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Tender

## **Parking Scheme at Bowers Place, Crawley Down, West Sussex, RH10 4HY**

Worth Parish Council

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

Notice identifier: 2025/S 000-076228

Procurement identifier (OCID): ocids-h6vhtk-05e6c2

Published 21 November 2025, 7:48pm

### **Scope**

### **Description**

Worth Parish Council (WPC) invites tenders for the "Parking Scheme at Bowers Place, Crawley Down, West Sussex, RH10 4HY".

The Parking Scheme involves the construction of eighteen parking spaces in a layby format in Bowers Place adjacent to the village green. The work is to take place within the publicly maintained highway and will be the subject of a Section 278 agreement with West Sussex County Council.

It is anticipated a revised planning application will be approved by Mid Sussex District Council on Monday 1st December 2025. The Section 278 agreement application can then be submitted with a view to commencement on site being possible in late February 2026.

WPC have funding for the project in place and have appointed Paul Budgen Associates LLP (t/as PBA Planning) as the Project Manager to deliver the scheme as soon as possible.

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

- a.PBA Planning drawing reference WPC25-01 [Existing Site Plan and Location Plan]
- b.PBA Planning drawing reference WPC25-02 REV A [Section 278 Plan]
- c.PBA Planning drawing reference WPC25-03 REV A [Sections]
- d.PJC document reference PJC/6619/24-01 Rev 01 [Arboricultural impact assessment, method statement and tree protection plan]
- e.WSCC S278/38/17 B
- f.ASSET SEARCH - ALL POINTS FIBRE [39524903]
- g.ASSET SEARCH - SGN [39524903]
- h.ASSET SEARCH - UKPN [39524903]

The works involve constructing eighteen parking spaces including:

- a.Preparing Construction Phase Plan.
- b.Setting up and maintaining site welfare and storage arrangements.
- c.Excavation of the existing verge and laying sub-base, binder course and wearing course including overlaying existing footpath with wearing course.
- d.Construction of utility protection points.
- e.Replacing section of play area fence and construction of short section of footpath to the village green.

All contractors will have been deemed to have visited the site prior to finalising their tender to familiarise themselves with site constraints, access and existing conditions and account for these in their bid.

You are strongly advised to meet the Project Manager to inspect the site. Site visits can be arranged via email to [paul@pba-planning.co.uk](mailto:paul@pba-planning.co.uk) or by phoning 01342 718827.

Prospective contractors must comply with the Bribery Act 2010 and must not contact Worth Parish Council employees, councillors, or the Project Manager to influence or support their tender outside the prescribed procurement process. Any attempt to do so may result in disqualification from the tendering process.

Any actual or perceived conflicts of interest that a contractor may have with Worth Parish

Council employees, councillors, or the Project Manager, must be fully disclosed when completing Appendix C - Declaration Regarding Conflicts of Interest.

Contractors will need to provide the following minimum requirements in addition to their bid price:

- Fully costed schedule of works.
- Completed Declaration of Non-Collusion (Appendix B).
- Completed Declaration regarding Conflicts of Interest (Appendix C).
- Proof of public liability insurance (at least £10m).
- Latest published accounts.
- Health and safety policies.

Bids that are not supported with the minimum requirements above will not be eligible for evaluation or scoring. Price will not be the only determining factor in awarding the contract and the following information must be provided in support of your bid:

- Evidence of technical capability.
- Previous examples of similar works.
- Previous examples of CDM compliance.
- Project timeline and delivery plan including lead time and delivery time.

### **Total value (estimated)**

- £55,000 excluding VAT
- £66,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 23 February 2026 to 13 March 2026
- 19 days

## **Main procurement category**

Works

## **CPV classifications**

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

## **Contract locations**

- UKJ - South East (England)

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## **Participation**

### **This procurement is reserved for**

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

## **Conditions of participation**

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account for these in their bid.

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- Previous examples of similar works.
- Previous examples of CDM compliance.
- Project timeline and delivery plan including lead time and delivery time.

Once the evaluation and scoring process has been completed the Council will have a preferred contractor and recommend to Full Council that a contract is awarded. The Council will award the contract on the basis of the tender documents under a JCT Minor

Works Agreement.

## **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

5 December 2025, 11:59pm

### **Tender submission deadline**

19 December 2025, 11:59pm

## **Submission address and any special instructions**

Final submissions should be emailed to [tenders@worth-pc.gov.uk](mailto:tenders@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

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## Award criteria

Submissions will be evaluated based on the following criteria:

- a. Price - Weighting 50%
- b. Locality of supplier - Weighting 5%
- c. Evidence of technical capability - Weighting 10%
- d. Previous examples of similar works - Weighting 10%
- e. Previous examples of CDM compliance - Weighting 5%
- f. Project timeline and delivery plan including lead time and delivery time - Weighting 20%

Price scoring will be calculated as follows:

- The bidder offering the lowest price will receive the full 50% score.
- All other bidders will receive a proportionate score calculated using the formula:

"Price score = (lowest price/bidder's price) x 50"

Criteria b - f 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 evaluation and scoring process, you must respond within two working days, or by any alternative deadline agreed with clarification of any aspect of your bid to avoid the risk of your tender being rejected. Any clarifications to your proposal will be considered in the final evaluation.

All material information must be disclosed including any facts that we consider likely to affect our evaluation process. Please ensure that all requested information is provided and do not assume we have prior knowledge of your circumstances.

We actively seek to avoid conflicts of interest and reserve the right to deem a tenderer ineligible where an actual or potential conflict of interest is identified.

We also reserve the right to exclude tenders that contain an abnormally high or low price (defined as more than 25% above or below the average of all submitted prices).

All participating tenderers will be notified in writing of the evaluation outcome and the recommended award prior to the formal contract award.

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Documents**

### **Associated tender documents**

#### [1. WPC BP Invitation to Tender \[V2\].pdf](#)

Document 1: Invitation to tender including:

- \* Appendix A: Tender Confirmation Form
- \* Appendix B: Declaration of Non-Collusion



\* Appendix C: Declaration Regarding Conflicts of Interest

[a. WPC25-01 Existing Site Plan and Location Plan.pdf](#)

a. PBA Planning drawing reference WPC25-01 [Existing Site Plan and Location Plan]

[b. WPC25-02 REV A S278 Plan.pdf](#)

b. PBA Planning drawing reference WPC25-02 REV A [Section 278 Plan]

[c. WPC25-03 REV A Sections.pdf](#)

c. PBA Planning drawing reference WPC25-03 REV A [Sections]

[d. WPC25-ARB REPORT.pdf](#)

d. PJC document reference PJC/6619/24-01 Rev 01 [Arboricultural impact assessment, method statement and tree protection plan]

[e. WSCC S278 38 17 B.pdf](#)

e. WSCC S278/38/17 B

[f. ASSET SEARCH - ALL POINTS FIBRE \[39524903\].pdf](#)

f. ASSET SEARCH - ALL POINTS FIBRE [39524903]

[g. ASSET SEARCH - SGN \[39524903\].pdf](#)

g. ASSET SEARCH - SGN [39524903]

[h. ASSET SEARCH - UKPN \[39524903\].pdf](#)

h. ASSET SEARCH - UKPN [39524903]

[2. WPC BP Schedule of Works V1 21 11 2025.pdf](#)

2. Schedule of Works

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## **Contracting authority**

### **Worth Parish Council**

- Public Procurement Organisation Number: PJRP-4745-JDPR

First Floor, The Parish Hub

Copthorne

RH10 3ZQ

United Kingdom

Email: [enquiries@worth-pc.gov.uk](mailto:enquiries@worth-pc.gov.uk)

Region: UKJ28 - West Sussex (North East)

Organisation type: Public authority - sub-central government