



**When telephoning, please ask for: Mrs Rosemary Richardson**

**Tel: 01509 813075**

**Our Reference :** OD:CS/289/RR/SMSPP

**Your Reference:**

**Date :** 14 July 2025

**To:** The Tenderer

**Project title:** Alteration & Refurbishment Works to Sileby Memorial Sports Park Pavilion

**Location of the Works:** Sileby Memorial Park Seagrave Road Sileby Leicestershire

You are invited to provide a fixed lump sum tender price for alterations and refurbishment of the above building for Sileby Parish council as shown and described in the documentation provided herein.

The Works are to be carried out in accordance with the Contract and other conditions specified in the contract drawings and documents provided. The contract will be let under the conditions of the JCT 2016 JCT Minor Works with Contractors Design Portion.

Please submit your Form of Tender accompanied by a fully priced Schedule of the Works by electronic transmission or by post in a sealed envelope endorsed with the Project title cover affixed to the sealed envelope to:

**Clerk to the Sileby Parish Council Offices, 41 High St, Sileby, Loughborough LE12 7RX**

to be received at the councils offices not later than **12 noon on Friday 08 August 2025**. Tenders received later than that time and date will not be considered.

Your tender must be accompanied by the following documents (highlighted) completed in accordance with the instructions provided:

- a) \*Priced Preliminaries
- b) \*Priced Schedule of the Work inclusive of Contractors Design Portion with full costings included.
- c) Final Summary
- d) Form of Tender
- e) Signed Certificate of Non-collusion

**\*Note**

Your Form of Tender **must** be accompanied by a fully priced and itemised Schedule of the Works to meet the councils tender conditions. **If no priced schedule is submitted then** your tender submission will be rejected on the grounds of being incomplete.

In addition, provide an initial detailed summary in an A4 format outlining your methodology for delivering project how you will undertake the Contractors Design Portion work.

- Master work programme in the form of a Gantt Chart
- Initial Construction Phase health and Safety Plan

Date: 14 July 2025

Project: Refurbishments & Alterations to Sileby Memorial Park Sports Pavilion

Client: Sileby Parish Council High St Sileby

Ref: OD/284/SMSPP



All queries and other communications in connection with the tender process should be directed to Mr Nicholas Riozzi, Contract Administrator - Chesterton Smart Ltd on 0116 2243165 or email [contact@chestertonsmart.co.uk](mailto:contact@chestertonsmart.co.uk).

The Contract will be awarded to the most economical tender received evaluated on the basis of:

1. Price and quality of proposal submitted.
2. Technical details and previous experience in delivery of similar projects.
3. Project timeline and delivery commitment.

The Employer reserves the right to postpone the closing date for bids and to accept any tender or no tender at all.

No tendering expenses will be payable.

Signed on behalf of Sileby Parish Council

Signature:

Position: Contract Administrator (CA)

