

**Prenton RUFC**

**Founded 1992**

**INVITATION TO TENDER**

**1. WORK PACKAGE**

The work package being procured under this invitation to tender is the Main Contract for the Changing Rooms, Community Hub and New Entrance. The Site Wide Drainage, Groundwork for the three extensions and the slab for the LPG tank base have been tendered under a separate work package. This work package will pick up the buildings from Damp Proof Course to completion including all internal finishes.

**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. In addition to the tender documents and specification. We are awaiting the mechanical and electrical design and hope to issue this to the prospective budders during the tender period as a tender addendum.

**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 Community Hub SoW – Main Contract”

In parallel to the tendering of this work package, the club will be tendering the “site wide drainage and groundworks” which is shall be awarded to the successful contractor before the tender return date for this work package.

As the works are to be funded using public money, a formal tender process is required for the procurement of this work package 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 work package as part of the tender return.

**4. TENDER RETURN**

The tender should be returned no later than midday on Friday 6th June 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.

**5. COMMERCIAL EXPECTATIONS**

The proposed commercial arrangement for the work package is as follows:

Contract Form: JCT Minor Works

Payment Terms: Monthly valuations with 30-day payment terms

Retention: 5% with 2.5% released upon practical completion and the remaining 2.5% released on expiry of the defect’s liability period

Defects Liability Period: 12 months

Liquidated Damages: To be determined

**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.