



cirencester
• town council •

KINGSHILL PLAY AREA TENDER DOCUMENT

Cirencester Town Council

For the Design and Build of: Kingshill Play Area

Full Tender to be submitted no later than: 17:00 hours on 1st October 2025.

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1. General Requirements

1.1 Project Overview

Cirencester Town Council invites proposals for the design and construction of a new playground for children under 7 years of age, located at Kingshill, Cirencester.

The playground must deliver inclusive, accessible, sustainable, and stimulating play opportunities. Designs should reflect the community's aspirations for improved wellbeing and encourage physical activity and social interaction.

As part of a wider Town strategy, Kingshill is earmarked for further development and the enhancement of amenity and play spaces, as and when funding becomes available.

1.2 Site Overview

The site is accessible and has ample parking. It is close to:

- Watermoor Primary School
- Kingshill Secondary School
- Cirencester Men's Shed (part of the Churn Project)

Existing facilities include:

- A well-used skatepark
- Football goalposts
- Outdoor gym
- Small natural wooden play area (currently underused)

The proposed location for the new play area is shown in **Figure 1**.

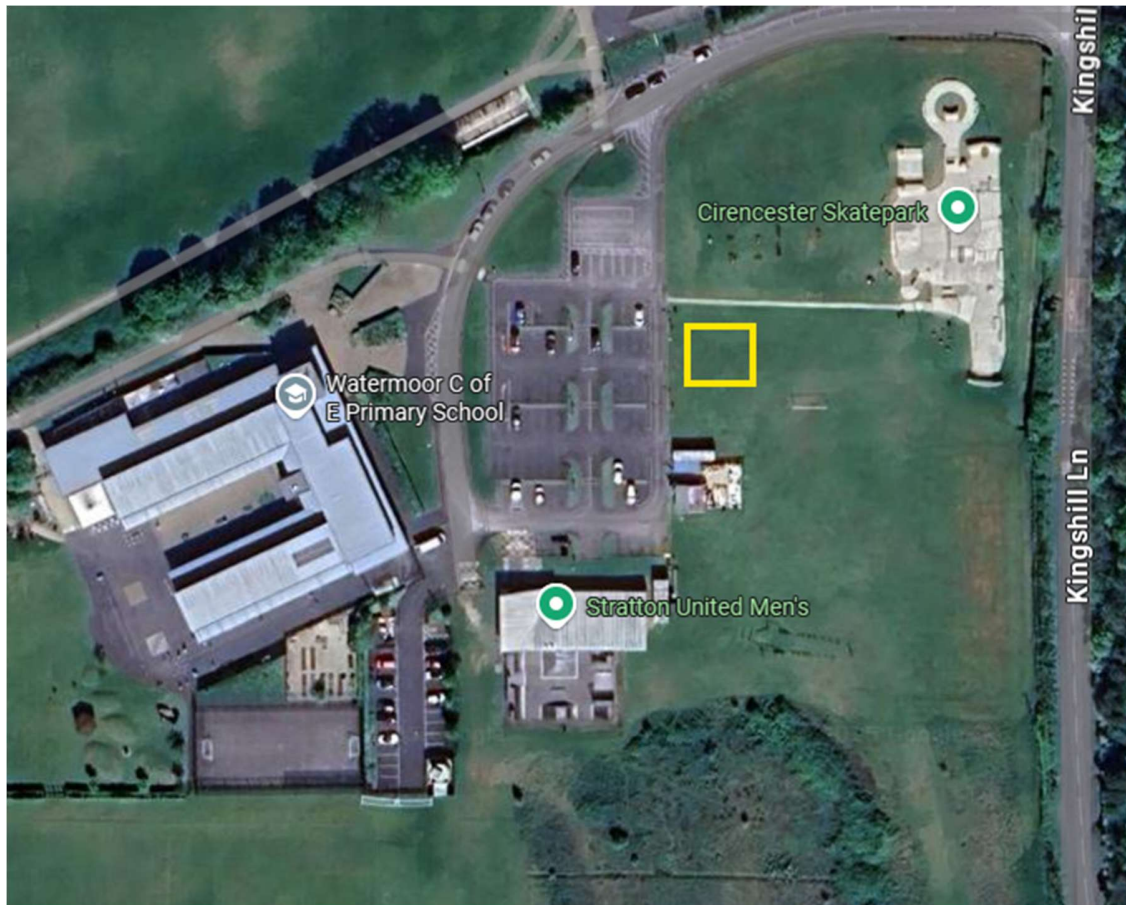


Figure 1: Proposed Site for Play Area

1.3 Budget

- Total budget: £48,000 (exclusive of VAT)
- Prices must remain valid for the duration of the project timeline.

2. Contract Conditions

2.1 Works and Standards

All works must meet UK and EU safety and construction standards. The appointed contractor will assume the roles of Principal Designer and Principal Contractor under CDM Regulations 2015.

The final works shall be subject to an inspection by The Royal Society for the Prevention of Accidents (RoSPA), the cost of which shall be borne by the appointed contractor.

Cirencester Town Council do not bear any costs incurred by bidders throughout the Tender process.

2.2 Contract Agreement

The successful supplier will enter into a formal Building Agreement with Cirencester Town Council.

2.3 Contractor Documentation

Before work begins, the contractor must provide:

- Construction timeline
- Risk Assessment and Method Statement (RAMS)
- Proof of insurance

3. Project Timeline (Indicative)

Action	Date
Tender Release Date	1 st August 2025
Site Visits	Throughout August and September
Submission Deadline	1 st October 2025
Decision on Preferred Supplier	5 th November 2025 (Land and Property Committee sign off to confirm supplier)
Contract Signed	End of November
Construction Starts	December onwards
Completion Deadline	The intent is completion by summer 2026

4. Scoring Criteria

4.1 Evaluation Weightings

Criteria	Weighting
Project Design	50%
Environmental Considerations	30%
Timeline and Delivery	10%
Presentation and Pricing Clarity	10%

Notes:

- Project Design: Play value, inclusivity, aesthetics, and innovative features
- Environmental Considerations: Sustainability, materials, long-term impact, and waste management
- Timeline and Delivery: Feasibility of delivery schedule
- Presentation and Pricing Clarity: Clear cost breakdown and documentation quality

4.2 Scoring Matrix

- 9–10: Superior
- 7–8: Good
- 5–6: Adequate

- 3-4: Below Expectations
- 0-2: Poor

5. Procurement Process

This tender will follow an Open Procedure (Single Stage) as per the Procurement Act 2023. The process will be advertised and managed through Find a Tender (FTS) to ensure fairness, competition, and transparency.

5.1 Site Visits

Site visits are recommended and can be arranged throughout August and September. Attendance must be booked in advance by contacting the Cirencester Town Council Land and Property Team at landandproperty@cirencester.gov.uk.

5.2 Revisions

Minor post-award revisions may be negotiated with the preferred supplier.

6. Named Contact for Project

Rebecca Bereton – Administrator for Land and Property will coordinate queries, site visits and submissions.

Email: landandproperty@cirencester.gov.uk

7. Supplier Submission Checklist and Instructions

- Appendix A: Supplier Information Form
- Appendix B: Pricing Schedule
- CAD site plan
- Itemised quote with images/specification sheets

Cirencester Town Council welcome a variety of visualisation and presentation formats from bidders.

Submission Format:

- Digital submission required (PDF) – additional hard copies welcome.
- Submit to:
 - Email: landandproperty@cirencester.gov.uk
 - Hard Copy: Bingham House, 1 Dyer Street, Cirencester, Gloucestershire, GL7 2PP

Appendix A – Supplier Information Form

To be completed by the supplier and submitted with the tender.

1. Supplier Details

Company Name	
Registered Address	
Company Registration Number	
VAT Registration Number	
Website	

2. Contact Details

Main Contact Name	
Position	
Email	
Telephone	

3. Organisation Type

- ☐ Sole Trader
- ☐ Partnership
- ☐ Private Limited Company
- ☐ Public Limited Company
- ☐ Other (please specify):

4. Declarations

I confirm that the information provided is correct, that the company has no conflicts of interest, and that we can deliver the project within the specified budget and timeline.

Signed: _____

Name: _____

Date: _____

Appendix B – Pricing Schedule

To be completed by the supplier and submitted with the tender.

Itemised Cost Breakdown (all prices exclusive of VAT):

Please provide an itemised breakdown of costings, example table below...

Item/Activity	Unit Cost (£)	Quantity	Total Cost
Design and Planning			
Site preparation			
Equipment supply and installation			
Safety surfacing and edging			
Fencing and gates			
Signage			
Site clearance			

Total Project Cost (excl. VAT): £_____

Total Project Cost (incl. VAT): £_____

Confirmation:

We confirm that the above pricing is valid for the duration of the project timeline and covers the full scope of works as set out in the tender document.

Signed: _____

Date: _____

Document Control:

Version: 1.0

Date: 31st July 2025

Author: Cirencester Town Council