

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/039449-2025>

Tender

Alterations and Refurbishment of Sileby Memorial Park Sports Pavilion

Sileby Parish Council

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

Notice identifier: 2025/S 000-039449

Procurement identifier (OCID): ocds-h6vhtk-055e16

Published 14 July 2025, 6:25am

Scope

Reference

284

Description

The works are for the reconfiguration, alteration, and refurbishment of the Sileby Memorial Park Sports Pavilion. The facility is located off Seagrave Road, Sileby, Loughborough, LE12 7TZ.

The external works includes the partial reconfiguration of the roof and one front elevation gable wall, alterations to existing door and window openings, and the installation of new doors and windows equipped with integrated security roller shutters and accessible control systems. Additional works comprise adjustments to the external drainage system and selected landscaping improvements.

Internally, the project will involve the partial demolition of existing partitions and the repositioning of the firebreak wall. New stud partition walls will be constructed to create two function rooms, two officials' changing rooms with integrated first aid and showering facilities, a fully equipped kitchen with an adjoining storage area, male and female WCs, and an accessible toilet. The works will also include the installation of a new roller shutter serving hatch, replacement of joinery including door sets, architraves, and skirtings, new flooring finishes, and drainage adjustments throughout the refurbished zones.

The services requirements involve modifications to the existing space heating system, electrical installations, hot & cold water supply, and ventilation systems. The scope also calls for upgrading of the existing rainwater harvesting system and fire alarm. All services design and installations will be carried out by the principal contractor's appointed design consultants and installers who can be either in-house or sub contract as required in accordance with the Contract Design Portion obligations requirements.

Main Elements of the Required Works:

Secure and make safe a temporary site compound and welfare arrangements/facilities within the pavilion car park, as allocated to the contract. Refer to the Pre-Construction Information Pack for further details. The welfare facilities must allow for temporary WCs and wash hand facilities for the Sileby Juniors football club for the duration of the contract.

The principal contractor will take sole possession of the building site for the duration of the works; however, the memorial park entrance, local footpaths within the grounds, and main car parking facilities are to remain open throughout the contract period.

The principal contractor is to take all reasonable precautions to safeguard the health and safety of the general public, as well as all of the existing car parking and access road surfaces, the existing drains, external grounds and the services installations. This includes all of the pavilion's retained external services and fixtures/fittings wheresoever fixed.

Complete the refurbishment and alterations to the existing building, as indicated in the tender drawings supplied and as described in the Schedule of Works and Mechanical and Electrical Performance brief. Your design consultants are to assess the existing services provision and thereafter redesign these to specifically suit the proposed new layout as part of their remit under the contractor's design portion (CDP) element of the work.

Additional works relating to services alterations will also be required in Changing Rooms 3 & 4. The existing services and drain runs must be retained and maintained in these areas. The external storage area is not included within the refurbishment scope.

The tendering contractor will be responsible for the full delivery of the project, including the Contractor's Design Portion elements as detailed within the tender documentation.

The main contractor will be responsible for appointing and funding suitable services design consultants to design, supply, and install all mechanical, electrical, and heating/ventilation systems. Third-party subcontractor warranties are to be provided to the Council upon completion.

The main contractor shall also be responsible for appointing a qualified and reputable structural engineer to carry out all structural design work, including the provision of detailed drawings, specifications, and calculations necessary to complete the refurbishment. This includes structural calculations for any temporary works, new support beams, roller shutter lintels, wind posts, and any additional structural supports required as a result of the proposed works.

The appointed principal contractor will be invited to a pre-arranged, pre-tender site meeting to confirm all technical details and organisational requirements prior to commencement of the works.

Contract:

The contract will be executed under the JCT 2016 Minor Works Building Contract with Contractor's Design Portion (CDP).

Please ensure that you provide a set of fully priced Preliminaries and Schedule of Works along with any supporting documents with your submission as requested in the Invitation to Tender letter dated 14 July 2025. Incomplete tender submissions will be rejected.

Sileby Parish Council is not bound to accept the lowest, or any, tender received.

Tenders must be submitted no later than 12:00 noon on Friday, 08 August 2025, as instructed in the Invitation to Tender document via the designated portal. Submission must include the completed Tender Qualification Questionnaire.

Total value (estimated)

- £215,000 excluding VAT
- £258,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 6 October 2025 to 30 January 2026
- 3 months, 25 days

Main procurement category

Works

CPV classifications

- 45000000 - Construction work
- 92600000 - Sporting services

Contract locations

- UKF - East Midlands (England)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

1 August 2025, 12:00pm

Tender submission deadline

8 August 2025, 12:00pm

Submission address and any special instructions

<https://www.silebyparishcouncil.gov.uk/>

clerk@silebyparishcouncil.gov.uk

Hand delivery in a plain envelope to Sileby Parish Councils offices is also acceptable. An envelope return cover is provided and it to be affixed to the front.

Tenders are to be delivered to the council's office no later than 12 noon Friday 08 August 2025. Any tenders delivered after that day and time will be discounted.

Tenders may be submitted electronically

Yes

Award criteria

The contract will be awarded based on the following criteria:

- (1) 50% price and quality of proposal submitted.
- (2) 40% technical details/experience in delivery of similar projects.
- (3) 10% project timeline and delivery commitment

The highest-scoring proposal will be selected for the contract award.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[CS_284_SILEBY SMPSP_TQQ.pdf](#)

[CS_284_DRAWING_DOC_REGISTER.pdf](#)

[CS_284_001_T1_EXISTING PLANS AND ELEVATIONS.pdf](#)

[CS_284_002_T1_PROPOSED FLOOR PLAN.pdf](#)

[CS_284_002A_T1_WALL REMOVALS.pdf](#)

[CS_284_002B_T1_FLOOR FINISHES.pdf](#)

[CS_284_002C_P1_M&E_INDICATIVE LAYOUT\).pdf](#)

[CS_284_003_T1_PROPOSED ELEVATIONS.pdf](#)

[CS_284_004_T1_SITE AND LOCATION PLAN.pdf](#)

[CS_284_005_SITE SET UP_CAR PARK PLAN.pdf](#)

[CS_284_PART A_PRELIMINARIES.pdf](#)

[CS_284_PART B_SCHEDULE OF THE WORKS.pdf](#)

[CS_284_FINAL COST SUMMARY SHEET.pdf](#)

[CS_284_PART C_M_E_SERVICES PERFORMANCE BRIEF.pdf](#)

[CS_284_PART D_PCIP_SILEBY MEMORIAL SPORTS PARK
PAVILION.pdf](#)

[CS_284_APPENDIX A_L_ADDITIONAL PROJECT INFORMATION.pdf](#)

[CS_284_ENVELOPE RETURN.pdf](#)

[CS_284_FORM OF TENDER COLLUSIVE CERT.pdf](#)

[CS_284_PROJECT INTRODUCTION.pdf](#)

[CS_284_INVITATION TO TENDER.pdf](#)

Contracting authority

Sileby Parish Council

- Public Procurement Organisation Number: PJGC-4275-BNCP

41 High Street

Sileby

le12 7rx

United Kingdom

Contact name: Rosemary Richardson

Telephone: +441509813075

Email: clerk@silebyparishcouncil.gov.uk

Website: <http://www.silebyparishcouncil.gov.uk>

Region: UKF22 - Leicestershire CC and Rutland

Organisation type: Public authority - sub-central government