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Tender

Stubbin Wood, Burlington Avenue, New Primary Development (60 places)

T.E.A.M EDUCATION TRUST

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Scope

Description

The project involves the establishment of a 60-place primary school brick built unit at Stubbin Wood, Burlington Avenue, with an operational deadline of 1st September. This procurement aims to ensure the successful delivery of the facility by the specified date, which will meet the increasing demand for educational spaces in the area.

Key Steps in the Procurement Process:

1. Needs Assessment and Specification Development:

- o Initially, a thorough assessment of the educational and spatial requirements for the 60-place primary unit will be conducted. This involves consultations with local education authorities, stakeholders, and future users to understand the specific needs.

- o A comprehensive specification will be developed, including detailed requirements for the building structure, classrooms, play areas, utilities, and additional services such as accessibility, safety standards, and sustainable energy solutions.

2. Supplier and Contractor Identification:

- o The procurement will follow a competitive tendering process to select qualified suppliers and contractors capable of delivering the project within the required timeframe and budget.
- o Pre-qualification criteria will be established, considering experience in educational infrastructure projects, financial stability, and adherence to relevant local regulations and standards.
- o Invitations to tender (ITT) will be issued to shortlisted contractors and suppliers.

3. Tender Evaluation and Award:

- o Tenders will be evaluated based on criteria such as quality, cost-effectiveness, timeline, and contractor's experience with similar projects. Special consideration will be given to the contractor's ability to deliver the project by 1st September, ensuring the school is operational at the start of the academic year.
- o After a thorough evaluation, the most suitable contractor will be awarded the contract.

4. Construction and Project Management:

- o Once the contract is awarded, the construction phase will commence. A project management team will be assigned to oversee the progress of the development, ensuring that all aspects of the project are delivered on schedule, within budget, and meet the specified quality standards.
- o Regular progress meetings will be held to monitor construction milestones, address potential challenges, and ensure smooth communication between the contractor, stakeholders, and the education authority.

5. Quality Control and Compliance:

- o Rigorous quality control measures will be implemented throughout the construction process to ensure that the building meets all relevant safety, health, and environmental standards.
- o The building will be subjected to inspections and tests to verify compliance with educational facility requirements and to ensure that it is fully functional and safe for students and staff.

6. Final Handover and Operational Setup:

o Upon completion, the school unit will undergo a final inspection and handover process. This will include setting up necessary educational equipment, furniture, and ensuring that all utilities are fully operational.

o The school will be handed over to the local education authority before 1st September to ensure a smooth transition and timely opening for the new academic year.

7. Post-Completion Review:

o After the school is operational, a post-completion review will be conducted to assess the success of the procurement process and to identify any lessons learned for future projects.

By following this procurement process, the project ensures that the 60-place primary unit is delivered on time, meets all quality standards, and fulfills the educational needs of the local community by the 1st of September.

Total value (estimated)

- £1,050,000 excluding VAT
- £1,260,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 13 May 2025 to 31 August 2025
- 3 months, 19 days

Main procurement category

Works

CPV classifications

- 45214000 - Construction work for buildings relating to education and research

Contract locations

- UK - United Kingdom

Participation

Legal and financial capacity conditions of participation

As detailed in our invitation to tendered document the following should be considered

1. Legal Capacity

- **Company Registration:** The bidder must provide proof of their legal registration as a company or business entity, such as a certificate of incorporation or equivalent document.
- **Good Standing:** Bidders must demonstrate that they are in good legal standing, meaning they are not under liquidation, bankruptcy, or subject to ongoing legal disputes that might affect their ability to perform the contract.
- **Relevant Licenses:** Bidders may need to show proof of the necessary professional licenses, permits, or approvals required to carry out the work or provide the goods/services being tendered for.
- **Compliance with Local Laws:** The bidder should demonstrate compliance with applicable local laws and regulations, such as tax, labor, and environmental laws.
- **Non-Conviction Statement:** A declaration stating that the bidder has not been convicted of any crimes (e.g., fraud, corruption) that would impair their ability to participate in the tender.

2. Financial Capacity

- **Audited Financial Statements:** Bidders should submit their audited financial statements

for the past 2-3 years to demonstrate financial stability. This can include balance sheets, income statements, and cash flow statements.

- **Financial Turnover Requirements:** The tender may specify a minimum average annual turnover for the last few years (e.g., "Bidders must have a minimum annual turnover of \$X million in the last three years") to ensure they have the financial strength to handle the contract.
- **Proof of Liquidity:** The bidder might be required to demonstrate sufficient working capital or liquidity, such as a letter from a bank confirming the bidder's financial position or available credit lines.
- **Creditworthiness:** Some tenders require bidders to submit credit ratings or letters from financial institutions to prove their creditworthiness.
- **Insurance:** Bidders may need to provide evidence of relevant insurance coverage (e.g., public liability, professional indemnity, or workers' compensation insurance) to mitigate risks during the contract's execution.
- **Performance Bond or Guarantee:** The contract may require bidders to provide a performance bond or guarantee, which acts as security in case they fail to meet the terms of the contract.

3. Other Requirements

- **Tax Compliance:** Evidence that the bidder is up to date with all tax obligations, such as a tax clearance certificate.
- **Bank References:** A reference letter from the bidder's bank confirming financial standing or providing details of their financial transactions, such as a letter of credit.
- **Litigation History:** A declaration from the bidder regarding any past or current legal disputes or claims against them, which could affect their ability to perform the contract.

Technical ability conditions of participation

As detailed in our invitation to tendered document the following should be considered

1. Relevant Experience

- **Past Project Experience:** Bidders must provide details of previous contracts or projects

of a similar nature, scope, and complexity to demonstrate their ability to deliver the required goods or services. This could include project descriptions, timelines, and client references.

- **Specific Expertise:** The bidder must demonstrate expertise in the specific area required by the tender (e.g., construction, IT, engineering, etc.), highlighting any specialized skills or certifications.

2. Technical Qualifications

- **Qualified Personnel:** Bidders must specify the qualifications, experience, and roles of key personnel who will be involved in the project. This includes engineers, project managers, technical experts, etc., and their relevant qualifications, certifications, and experience in similar projects.
- **Staffing Plan:** A description of how the bidder intends to staff the project, including the number of employees, the roles and responsibilities of each, and any specialized skills needed for the contract.

3. Equipment and Resources

- **Availability of Equipment:** Bidders may need to provide a list of key equipment, machinery, or technology required to complete the project, including details of ownership, leasing arrangements, or planned procurement.
- **Infrastructure:** Evidence that the bidder has the necessary physical infrastructure, such as offices, warehouses, or other facilities, to support the project.
- **Technological Capacity:** If the project involves specialized technology, the bidder should demonstrate their capability to deliver using up-to-date and relevant technologies (e.g., software tools, machinery, etc.).

4. Quality Assurance and Control

- **Quality Management System (QMS):** Bidders should demonstrate the implementation of a quality management system (e.g., ISO 9001 certification, or other relevant quality standards) to ensure that the goods/services provided meet the required standards.
- **Compliance with Technical Standards:** Bidders must demonstrate that their goods, services, or work processes comply with the relevant national or international technical standards, specifications, and regulatory requirements.

5. Technical Approach

- **Methodology and Work Plan:** The bidder should outline their proposed methodology for carrying out the project, including the steps, processes, timelines, and how they intend to manage the project's execution. This can include risk management strategies, milestones, and deliverables.
- **Innovation and Solutions:** If applicable, the bidder may describe any innovative approaches, technologies, or solutions they plan to use to enhance project outcomes, reduce costs, or improve efficiency.

6. Health, Safety, and Environmental Standards

- **Health and Safety Plan:** Bidders must demonstrate their commitment to health and safety standards, particularly if the project involves construction, engineering, or other potentially hazardous work environments. This may include providing a health and safety management plan or certifications (e.g., ISO 45001).
- **Environmental Considerations:** If the project has environmental implications, bidders should provide an environmental management plan or proof of compliance with relevant environmental regulations (e.g., ISO 14001).

7. Testing and Maintenance

- **Testing Capabilities:** If applicable, the bidder should outline their ability to conduct testing or trials on the goods, services, or works being provided to ensure they meet the required specifications.
- **Maintenance and Support:** For projects that require ongoing service or support after the delivery of the product or service (e.g., IT services, equipment maintenance), bidders should outline their plans for maintenance and after-sales support, including response times and service level agreements (SLAs).

8. Certifications and Accreditations

- **Industry Certifications:** Bidders should provide evidence of any relevant industry certifications, accreditations, or memberships in professional organizations that demonstrate their expertise and adherence to recognized technical standards.
- **Compliance with Standards:** If the tender involves specific technical or safety standards (e.g., EN standards, local building codes, industry-specific regulations), the bidder must demonstrate compliance with these standards.

9. Subcontracting and Partners

- **Use of Subcontractors:** If the bidder intends to subcontract parts of the project, they

should outline the areas of the project to be subcontracted, provide details of the subcontractors' qualifications, and demonstrate how they will manage subcontractor performance.

- **Partnering Arrangements:** If the bidder plans to partner with other companies to fulfill the tender's requirements, they should describe the partnering arrangements, including roles, responsibilities, and how they intend to collaborate to achieve project success.

10. References and Testimonials

- **Client References:** Bidders should provide references from previous clients that speak to their technical abilities and past project successes. This may include client contact details, project summaries, and testimonials.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

1 May 2025, 12:00pm

Tender submission deadline

2 May 2025, 9:00am

Submission address and any special instructions

Submissions to to be submitted by email finance@teameducation.org or www.teameducation.org

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

5 May 2025

Award criteria

Name	Description	Type
Requirements		Quality
Project Delivery	Project must be completed by 31/08/2025	Quality
Communication	Project must be completed by 31/08/2025	Quality
Health and Safety/ Safeguarding	Project must be completed by 31/08/2025	Quality
Value for money	Project must be completed by 31/08/2025	Price
Costs	Project must be completed by 31/08/2025	Cost

Weighting description

Scoring Matrix

Other information

Payment terms

A payment schedule should be agreed in advance with milestones for achievements. All invoices should be sent to finance@teameducation.org

The process for disputed invoices is as follows:

1. Review the Invoice and Agreement

- Check the original terms: Ensure that both you and the client are clear on the payment terms specified in the contract or agreement (e.g., net 30, 60, or specific dates).
- Verify the details: Double-check the invoice for accuracy - the amount, the items or services billed, the dates, and any applicable discounts or promotions.
- Assess if there are any errors: Determine whether any errors on your part could have led to the dispute (wrong amounts, incorrect products/services listed, etc.).

2. Contact the Client

- Start with a friendly inquiry: Contact the client (preferably by phone or email) to understand the reason behind the dispute. Sometimes, it's just a misunderstanding, and the conversation can resolve the issue quickly.
- Ask specific questions: For example, "I see there seems to be a discrepancy regarding the payment terms. Could you help clarify your concern?"

3. Clarify the Disputed Payment Term

- Understand the disagreement: Whether they believe the payment term was different, they're asking for an extension, or they dispute the service/product, understanding their position will guide your response.
- Provide evidence: If the payment terms were clearly laid out in the contract, provide the documentation to support your case.

4. Negotiate a Resolution

- Listen to their perspective: If the dispute is about the payment terms themselves (e.g., timing, conditions), try to negotiate a solution that works for both sides. For example, if they need more time due to financial issues, consider offering a partial payment plan.
- Be flexible if possible: If you're in a good relationship with the client and they're generally reliable, consider offering a compromise (e.g., an extended payment deadline or a payment plan).

5. Document the Agreement

- Put any new agreement in writing: Once an agreement is reached (even if it's an adjusted payment term), document everything in an email or a formal letter. This ensures that both parties are on the same page and avoids future disputes.

6. Follow Up

- Stay on top of the revised payment schedule: If an extended payment term or partial payment plan is agreed upon, keep a record of all communication and send reminders as needed.
- Monitor the situation: If payment isn't made according to the revised terms, follow up promptly and professionally.

7. Escalation (if needed)

- Seek legal or mediation assistance: If the dispute cannot be resolved and the payment is significant, consider involving a mediator or seeking legal counsel. However, this should be a last resort to avoid escalating the relationship unnecessarily.

Description of risks to contract performance

ays in Construction

- Risk: Delays may arise from weather, labor shortages, supply chain disruptions, or subcontractor issues.
- Impact: Extended project timelines affecting the opening date and additional costs.
- Mitigation: Develop a realistic schedule with buffers, communicate with contractors and suppliers, and have a contingency plan for delays.

3. Budget Overruns and Financial Issues

- Risk: Project may exceed the allocated budget due to cost underestimation or unforeseen complications.
- Impact: Financial strain or additional funding may be needed, compromising quality.
- Mitigation: Create a detailed budget with contingencies, regularly review expenses, and control costs through effective procurement and project management.

4. Regulatory Compliance and Permitting Delays

- Risk: Delays in obtaining permits or meeting regulatory requirements (e.g., zoning laws, environmental regulations).
- Impact: Project delays, penalties, or costly redesigns.
- Mitigation: Engage early with local authorities, ensure compliance, and allocate time for permit approval.

5. Quality Control Issues

- Risk: Defects or substandard materials can compromise the building's safety and quality.
- Impact: Safety, longevity, and usability issues, potential costly repairs or legal disputes.
- Mitigation: Implement strict quality control, regular inspections, and vet contractors with a strong track record.

6. Health and Safety Risks

- Risk: Inherent risks on construction sites and within the building's design.
- Impact: Accidents, safety violations, and legal liabilities.
- Mitigation: Ensure compliance with safety regulations, implement safety protocols, and train workers.

7. Environmental and Sustainability Risks

- Risk: Environmental issues such as soil contamination or sustainability requirements.
- Impact: Delays and increased costs for remediation or design modifications.

- Mitigation: Conduct environmental assessments early and incorporate sustainable design practices.

8. Supply Chain and Material Shortages

- Risk: Disruptions in material delivery or shortages of key construction materials.
- Impact: Delays, increased material costs, and missed milestones.
- Mitigation: Secure materials early, maintain relationships with suppliers, and use local suppliers when possible.

9. Contractor and Subcontractor Performance

- Risk: Poor performance by contractors or subcontractors, such as missed deadlines or disputes.
- Impact: Delays, compromised quality, and potential legal issues.
- Mitigation: Vet contractors thoroughly, set clear performance expectations, and include penalties for missed milestones.

10. Stakeholder Disputes

- Risk: Conflicts may arise between stakeholders (e.g., owner, contractors, authorities).
- Impact: Delays, litigation, and increased costs.
- Mitigation: Foster transparent communication, set clear expectations, and resolve conflicts quickly.

11. Technological Challenges

- Risk: Integration of advanced technologies (e.g., smart systems, HVAC, educational tech).
- Impact: Impacted functionality, energy efficiency, or safety.
- Mitigation: Ensure experienced providers, test systems thoroughly, and assure quality before finalizing.

12. Reputation and Public Perception

- Risk: Delays, cost overruns, or quality issues may damage the project's reputation.

- Impact: Loss of future business, legal claims, or loss of stakeholder trust.
- Mitigation: Maintain clear communication, address issues proactively, and be transparent about challenges.

13. Post-Construction Issues

- Risk: Issues during handover such as defects or incomplete work.
- Impact: Delays in the opening and disruption in operations.
- Mitigation: Conduct thorough inspections, ensure work meets standards, and provide warranties and procedures for post-completion issues.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

[2025-10734-01 Proposed Foundations.pdf](#)

[2025-10734-5001-P02_Proposed Drainage Layout.pdf](#)

[2025-10734-5002-P01_Drainage Construction Details.pdf](#)

[24-108-DIS-04.04.2025.pdf](#)

[25-011-TEAM TRUST-FEE PROPOSAL-16.01.2025 \(003\).pdf](#)

[7556_Rev0-A1_Sc_1-200_Topo & Utility Survey.pdf](#)

[0530891 - Calculation - 1-TC-250331-124539-973\(U-value\).pdf](#)

[0530891 - Tapered Design - P-1066633 SA-1.pdf](#)

[BT.pdf](#)

[Electric.pdf](#)

[Gas 2.pdf](#)

[Gas Overview.pdf](#)

[INCO-24-108-\(04\)-001-T01-Fire Stratgey Layout.pdf](#)

[INCO-24-108-\(22\)-001-T1-Proposed GA Layout.pdf](#)

[INCO-24-108-\(22\)-002-T1-Proposed Elevations.pdf](#)

[INCO-24-108-\(25\)-001-T1-Proposed Section A-A.pdf](#)

[INCO-24-108-\(31\)-001-T1-Proposed Door and Window Schedule.pdf](#)

[INCO-24-108-\(40\)-001-T1-Proposed Wall and Floor Finishes Layout.pdf](#)

[Legend.pdf](#)

[Sewer Inverts.pdf](#)

[Sewers.pdf](#)

[Virgin.pdf](#)

[Water.pdf](#)

[24-108-DIS-04.04.2025.pdf](#)

[BG25.134 Land Adj Stubbin Wood Nursery- BIODIVERSITY IMPACT ASSESSMENT - FINAL.pdf](#)

[BG25.134 Land Adj to Stubbin Wood Nursery - Preliminary Ecological Appraisal - FINAL.pdf](#)

[IV.12.25.Ph2.RPS.27.03.25.F1.pdf](#)

[Invitation to tender - Stubbin Wood Primary Build \(Burlington Ave\).docx](#)

M&E information will be uploaded 11/04/2025

Contracting authority

T.E.A.M EDUCATION TRUST

- Companies House: 12280998
- Public Procurement Organisation Number: PDLP-1633-RPLR

Stubbin Wood School, Common Lane

Mansfield

NG20 8QF

United Kingdom

Email: finance@teameducation.org

Website: <http://www.teameducation.org>

Region: UKF12 - East Derbyshire

Organisation type: Public authority - sub-central government