professionalism and competency.	The company can provide confidence to the Council that it can deliver a high-quality product within the timescales agreed and the budget agreed. References and case studies would be particularly welcomed.	Quality	7

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

[Hatfield Town Council - Tender Coppice Close 25 - FINAL editd BS.pdf](#)

Tender Document

[Stage One Criteria 14.03.2025.pdf](#)

Criteria Document

Contracting authority

Hatfield Town Council

- Public Procurement Organisation Number: PLNQ-6617-VNYL

Birchwood Leisure Centre

Hatfield

AL10 OAN

United Kingdom

Contact name: Jane Anderson

Telephone: 07586488597

Email: Civic@hatfield-herts.gov.uk

Region: UKH23 - Hertfordshire

Organisation type: Public authority - sub-central government