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Tender

New Community Centre for Blofield

Blofield Parish Council

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

Notice identifier: 2025/S 000-034336

Procurement identifier (OCID): ocds-h6vhtk-052c90

Published 23 June 2025, 11:59am

Changes to notice

This notice has been edited. The [previous version](#) is still available.

A few changes have been made to the Tender related to the timing of the contract award notice (given any decision has to be approved at a Parish Council meeting) and clarification has been added to some of the award criteria.

Scope

Reference

Blofield Park

Description

INTRODUCTION:

Following extensive community consultation, Blofield Parish Council is creating a new community hub designed to meet the increasing demand for community facilities due to significant population growth and the increased pressure on existing community facilities.

The site is centrally located, directly opposite the new primary school and Doctors Surgery and is close to the library.

Currently, the Parish Council is looking for Tenders to develop and manage RIBA Stages 3 to 6 for the new community centre, working closely with the Parish Council.

Location: To the west of Plantation Road, Blofield, NR13 4RH.

SITE DESCRIPTION: The site includes the old school playing field, a standalone classroom, a hard play area and playground, and a small car park. It is bordered by the A47 to the north, Plantation Road to the east, the old school to the south, and residential bungalows to the west.

PLANNING PERMISSION - 2023/3727: Full planning approval has been obtained for the change of use, new highway access, car park, and playground. Outline planning permission was approved for the community centre. The Parish Council aims to submit a full planning permission application for the community building late 2025.

DETAILS: The Parish Council is acquiring part of the old school site through a land swap with Norfolk County Council. The site will remain a community asset for social interaction, play and access to open green space. It is intended to build the hall using energy efficient materials, and local companies where possible to reduce carbon emissions.

DESIGN & FACILITIES: Architects have worked on and supported the Parish Council with the Planning Application (2023/3727) and district council funding was provided for work on RIBA Stage 2.

For more details on what is included in the concept design, please see attached document: 'GOV.UK - Blofield Park - RIBA Stages 3-6 Tender Summary - 02.06.2025'

Total Project Cost is £1.4M. Currently, the Parish Council is working to this sum which must include all build costs, the renovation cost of the existing standalone classroom, all

consultancy fees, planning costs, and 15% contingency. It also includes carparking for 39 cars but does not include all the carparking spaces (57) for which there is planning permission. It does not currently include a fully furnished 'commercial' kitchen.

OUTLINE TIMELINE:

- May-June 2025: Commence new access works on to Plantation Road in coordination with Norfolk County Council.
- June-July 2025: Tender for RIBA Stages 3 to 6 posted, for responses by 17.00 on Monday 30th June. Tender assessments, followed by decision in July-August.
- August 2025: Land transfer of site to Parish Council.
- Autumn 2025: RIBA Stage 3 plans finalised and full planning application submitted to BDC Planning by December 2025.
- Further estimate timings available on request. (Build works anticipated to start September 2026.)

1. ENQUIRIES concerning the Tender

Any enquiry in connection with the Tender should be addressed solely to: Eleanor Bannister (Parish Clerk) via email at clerk@blofield-pc.gov.uk or by phone: 07703 124544, or to Sarah Osbaldeston (Parish Clerk and RFO) by email: finance@blofield-pc.gov.uk or by phone: 01603 270819

2. Completion of Tender

Your tender should include information noted below however it is understood that you may require more information before submitting the tender. Please contact the Parish Clerk for information if you have any questions.

- Costings for completion of each RIBA stage 3 to 6, including project management until build handover.
- A breakdown, where possible, of costings including build cost, architects fees, consultancy fees, etc.
- Confirmation of insurance and liability cover provided.
- Confirmation of availability if appointment confirmed in August.
- Confirmation of relevant experience of community buildings.

[Please note, it is anticipated that the Tenderer can provide the project management / cost consultancy service in-house, helping to reduce costs.]

3. Procurement Timetable (c. to f. may need to be amended by the Council)

- a. Tender Notice Issued: 2nd June 2025
- b. Tender Return: 30th June 2025
- c. Tender Evaluation and Questions: July 2025
- d. Tender Confirmation: Between 22nd July-August 2025
- e. Contract Start date: September 2025
- f. Contract End date: On completion of RIBA stage 6

(aim is for late spring 2027)

4. Financial Standing & Resources

The Council wishes to ensure that suppliers have the necessary financial standing and resources to meet their obligations throughout the duration of this contract. The Council may undertake a credit check on all organisations who submit a tender.

5. Freedom of Information Act

The Freedom of Information Act 2000 applies to all the activities of Blofield Parish Council. As a Tenderer providing services to the Council, you should be aware of the Council's obligations and its responsibilities under the Act to provide on request access to recorded information held by it. One of the consequences of these statutory responsibilities is that information which the Council holds about your organisation may be subject to disclosure, in response to a request, unless the Council decides that one of the various statutory exemptions applies.

6. Disclaimer

All information contained in this document together with any subsequent statements howsoever conveyed, in respect of this Tender process, is provided in good faith and given to assist you. However, the Council will not accept any liability in respect of the preparation or execution of your proposals, or any penalties / costs that you may incur thereof.

7. Modification by Blofield Parish Council

Any advice of a modification to the invitation to Tender shall be issued at least six days before the Tender Date and shall be issued as an addendum to, and shall be deemed to constitute part of the invitation to Tender. If necessary, the Council shall revise the Tender Date in order to with this requirement. Except under exceptional circumstances no extension of time and date by which the Tender must be submitted will be granted.

Total value (estimated)

- £1,680,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 September 2025 to 29 April 2027
- 1 year, 7 months, 29 days

Main procurement category

Services

CPV classifications

- 71240000 - Architectural, engineering and planning services

Contract locations

- UKH - East of England
-

Participation

Legal and financial capacity conditions of participation

General Conditions

a. Costs:

Blofield Parish Council will not be responsible for any costs or expenses incurred by the Tenderer in connection with either the preparation or delivery or in the evaluation of the Tender.

b. Validity of Tender:

All details of the Tender, including prices are to remain valid for acceptance for 60 days from Tender Return date.

c. Treatment of Tender:

Blofield Parish Council does not undertake to accept the lowest tender, or part, or all of any Tender, and the acknowledgement of receipt of any submitted Tender shall not constitute any actual or implied agreement between the Council and the Tenderer. The Council reserves the right to accept any part or all of any Tender or Tenders at its sole discretion.

d. Data Protection, Security, Ownership & Use of Data:

All Council data must remain in the control of the Council and the services supplied must comply with the Data Protection Act (2018) and maintain confidentiality and security of data.

Any reports, notes of meetings, outputs, data, information and research finding will be the property of the Council, all the rights pertaining thereto.

Potential Suppliers must confirm in writing that they accept this ownership as part of their Tender submission.

e. Combined Liability Insurance:

It is a requirement of this Contract that the appointed Tenderer should be insured against Professional Indemnity Insurance - with a minimum Limit of Indemnity of £2,000,000.

Technical ability conditions of participation

Must be RIBA accredited.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

26 June 2025, 5:00pm

Tender submission deadline

30 June 2025, 5:00pm

Submission address and any special instructions

Parish Council website: www.blofield-pc.gov.uk

Email to send tenders to is: clerk@blofield-pc.gov.uk

AND TO: finance@blofield-pc.gov.uk

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

29 August 2025

Award criteria

Name	Description	Type	Weighting
Relevant Experience	Experience with similar community projects with scale, scope and purpose - within the last 7 years. Please include: Location, Value and Date of similar projects worked on.	Quality	25%
Fee Structure, Cost and Transparency	Clarity, fairness and predictability of fee proposal.	Price	25%

Name	Description	Type	Weighting
Project Management	Track record of delivering on time and to budget. Ability to coordinate teams. Confirmation of hours allocated to project management to be included in costings. Please include for each example project: - Start date of initial contract (appointment); - Initial agreed end date of contract; - Actual end date of project; - Reason for variance (if any). (References will be required.)	Quality	15%
Communications	Ability to collaborate, listen and communicate clearly with the project team and stakeholders. Please include ability to meet regularly with the client / Parish Council and/or contractor. (If this has any cost implication, please confirm this.)	Quality	15%
Sustainability	Effective use of sustainable materials to reduce long-term running costs, and meet environmental targets.	Price	10%
Required Regulatory criteria - Licensing and Insurance	RIBA credited. Professional Indemnity Insurance - with a minimum Limit of Indemnity of £2,000,000.	Quality	10%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

[GOV.UK - Blofield Park - RIBA Stages 3-6 Tender Summary - 02.06.2025.pdf](#)

Contracting authority

Blofield Parish Council

- Public Procurement Organisation Number: PXCG-4513-DLNT

35 Church Plain

Norwich

NR14 6EX

United Kingdom

Contact name: Eleanor Bannister

Telephone: 07703 124544

Email: clerk@blofield-pc.gov.uk

Website: <http://www.blofield-pc.gov.uk>

Region: UKH17 - Breckland and South Norfolk

Organisation type: Public authority - sub-central government