



Weston Turville Parish Council
Village Hall
School Approach
Weston Turville
HP22 9RW
Tel: 01296 612838
Email: clerk@westonturville-pc.gov.uk

INVITATION TO TENDER

PLAY AREA IMPROVEMENTS AT RECREATION GROUND, SCHOOL APPROACH, WESTON TURVILLE

To be supplied to Weston Turville Parish Council

Project	Children's play area
Timeframe for works	April/May 2026
Release Date	21 st January 2026
Respond to	Parish Council Clerk
Response Deadline	12 th February 2026

Introduction

Weston Turville Parish Council invites suitably qualified and experienced contractors to submit tenders for a programme of repairs, removals, and new installations within the children's play and recreational areas at Jubilee Park, Weston Turville.

The works are intended to improve safety, accessibility, and play value, including inclusive equipment and upgraded safety surfacing. Contractors should have demonstrable experience in playground construction, surfacing, and installation in accordance with current UK and European standards.

Information about the Parish Council can be found at www.westonturville-pc.gov.uk.

This Invitation to Tender is subject to the following instructions.

Tender Instructions

1. Questions

Queries relating to this tender must be raised in writing no later than noon on 9th February and should be addressed to the Clerk by email to clerk@westonturville-pc.gov.uk

2. Site Visits

We strongly recommend a site visit prior to submitting a tender. The Contractor is assumed to have visited the site to assess the nature of the work, access, topography etc and carried out relevant services checks. Should 2site visits be required with the Parish Council please contact clerk@westonturville-pc.gov.uk to arrange.

3. Insurance

The Contractor must have the following minimum insurance cover in place:

£10m Public Liability Insurance
£5m Employer's Liability Insurance
£1m Professional Indemnity Insurance

4. Deadline for receipt of tenders

All tenders must be received either in a sealed envelope or via an attachment to an email by the Clerk to the Council by noon on 12th February 2026.

5. Business References

In addition to your tender, please include two business references obtained in the last 2 years. Please include the contact names and telephone numbers of referees.

6. The Decision

The expected value of this tender is below the OJEU threshold. The process will be a single stage process. The Council is not bound to accept the lowest priced, or any, tender.

7. Canvassing

Contractors tendering for this contract must not canvas Members of the Council or its Officers. Any effort to do so will immediately disqualify any tender submitted.

8. Notification of Outcome

The Clerk will notify all parties of the outcome of this tender process by email before noon on 24th February 2026

9. Freedom of Information

Please note that all information submitted to the Council may need to be disclosed and/or published by the Parish Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002 (the decisions of The Council and their legal advisors in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, because of judicial order, order by any court or tribunal with the authority to order disclosure.

If you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked "confidential" or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

10. Tender Timescales

Action	Date
Issue of Invitation to Tender	21 st January 2026
Deadline for return of Tender document	12 noon 12 th February
Evaluation of Tenders by Weston Turville Parish Council	19 th February
Notification of award decision	By 24 th February

Specification of Works

Scope of Works (Summary)

The works include, but are not limited to:

- Replacement of two existing springers with new units and reinstatement of surfacing
- Removal of an existing timber swing frame and replacement with a steel frame and two toddler swings
- Provision of play unit suitable for toddlers and wheelchair users
- Removal of two existing benches and installation of two picnic benches with integrated game boards
- Extension and connection of safety surfacing and pathways around specified play equipment

All works shall be completed in accordance with relevant standards, manufacturer's requirements, and best practice.

Detailed Requirements

Springers

- Remove and dispose of two existing springer units.
- Supply and install two new springers, suitable for public playground use.
- Springers shall be robust, vandal resistant.
- Make good and reinstate safety surfacing around each springer to match existing (or as otherwise agreed).

Swing Area – Toddler Swings

- Remove and dispose of the existing timber swing frame.
- Supply and install a new steel swing frame, galvanised and/or powder-coated for durability.
- Install two toddler swing seats.
- Make good all surrounding areas affected by the works.
- Extend surfacing and make good current surfacing around the swings.

Inclusive Play unit suitable for wheelchair access and toddlers

- Supply and install a new low level play unit suitable for younger children and wheelchair access
- Equipment to be age-appropriate, durable.
- Include all necessary fixings, foundations, and installation.
- Provide and install compliant wetpour surfacing to the required critical fall heights.
- Please note some shrubs and tree may need to be removed as part of this installation

Seating and Picnic Benches

- Remove and dispose of two existing benches.
- Supply and install two picnic benches suitable for public outdoor use.
- Each picnic bench to include an integrated game board:
 - One with Snakes and Ladders
 - One with Chess
- Four bench seats to be installed around the playing fields, locations to be confirmed.
- Benches to be securely fixed and constructed from durable, recycled materials.

3.6 Surfacing and Pathway Connections

- Extend existing wetpour safety surfacing around:
 - Tractor play equipment
 - Entrance to the park
 - Around the slide
 - Around the swings
 - Around the junior multiplay – to include filling in the dip at the bottom of the slide
- Connect pathways to play equipment to improve accessibility and circulation.
- Surfacing to be suitable for the equipment fall heights.
- Transitions between pathways and surfacing are to be smooth and trip-free.

Standards and Compliance

All equipment, materials, and workmanship must comply with, but not be limited to:

- **BS EN 1176** – Playground equipment and surfacing
- **BS EN 1177** – Impact-absorbing playground surfacing
- Relevant Health & Safety legislation
- Manufacturer's installation guidelines

Contractors shall allow for post-installation inspection and certification by a suitably qualified inspector.

An indication of the length of time you would expect to take to complete the project should be given and your expected start date should the contract be awarded to you on 24th February.

Supporting Documentation

Please note that to be considered, tenders must include all criteria listed below:

- Fully itemised breakdown for all elements of the works.
- Details and specification of proposed equipment.
- Proposed surfacing type and colours
- Programme of works
- Details of warranties and maintenance requirements
- Evidence of Public Liability insurance.
- Evidence of Employer's Liability.
- Health & Safety policy.
- Waste Transfer Certification along with confirmation that all waste generated will be taken off site.
- Trade references from other clients.

Service Specification

It is expected that all tendering companies will be able to meet these requirements. It is a requirement that all groundwork staff will be provided by the successful tendering company with the appropriate PPE which must be worn whilst working under the contract.

Closing Date for Tender responses

Tenders must be laid out clearly in the parts as detailed above.

All tenders must be received prior to 12th February 2026, either electronically to clerk@westonturville-pc.gov.uk or by post to:

Clerk
Weston Turville Parish Council
Village Hall
School Approach
Weston Turville
Bucks HP22 5RW

All respondents will be notified in writing of the outcome of their quotation submitted following the decision by Weston Turville Parish Council.

8. Evaluation Criteria

Tenders will be assessed on the following basis:

- Cost and value for money
- Quality and suitability of proposed equipment
- Experience and track record
- Compliance with specification and standards
- Programme and ability to meet timescales

The Council does not undertake to accept the lowest or any tender.

Tender Response Form

Weston Turville Parish Council

TENDER RESPONSE DOCUMENT

For

PLAY AREA IMPROVEMENTS AT THE RECREATION GROUND, SCHOOL APPROACH, WESTON TURVILLE

Please submit this Tender Response Document and all supporting material by noon on 4th May 2021. Any tenders received after this time will be excluded from the tendering process.

Tenders should be sent to: The Clerk, Weston Turville Parish Council, Village Hall, School Approach, Weston Turville HP22 5RW or via email clerk@westonturville-pc.gov.uk

Details of Tenderer

Organisation Name
Legal status (sole trader, limited company etc)
Company registration number
Registered Address
Primary business (if different)
VAT registration number
Organisation Name
Date of business formation
Are there any court actions and / or industrial tribunal hearings outstanding against your organisation? YES / NO If yes, please give details on a separate sheet.

To: Weston Turville Parish Council

I/We having read the condition of the contract and specification delivered to me/us and having examined the site, do hereby offer to execute, and complete the whole of the works described for the sum of: (£)

I/We hereby undertake to commence and complete the works within the time specified if my/our tender is accepted.

I/We agree that should obvious errors in pricing or arithmetic be discovered before acceptance of this offer in the priced Specification submitted by me/us these errors are to be corrected in accordance with Alternative 1 contained in Section 6.3 of the code of practice for selective tendering 1989.

I/We understand that I/we are tendering at my/our own expense and that neither the lowest or any tender will necessarily be accepted and that Weston Turville Parish Council reserves the right to call for fresh tenders should they consider this desirable.

Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

I/We agree that this tender shall remain open for consideration for 12 weeks from the date of the receipt of the tenders.

Signed _____ Date _____

Name _____ Position _____

For and on behalf of _____

Address _____

Email address _____

Telephone number _____

Details of referees for whom I/we have provided comparable services within the last three years and who are prepared to be contacted by the Council are:

Name: Address: Telephone: Email: Value of contract:	Name: Address: Telephone: Email: Value of contract:
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CERTIFICATE OF BONA FIDE TENDER

PLAY AREA IMPROVEMENTS AT THE RECREATION GROUND, SCHOOL APPROACH, WESTON TURVILLE

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender, any of the following acts:

- Communicating to a person other than that the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, of the approximate premium quotations required for the preparation of the tender.
- Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender bid submitted.
- Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons, anybody, or association, corporate or unincorporated and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signed (as in form of tender) _____ Date _____

For and on behalf of _____