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Tender

Copthorne Recreation Ground Rejuvenation Project

Worth Parish Council

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

Notice identifier: 2025/S 000-019354

Procurement identifier (OCID): ocds-h6vhtk-050dc3

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Scope

Reference

Contract E - Civils Package 2

Description

Worth Parish Council (WPC) invites tenders for "Contract E: Civils Package 2" at Copthorne Recreation Ground on Copthorne Bank.

The Copthorne Recreation Ground Rejuvenation Project involves the installation of a new Multi-Use Games Area (MUGA), an extended and improved playground, a new car park, suitable drainage, paving, pathways and landscaping.

A tender process for the MUGA and Playground has already been completed and preferred suppliers identified. The scope of the works in Contract E: Civils Package 2 is the subject of this tender, with the intention of identifying one preferred supplier to carry out all works outlined below.

The work is to take place on land owned by Worth Parish Council (the Council).

Tenders should be based on the details included in the following document bundle:

- a. PBA Planning drawing reference WPC-CP-01 REV C [Existing layout plan]
- b. PBA Planning drawing reference WPC-CP-03 REV A [External works plan]
- c. PJC document reference PJC/6393/24-02 [Arboricultural impact assessment, method statement and tree protection plan]
- d. Scope of Works document reference Contract E REV C

The package of works includes:

1. Removal of existing equipment, fencing, street furniture and paving.
2. Construction of car park, access road and parking bays including SUDS soakaway and catchpit manholes.
3. Construction of paved area.
4. Construction of play area base including channel drainage.
5. Construction of paths including laying electrical duct and installing pedestrian gates.
6. Hard and soft landscaping including knee rail fencing, vehicle height restrictor, litter bins, benches and cycle racks.

Total value (estimated)

- £160,000 excluding VAT
- £192,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 31 October 2025
- 2 months

Main procurement category

Works

CPV classifications

- 45100000 - Site preparation work
- 45200000 - Works for complete or part construction and civil engineering work

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Participation

This procurement is reserved for

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

Conditions of participation

Prospective contractors must adhere to the Bribery Act 2010 and are prohibited from contacting Worth Parish Council Councillors, staff or the Project Manager acting on the Council's behalf to encourage or support their tender outside of the prescribed process.

Please declare details of all conflicts of interest you have, may have or may be perceived as having with Worth Parish Council. This should include but not be limited to any relationships with employees and Councillors. Please also declare details of all conflicts of interest you have, may have or may be perceived as having with Paul Budgen (Alfred Budgen Builders and PBA Planning), who is acting as Project Manager on behalf of Worth Parish Council for this project.

Contractors will need to provide:

- * Proof of public liability insurance of at least £10m
- * Evidence of similar works
- * Latest published accounts showing adequate profit
- * Health and safety policies
- * Risk assessment and method statement (once the funding has been confirmed)
- * A completed Tender Return Form (Appendix A)
- * A completed Declaration of Non-Collusion (Appendix B)
- * A completed Declaration regarding Conflicts of Interest (Appendix C).

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

20 May 2025, 11:59pm

Tender submission deadline

2 June 2025, 11:59pm

Submission address and any special instructions

You will be required to meet with a representative of the Council to view the site. Site visits can be arranged via email to projects@worth-pc.gov.uk or by phoning 01342 713407.

If you have any queries, please email Gill Kearney on projects@worth-pc.gov.uk, or phone 01342 713407 by 20th May.

Final submissions should be emailed to tender@worth-pc.gov.uk (Please note: this email address is only for the submission of final tenders. It is NOT monitored and will not be accessed until after the tender closes.)

For more information about Worth Parish Council, see our website here:
<https://www.worth-pc.gov.uk/>

Tenders may be submitted electronically

Yes

Award criteria

Submissions will be evaluated based on the following criteria:

1. Pass or Fail Criteria:

- * Proof of Public Liability Insurance (at least £10m) - Pass or Fail
- * Latest published accounts showing adequate profit - Pass or Fail
- * Provision of Health & Safety Policies - Pass or Fail

2. Percentage Scored Criteria

- * Technical capability - 35%
- * Price - 25%
- * Relevant previous experience of similar works - 15%
- * Evidence of previous experience of CDM compliance - 15%
- * Project timeline and delivery plan including lead time and delivery time required - 10%
- * Total - 100%

Each criterion will be scored on a scale of 1-5:

- 1: Significantly fails to meet requirements
- 2: Falls short of meeting requirements in a number of respects
- 3: Meets requirements in most material respects, but is lacking in others
- 4: Meets requirements
- 5: Meets requirements and exceeds some or all requirements

During the course of our evaluation of tenders, you may be asked to answer questions about your submissions and other matters related to the works. You must respond to such questions as quickly as possible but, in any event, within 2 working days or, if a deadline is specified, responses must be submitted by that deadline. Failure to respond may result in us rejecting the tender. Any amendments to the tender proposal arising from these discussions with you will be taken into account in the final evaluation.

Failure to disclose all material information (facts that we regard as likely to affect our evaluation process), or disclosure of false information at any stage of this procurement process may result in ineligibility for award. You must provide all information requested and not assume that we have prior knowledge of any of your information.

We actively seek to avoid conflicts of interest and reserve the right to reject tenderers as ineligible where we perceive an actual or potential conflict of interest.

Please note, we reserve the right to exclude tenders with an abnormally high price or an abnormally low price (more than 25% above or below the average prices submitted).

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[INVITA~2.DOC](#)

Document 1: Invitation to tender including:

- * Appendix A: Tender Confirmation Form
- * Appendix B: Declaration of Non-Collusion
- * Appendix C: Declaration Regarding Conflicts of Interest

[CONTRA~1.PDF](#)

Document 2: Full details of scope of works - document reference Contract E REV C

[PBA-WP~1.PDF](#)

Document 3. PBA Planning drawing reference WPC-CP-03 REV A [Proposed layout plan]

[PJC-63~1.PDF](#)

Document 4: PJC document reference PJC/6393/24-03 [Arboricultural impact assessment, method statement and tree protection plan]

[KNEERA~1.PDF](#)

Document 5: Knee rail fencing specification

[EXAMPL~1.PDF](#)

Document 6: Example double leaf height restrictor

[WPC-CP~1.PDF](#)

Document 7: PBA Planning drawing reference WPC-CP-01 REV C [Existing layout plan]

Contracting authority

Worth Parish Council

- Public Procurement Organisation Number: PJRP-4745-JDPR

First Floor, The Parish Hub

Copthorne

RH10 3ZQ

United Kingdom

Contact name: Gill Kearney

Telephone: +441342713407

Email: projects@worth-pc.gov.uk

Website: <https://www.worth-pc.gov.uk/>

Region: UKJ28 - West Sussex (North East)

Organisation type: Public authority - sub-central government