

Invitation to Tender (ITT)

Supply and Installation of Perimeter Fencing
Brewood and Coven Parish Council
(with Bishops Wood and Coven Heath)

1. Introduction

Brewood and Coven Parish Council ("the Council") invites tenders for the supply and installation of perimeter fencing around the football ground located at Brewood Sports Ground, Engleton Lane, Brewood, ST19 9JE. The fencing is required to ensure safety, security, and to define a clear boundary of the site.

A site visit must be arranged with the Clerk prior to submission of a quotation. Award of the contract is subject to successful grant application and the availability of funding.

2. Scope of Works

- Supply all necessary fencing materials and equipment.
- Install fencing around two sides of the perimeter of the football ground, including two lockable gates.
- Remove and dispose of any old or existing fencing (if applicable).
- Ensure installation meets relevant safety and quality standards.
- Leave the site clean and tidy upon completion.

3. Fencing Requirements

- Height: Minimum 1.8 metres.
- Material: Galvanised steel mesh or similar durable and secure material.
- Finish: Powder coated (green or black preferred).
- Posts: Steel posts set in concrete at appropriate intervals.
- Access: At least one gated access point (lockable), suitable for maintenance vehicle entry.
- Compliance: Must comply with relevant British Standards for sports ground fencing (e.g. BS EN 1176, BS 1722 where applicable).

4. Contractor Requirements

- Hold valid public liability insurance (minimum £5 million).
- Provide evidence of relevant experience with similar fencing projects.
- Supply risk assessments and method statements (RAMS) prior to work commencing.
- Ensure all work is conducted in accordance with Health & Safety regulations.

5. Timescale

The work must be completed within 8 weeks of contract award.

Work should be scheduled to minimise disruption to community use of the football ground.

6. Evaluation Criteria

- Cost and value for money.
- Quality and durability of proposed materials.
- Experience and references from similar work.
- Proposed timescale for completion.
- Compliance with required standards.

7. Submission Requirements

- A detailed quotation including material and labour costs.
- Product specifications for proposed fencing.
- Evidence of insurance and qualifications.
- A proposed timeline for delivery and installation.
- References from previous similar projects.

Deadline: Submissions must be received by 13th November 2025.

Contact: The Clerk, Brewwood and Coven Parish Council

Email: clerk@brewwoodandcoven-pc.gov.uk

Part B: Standard Selection Questionnaire (SSQ)

Section 1: Organisation Information

Name of organisation: _____

Registered address: _____

Contact name: _____

Telephone number: _____

Email address: _____

Company registration number (if applicable): _____

VAT registration number: _____

Legal status (e.g. sole trader, partnership, company, charity, etc.): _____

Section 2: Grounds for Mandatory Exclusion

Convictions relating to corruption, bribery, fraud, terrorism, money laundering, human trafficking.

Breach of environmental, social or labour laws.

Yes / No (If Yes, please provide details): _____

Section 3: Grounds for Discretionary Exclusion

Bankruptcy, insolvency, or administration.

Misrepresentation in relation to previous public contracts.

Breach of contract obligations in previous projects.

Yes / No (If Yes, please provide details): _____

Section 4: Economic and Financial Standing

Please provide a copy of your most recent audited accounts OR evidence of financial standing.

Confirm that you hold valid public liability insurance (minimum £5 million): Yes / No

Section 5: Technical and Professional Ability

Provide details of up to 3 similar fencing projects completed in the last 5 years:

- Client name and contact details.
- Description of works undertaken.
- Value of contract.
- Dates of contract.

Section 6: Health & Safety and Compliance

Provide confirmation of compliance with Health & Safety at Work Act and relevant legislation.

Provide copies of risk assessments and method statements (RAMS) to be used for this project.

Provide details of any relevant accreditations (e.g. CHAS, Constructionline).

Section 7: Declaration

I/we certify that the information provided in this questionnaire is accurate and true.

Signed: _____

Name: _____

Position: _____

Date: _____

8. Procurement Decision Criteria

The Council will evaluate tenders in accordance with the Procurement Act 2023 and the principles of transparency, integrity, and value for money.

Bids will be scored using the following weighted criteria:

Criterion	Weighting	Assessment Method
Price / Value for Money	40%	Evaluation of total cost (materials, labour, disposal). The lowest compliant bid will score full marks, with higher bids scored on a sliding scale.
Quality of Materials and Technical Proposal	25%	Assessment of product specifications, durability, compliance with British Standards, and suitability for sports ground fencing.
Experience and Capability	15%	Contractor's proven track record in delivering similar fencing projects. References and case studies will be assessed.
Health & Safety and Risk Management	10%	Assessment of RAMS (risk assessments and method statements), accreditations, and compliance with H&S legislation.
Delivery and Timescale	10%	Feasibility of proposed programme of works, ability to complete within 8 weeks, and approach to minimising disruption.

Scoring System

Each criterion will be scored on a 0–5 scale before applying the weightings:

- 0 – Unacceptable: Does not meet the requirement.
- 1 – Poor: Major deficiencies or concerns; limited evidence provided.

- **2 – Fair: Meets some requirements but with shortcomings.**
 - **3 – Satisfactory: Adequate response that meets requirements.**
 - **4 – Good: Exceeds requirements in some areas; strong evidence provided.**
 - **5 – Excellent: Fully meets or exceeds all requirements with outstanding evidence.**
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Compliance and Exclusions

- **Any supplier failing to meet mandatory requirements (insurance, SSQ exclusions, compliance with British Standards) will be disqualified.**
- **The Council reserves the right not to award the contract if bids do not represent value for money.**

9. Compliance with the Procurement Act 2023

- This procurement is a covered procurement under the Procurement Act 2023, and must be carried out in accordance with that legislation.
- The Council must give regard to the following procurement objectives:
 - delivering value for money;
 - maximising public benefit;
 - acting with integrity;
 - sharing information to allow all suppliers to understand how procurement decisions are made.
- Conditions of participation must be proportionate and verifiable. If any qualification, experience or technical ability is required, equivalent qualifications or evidence will be considered.
- Technical specifications in this Invitation to Tender are based on performance or functional requirements only. References to specific design, brand, trademark or specific producer are avoided unless strictly necessary. Equivalent alternatives will be considered.
- The award criteria are set out clearly and are measurable. Each criterion is weighted (or ranked) so that bidders understand how their submission will be evaluated.
- Transparency obligations:
 - If the Council decides not to award the contract after this tender, it will provide a

Contract Termination Notice.

- For contracts above the relevant threshold, a Contract Details Notice will be published.

- SMEs and accessibility: The Council encourages participation from small and medium-sized enterprises, and will consider whether any requirements create barriers. The Council may divide the contract into lots (lotting) if this allows more accessible competition.

Section 8: Compliance with Procurement Act 2023 Conditions

Do you confirm that your responses and bid comply with the requirements of the Procurement Act 2023 as set out in Section 8 of this ITT?

☐ Yes ☐ No

If No, please state which requirement(s) you are unable to comply with and why:
