

Request for quote for: **HDC202511**

Sandy Lane Ditch: existing bank and Footpath Undercut Repair Work

Date opportunity posted	19 September 2025
Site Visit Dates	See 2.4.2
Last date for clarifications	20 October 2025
Quotation return date	10 AM, 3 November 2025
Estimated Contract Value	£70,000
Quotation shall be returned to	procurement@hart.gov.uk
With the subject line	Quotation for Sandy Lane Ditch: existing bank and Footpath Undercut Repair Work - 2025
Contact in case of queries	Drainage@hart.gov.uk

1 Introduction

- 1.1 The Council invites quotations for this opportunity in accordance with the terms and requirements of this document and any Schedules attached.

2 Specification

2.1 Key contract dates:

Intended Start Date	17 th Nov 2025
Duration	3 months
Intended End Date	17th Feb 2026
Extension Details	Option to extend for a further 3 months (17th May 2026), by mutual agreement

2.2 Aim:

- 2.2.1 Hart District Council is inviting tenders for the repairing of the existing bank of Sandy Lane Ditch and collapsed footpath adjacent to All Saints Junior School, by Fieldway, in Fleet, Hampshire.

2.3 Objectives:

2.3.1 The Council's main objectives for the existing bank and collapsed footpath undercut are:

- a) To do a like-for-like material repairing, replacing, and re-setting of the existing bank slabs plus eroded material of the retaining wall, and collapsed 'mettled' footpath repair.
- b) To obtain an Environmental Permit for the works from the Environmental Agency (EA), which would require the following are provided;
 - i. Site location plan
 - ii. Existing layout
 - iii. Proposed Plan – Typical Sections
 - iv. Cofferdam – with Location Plan
 - v. Method Statement and Health and Safety Assessment for the project

This is expected to be an EA permit applied for under emergency works, concurrently/retrospectively with the works depending on delivery timelines.

2.4 Timetable:

2.4.1 Tender submission 12 noon, 24th October 2025

2.4.2 Available site visit dates;

Monday 2 nd October	PM
Tuesday 3 rd October	AM & PM
Monday 6 th October	PM
Tuesday 7 th October	AM & PM
Thursday 16 th October	AM & PM
Friday 17 th October	AM & PM

2.4.3 Tender Deadline - 12.00 noon Friday 24th October 2025

2.4.4 Assessment of submissions week starting Nov 3rd

2.4.5 Repair works November to Feb 2026

2.4.6 5% retention to be paid 6 months from date of completion.

2.5 Scope:

2.5.1 Your tender submission should include the following:

Method Statement and Health and Safety Assessment for the project.

Bill of Quantities

2.6 Deliverables:

2.6.1 The successful bidder must:

- a) Repair, replace, and re-set the section of the existing bank and collapsed footpath as detailed in appendix 1.
- b) To obtain the appropriate permissions and approvals, to include; an environmental permit from the Environmental Agency (EA), a permit and sign off from Hampshire County Council Rights of Way Team regarding footpath quality.
- c) Show they are complying with all relevant Health and Safety and CDM 2015 requirements.
- d) To be as sustainable a repair and associated working practices as possible.

2.7 Monitoring arrangements:

2.7.1 The Council may monitor the performance of the Services by the Supplier.

- 2.7.2 A site visit is recommended prior to design or submission of a tender. To organise a site visit, please email Drainage@hart.gov.uk. Available dates for site visits can be found in Appendix 2.
- 2.7.3 On completion of works the Authorised Officer is to be provided with an inspection
- 2.7.4 The Contractor will provide the Council with a post-repair report, within the contract sum. The inspection is to be carried out by the Authorised Officer and an independent Engineer appointed by the Council. The inspection is to confirm that the repairs and installations done meet the requirements and standard as specified in the tender. Any risks should be noted and rated on a scale of low, medium or high. The contractor will be responsible for remedying any faults highlighted by the inspection within the contract sum for a period of 12 months from the date of completion.
- 2.7.5 A 5% retention of payment will be kept by Hart District Council for a period of 6 months from completion of the project, with an associated wash up meeting to confirm the expected standards have been met.

3 Information for Bidders

- 3.1 All quotation response documents must be returned to the email address stated on page 1 by no later than the quotation return date also stated on page 1. Quotations received after this time will only be accepted in exceptional circumstances and at the council's discretion.
- 3.2 If there appears to be an error or omission in a quotation the Council may invite the Bidder to confirm the submitted price, including errors/omissions, or amend the submitted price to correct these errors/omissions. All amendments or confirmation of quotation must be confirmed in writing by the Bidder.
- 3.3 If the Council considers a query may have a material effect on quotation responses, all suppliers will be notified without delay via email.
- 3.4 The Council reserves the right to disregard any quotation where:
- a) in the opinion of the council, there is sufficient doubt as to the Bidder's ability to perform the contract for the submitted price; or
 - b) it does not fulfil a mandatory or pass / fail requirement; or
 - c) it contains qualifications that conflict with the Request for Quotation instructions.

- 3.5 Quotations and supporting documents shall be in English and any contract subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the laws of England and Wales.
- 3.6 All prices quoted shall, unless otherwise stated, include profit, transport, labour, materials, fuel and plant charges, insurance and all other expenses of every kind which under the conditions of Contract are borne by the Bidder. Prices quoted shall be in UK Sterling and exclusive of Value Added Tax. Value Added Tax shall be applied at the appropriate rate ruling at the date of any invoice.
- 3.7 Bidders must not take part in any publicity activities with any part of the media about the Contract or this opportunity without getting the Council's written agreement first. This includes the Council's agreement on the format and content of any publicity.
- 3.8 This opportunity is made available in good faith. The Council give no warranty as to the accuracy or completeness of the information contained in it. The Council also disclaim any liability for any inaccuracy or incompleteness. The Council reserve the right to cancel the Quotation process at any point.
- 3.9 The Council are not liable for any costs resulting from any cancellation of this Quotation process or for any other costs that Bidders may incur by Tendering for this Contract. Bidders must obtain at their own expense all the information that they need for the preparation of their Quotation.
- 3.10 Bidders will be deemed to fully understand the processes that the Council must follow under relevant legislation, and where the value of the opportunity is deemed to be above relevant thresholds, will adhere to the requirements set out in such legislation.

4 Evaluation and award process

- 4.1 The contract, if awarded, will be awarded, based on the following criteria:

Criteria		Score
Price	<i>(calculated as per 4.2):</i>	60%
Quality	<i>(which is scored on against the sub-criteria below):</i>	40%
	Experience	10%
	Method Statement and approach	25%

	Sustainability	5%	
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- 4.2 The lowest price will be given the maximum score available. Other scores will then be calculated as a proportion of this based on the formula below:

$$\frac{\text{Lowest price}}{\text{Price of next quote to be considered}}$$

- 4.3 The Price element of the evaluation will only be scored once the Quality criteria have been assessed.
- 4.4 The each section in the Quality criteria will be scored using the following template:

Exceptional demonstration by the supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate.	5
Good demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate.	4
Satisfactory demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate.	3
Contains minor shortcomings in the demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate and/or is inconsistent or in conflict with other proposals with little or no evidence to support the response.	2
Satisfies the requirement but with considerable reservations of the supplier's relevant ability, understanding, skills, facilities and quality measures required to provide the services, with little or no evidence to support the response.	1
No response or irrelevant response provided.	0

- 4.5 Any responses scoring less than 2 for any Quality criteria, may be considered to not meet the requirements, and therefore fail the evaluation and the quotation may be rejected. As per 4.3, the Price element will not be assessed in those circumstances.
- 4.6 Bidders will be notified via email as soon as possible of any decision made by the council during the quotation process, including notifying Bidders of the intended award.
- 4.7 As part of the notification of award process, Bidders will be provided with details of the points awarded for their submitted responses in line with the evaluation criteria above.
- 4.8 Bidders must not undertake work without first having received an Official Purchase Order as written notification that they have been awarded the contract and are required to start work.

5 Quotation response: Bidder details and declaration

- 5.1 Please complete the following and sign to confirm that your quotation is fully compliant with the Specification, and all Terms and Conditions as stated within this documentation.

Company Name:	
Address:	
Telephone:	
E-mail:	

Signed:	
Print Name:	
Position in Company:	
Date:	

6 Quotation response: Bidder submission

6.1 Please complete the following pricing schedule in full (values must be exclusive of VAT).

[Breakdown as needed]	£	
[Breakdown as needed]	£	
[Breakdown as needed]	£	
Total cost for contract term	£	

6.2 Please complete the following section which will be used to score the Quality criteria.

Experience
a) Please detail other similar projects you have completed with links to photographs if possible.
Method Statement and approach
a) Please detail your method statement and/or construction plan and H&S plan/risk assessment.
b) Please confirm how you will meet the criteria for Health and Safety and CDM 2015 requirements.
Sustainability
a) Please detail your sustainable working principals and practices, for example using recycled or low CO2 building materials, and reducing vehicle movements.

7 Terms and Conditions of Contract for Services

The council intend to use the JCT Design and Build Contract 2024 for the purposes of this project, with a recertification period of 12 months.