



Stowmarket Recreation Ground Improvements

Form of Tender

- New entrance archway
 - Refurbishment of existing toilet block
 - Removal and installation of bollards
-

1. Tender Submission Details

Site Address: Stowmarket Recreation Ground, Recreation Road, Stowmarket, Suffolk

Postcode: IP14 1PR

2. Agreement to Terms and Conditions

We, the undersigned company, having examined the site and reviewed the requirements for the project, hereby submit this tender to undertake the works in full accordance with the tender documentation, drawings, specifications, and any subsequent clarifications provided by Modece Architects and Stowmarket Town Council.

We agree to the terms and conditions of contract, including all design regulations, preliminaries, materials, workmanship standards, and health and safety obligations required to complete the works to the satisfaction of the Employer.

3. Tender Cost

Total Cost (excluding VAT): £_____

Total Cost (including VAT): £_____

All process are fixed for the validity period and include all preliminaries, materials, labour, overheads, profit, delivery and any other associated costs.

4. Tender Validity

We acknowledge that you are not obligated to accept the lowest tender and that any tenders received after the specified deadline will be disregarded. We confirm that this is a genuine and competitive tender, and it will remain valid for consideration for 12 months from the submission date.

5. Company Information

Company Name: _____

Company Address: _____

Postcode: _____

Email Address: _____

Phone Number: _____

6. Authorised Signatory

Name of Authorised Person: _____

Job Title: _____

Signature: _____

Date: _____

7. Insurance Coverage

Please provide details of your current insurance coverage:

- **Public Liability Insurance:** £ _____
 - **Employer's Liability Insurance:** £ _____
 - **Professional Indemnity Insurance:** £ _____
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8. Proposed Completion Date

Construction Start Date: _____

Proposed Completion Date for the Works: _____

(Required by **31 March 2026**)

9. Cost Breakdown

Please provide a breakdown of costs as follows:

- **New entrance archway:** £ _____
 - **Refurbishment of existing toilet block:** £ _____
 - **Removal and installation of bollards:** £ _____
 - **Other Costs (please specify):** £ _____
-

Please provide full details or attach a separate pricing schedule if necessary:

10. Main Contractor (and Sub-Contractors if any)

The Town Council wishes to understand who would be undertaking the works in delivering the project.

Therefore, it asks for a full disclosure below of contractors who would be involved.

Name of Main Contractor	
Address of Contractor	
Description of Works	

Percentage of Whole Project to be undertaken by them (XX%)	
Previous Experience (number and scale of play area projects undertaken)	

Name of Sub-Contractor	
Address of Contractor	
Description of Works	
Percentage of Whole Project to be undertaken by them (XX%)	
Previous Experience (number and scale of play area projects undertaken)	

Name of Sub-Contractor	
Address of Contractor	
Description of Works	
Percentage of Whole Project to be undertaken by them (XX%)	

Previous Experience (number and scale of play area projects undertaken)	
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11. Health and Safety Compliance

We confirm compliance with all relevant health and safety legislation including the Health and Safety at Work Act 1974 and CDM Regulations 2015. RAMS will be provided prior to commencement.

12. Environment & Sustainability Commitment

We are committed to minimising environmental impact and ensuring sustainable practices. Please attach policy and waste management plan if applicable.

13. Warranty Information

Please provide details of the warranty for materials and components used in the works:

Item	Warranty Period (Years)	Conditions and Exclusions

14. References

Please provide three (3) references for similar work completed in the last 2 years:

1. **Client Name:** _____

Contact Name: _____

Contact Telephone: _____

Contact Email: _____

Location of Installation: _____

Value of Project: £_____

Description of Project: _____

Date of Installation: _____

2. **Client Name:** _____

Contact Name: _____

Contact Telephone: _____

Contact Email: _____

Location of Installation: _____

Value of Project: £_____

Description of Project: _____

Date of Installation: _____

3. **Client Name:** _____

Contact Name: _____

Contact Telephone: _____

Contact Email: _____

Location of Installation: _____

Value of Project: £_____

Description of Project: _____

Date of Installation: _____

15. Submission Checklist

Please ensure the following documents are included with your tender submission:

- Completed Form of Tender
- Pricing breakdown / cost schedule
- Insurance certificates
- Health & Safety policy and RAMS
- Environment / sustainability policy
- Warranty information
- Company registration certificate

- References x 3
- Images / drawings of proposal
- Any additional supporting documents

By signing this form, you agree to the terms and conditions of this tender and confirm that all information provided is accurate.

Signature of Authorised Person: _____

Date: _____