A logo for a housing association

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**Tender for Kitchen and Utility Room replacements to five Properties in the NW**

**On behalf of**

**Empower Housing Association**

**33-35 Hollinshead Street,**

**Chorley,**

**Lancashire**

**PR7 1EP**

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**BACKGROUND**

**Empower Housing Association (EHA) is a Housing Association specialising in providing Supported Living accommodation for people with Learning Disabilities. The replacement of kitchens and utility rooms specified in this tender form part of EHA’s planned maintenance programme**

**SCOPE OF WORKS**

**This project is to deliver:**

1. **A – Replacement of 5 Kitchens and a utility room**
2. **The properties will remain occupied during the works and arrangements will be made to ensure the safety of the vulnerable tenants during the contract period.**

**BUDGET**

**The total budget available for this project is £49,000. EHA will value engineer the project to meet this budget and recognises that it may be necessary to compromise on the specified components to make this work.**

**SPECIFICATIONS**

**A – Replacement of kitchens**

**The works consist of removing existing kitchens, floor covering and wall tiling and installing new.**

**TENDER / CONTRACT REQUIREMENTS**

**SINGLE LEAD CONTRACTOR**

**EHA wish to appoint a single contractor to undertake / manage all works. The tender must be from this contractor. Specific works may be sub-contracted but the main contractor shall be responsible for overall project management, liaison with sub-contractors and the overall delivery of the project.**

**WORKS SPECIFICATIONS**

**Any interested contractors should email the Contract Administrator (CA) with an expression of interest and request EHA to provide the tender pack consisting of the detailed specification, drawings and Health and safety Pre Contract Information for all the proposed works.**

**The CA is John Plowman email address:** [**john@empowerhousing.org.uk**](mailto:john@empowerhousing.org.uk)

**The contractor shall be responsible for ensuring the design/specification is met.**

**WORKS METHODOLOGY**

**EHA is eager to minimise disruption to the houses as they may remain occupied during the works. The tenderer should provide a detailed methodology for how the works are to be undertaken without impacting on the tenants lives.**

**The methodology should set out how the contractor will get materials into the properties and storing them, considering precisely how this would be achieved with the constraints of the site.**

**WORKS TIMELINE**

**The tender should include a timeline, aligned to the methodology, for undertaking the works. This should be based on an award of contract by 24th October.**

**STORAGE AND ACCESS**

**There is no internal storage allowed. Due to the vulnerability of the tenants, fire escape routes must be maintained. Agreement must be reached with the Support Providers in each property regarding access and evacuation procedures and any additional enabling works required within each property. How this is achieved should be considered by the contractor and covered in the works methodology.**

**There is limited access to the properties, driveways must be kept clear for disabled tenants use.**

**PLANNING**

**No planning applications will be required for this project.**

**BUILDING REGULATIONS**

**As there will be no structural alterations no building regulation approval will be required.**

**PRICING**

**All costs should be entered into the included excel spread sheet, VAT will be automatically added to each specified item using the correct Vat rate based on the property use. EHA will provide a VAT certificate to the successful contractor.**

**Except where explicitly stated, all costs shall be taken as fully inclusive of costs and no extra charges shall be made by the contractor for omissions.**

**HEALTH AND SAFETY AND CDM REGULATIONS**

**The contractor shall have responsibility for the health and safety of the project. EHA will perform the principal designer for the purposes of CDM Regulations. A PCI document and designer general risk assessments are attached for information.**

**ASBESTOS**

**An asbestos Management survey for each property where asbestos could be expected is included in the tender information provided. The contractor shall be responsible for the safe removal of any known asbestos as part of the removal of existing Kitchens. The method for this shall be covered in the tender submission, and it shall be undertaken under the Control of Asbestos Regulations 2012.**

**VISITS**

**Due to the vulnerability of the tenants site visits will be allowed only by prearranged appointments. For pricing purposes contractors will need to rely on the tender documents provided and their own assumptions.**

**TENDER SUBMISSIONS**

**Tender submissions should be submitted by 12pm on Friday 3rd October 2025.**

**Any questions should be directed to the CA, John Plowman, email address:** [**john@empowerhousing.org.uk**](mailto:john@empowerhousing.org.uk)

**Tender submissions should comprise:**

1. **Completed *priced excel specification of works***
2. **Completed tender return form**
3. **RAMS based similar work**

**Detailed methodology for undertaking the works**

1. **Detailed timeline for undertaking the works**
2. **The following information will be required to assist evaluating the tenders prior to the contract being awarded.**
3. **Details of two references for similar work**
4. **Evidence of valid PI insurance**

**Tenders should be submitted by email to:** [**tenders@empowerhousing.org.uk**](mailto:tenders@empowerhousing.org.uk)

**All tenders will be opened at 9am on Monday 6th October 2025.**

**TENDER EVALUATION PROCEDURE**

|  |  |
| --- | --- |
| **Tenders will be evaluated based on the table below.**  **Aspect** | **Points Awarded** |
| **Perceived Quality** | **A score out of 45 will be allocated to each tender based on the perceived quality of the bid, where 45 indicates the proposal perfectly meets requirements and delivers a comprehensive high-quality output and a score of 0 indicates poor quality or failure to meet requirements. Quality shall be appraised based on the submitted methodologies, company profile, references and submitted documents.** |
| **Price** | **A score out of 50 will be allocated to each bid where the lowest priced bid will be awarded 50 points.** |
| **Locality** | **An additional 5 points will be awarded for companies based in the Northwest,** |

**TOTAL BUDGET**

**The total available budget for this project is £49,000. We will therefore look to achieve the maximum outputs within the available budget and as part of reviewing tenders may elect to omit aspects to ensure we are able to deliver the highest priority aspects.**

**Please ensure tender submissions are detailed with respect to costs to enable us to cost engineer the tender awards.**