

**Prenton RUFC**

**Founded 1992**

**INVITATION TO TENDER**

**1. WORK PACKAGE**

The work package being procured under this invitation to tender is the Drainage and Groundwork required for the new Changing Rooms.

**2. CLIENT REQUIREMENTS**

The client requires that the works are carried out in accordance with the drawings provided by Evoke Architecture and AJF for both the structural elements and the drainage requirements. Please note that it was the club’s intention to construct the new changing rooms as a modular building. However, due to financial constraints, the club reverted back to traditional building mid April 2025. As such the drainage drawings and the structural drawings issued at tender do not match the architectural drawings. It is the clubs intention that the drawings are revised and issued mid-tender.

**3. TENDER EXPECTATIONS**

The club expects that the tendering contractors will comply with all of the tender documents and the return shall be in the format issued as part of the tender. For the avoidance of doubt this means the excel schedule of works “Prenton RFU Changing Rooms SoW - Groundwork & Drainage”

In parallel to the tendering of this workpackage, the club will be tendering the “main contract” which will include the construction of the changing rooms and the fit out. For the avoidance of doubt the limit of this workpackage is the construction of the changing facilities to damp proof course and any and all associated works to achieve this.

As the works are to be funded using public money, a formal tender process is required for the procurement of this workpackage due to the anticipated value exceeding £25,000. In accordance with public procurement guidance, the tender will be published for a minimum of two weeks on an as yet unspecified tender portal.

The club expects the tendering contractors to submit a fully detailed logic driven schedule detailing the completion of the workpackage as part of the tender return.

**4. TENDER RETURN**

The tender should be returned no later than midday on Friday 23rd May 2025. The tender should be marked “Commercial in Confidence” and returned to the contract administrator. For the avoidance of doubt the contact details for the contract administrator are as follows:

Tony Campbell

[tony@tpqs.co.uk](mailto:tony@tpqs.co.uk)

07714 007 677

The club is not bound to accept the lowest or indeed any of the returned tenders. The club will not accept any tender from a company which has not undertaken a site visit to familiarise themselves with the constraints of the site.

To arrange a site visit for the project, please contact the contract administrator and a convenient time and date will be arranged.

Any requests for information (RFI’s) or technical queries (TQ’s) should also be directed to the contract administrator in the first instance.

There is a possibility that the club may also instruct the groundworks for the community hub extension project as part of the instruction of the subsequent contract for the delivery of this workpackage.

**5. COMMERCIAL EXPECTATIONS**

The proposed commercial arrangement for the workpackage is as follows:

Contract Form: JCT Minor Works

Payment Terms: Monthly valuations with 14 day payment terms

Retention: Nil

Defects Liability Period: 12 months

Liquidated Damages: Nil

**6. SELECTION CRITERIA**

The tenders will be evaluated by a minimum of two people to remove contractor bias. The tenders will be scored against the following criteria:

Price: 50%

Programme: 40%

Affirmative efforts to utilise local companies and small businesses: 10%

As such we expect the contractors to detail the above requirements within their tender return.