



Tender Submission Form for Renovation Works to Halton Village Hall

Contractor Information

Company Name: _____

Contact Name: _____

Email Address: _____

Phone Number: _____

Company Address: _____

Registered Company Number (if applicable):

Trade Body Membership (e.g., Constructionline, FMB, CHAS):

Lot(s) Tendered For

Please indicate the lot(s) you wish to bid for (tick all that apply):

- Lot 1: External Works
- Lot 2: Roofing Works
- Lot 3: Windows
- Lot 4: Internal Works
- Lot 5: Entrance and External Access Improvements

Tender Submission

1. Cover Letter

Please attach a cover letter expressing your interest in tendering for the project, including a summary of your company's experience and suitability for the works.

Attach Cover Letter: Yes No

2. Detailed Proposal

Please provide a detailed proposal outlining your methodology and approach for the works, ensuring that heritage considerations and sustainability practices are addressed.

Attach Proposal: Yes No

3. Itemised Cost Schedule

Please provide a breakdown of your pricing for each lot tendered, clearly separating urgent and medium-term works.

Attach Itemised Cost Schedule: Yes No

4. Timeline for Delivery

Please outline your proposed timeline for delivering the works, including key milestones and completion date.

Attach Timeline: Yes No

5. Relevant Experience

Please provide evidence of your relevant experience with similar heritage or conservation projects.

Attach Evidence of Relevant Experience: Yes No

6. References

Please provide the names and contact details of at least two recent clients who can vouch for your work on similar projects.

Reference 1 Name: _____

Phone Number: _____

Email Address: _____

Reference 2 Name: _____

Phone Number: _____

Email Address: _____

7. Insurance Certificates

Please provide copies of your relevant insurance certificates, including public liability, employer's liability, and any other applicable coverage.

Attach Insurance Certificates: Yes No

8. Key Personnel and Subcontractors

Please list the key personnel who will be involved in the project, including their roles and qualifications, as well as any subcontractors you intend to use.

Attach Personnel and Subcontractors Details: Yes No

9. Design Input or Suggestions (Optional)

If you have suggestions for the entrance or external access improvements, please provide them along with costed options or phased solutions.

Attach Design Input or Suggestions: Yes No

Declaration

I, the undersigned, hereby declare that the information provided in this tender submission is true and accurate to the best of my knowledge. I understand that Halton Parish Council is not bound to accept the lowest or any tender. I agree to comply with all relevant health and safety and safeguarding legislation.

Name: _____

Position: _____

Signature: _____

Date: _____

Submission Details

Please submit your completed tender by 15th August 2025 via email to Fiona Richardson, Clerk@halton-pc.gov.uk or by sealed hard copy to the following address:

Clerk to Halton Parish Council
Halton Village Hall
Old School Close
Halton
Bucks
Hp22 5NG

Tender Timeline:

Published: 20th June 2025

Clarification questions, site visit window: July 1st – 31st July

Tender Submission Deadline: 15th August 2025

Evaluation Period: 18th August 2025- 13th of Sept 2025

Notification of Award: 15th Sept 2025

Contract Site (indicative): 5th Jan 2026