



**Colden Common Parish Council**  
**Parish Office**  
Colden Common Community Centre,  
St Vigor Way, Colden Common,  
Winchester, Hants, SO21 1UU

## **Form of tender**

# **Tender 1**

## **Colden Common**

### **The Green**

### **Skatepark Replacement**

## **Tender 2**

### **The Green – MUGA**

**(see separate tender documents)**

**Deadline for quotes to be received by NOON**  
**Wednesday, 14<sup>th</sup> January 2026**

**Award planned for March 2026**  
**Works starting from Wednesday, 1<sup>st</sup> April 2026**  
**Works to be completed by Friday, 10<sup>th</sup> July 2026**

# FORM A

## FORM OF TENDER

Contractors are expected to provide full details of their design with pictures/photographs for each feature to be installed as a separate appendix to accompany the answers in form C – tender evaluation questions.

Having examined the tender information for the above-named works. I/We offer to complete the whole of the said works in conformity with the tender and the supplied design for the sum of

(Amount in words)-----

Amount in figures \_\_\_\_\_

1. I/We have full authority to enter into a contract and provide this service
2. The tender should be valid for six months from 14<sup>th</sup> January 2026
3. The contract does not become binding until the Council's acceptance in writing
4. I/We are able to complete the whole of the works tendered on or before 10<sup>th</sup> July 2026.

Signature \_\_\_\_\_

Name & Position: \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

## FORM B

### BUSINESS QUESTIONNAIRE

1. SUPPLIER INFORMATION		
<b>1.1 Supplier Details</b>		
Name of the company		
Registered company address		
Registered company number		
Date of formation		
Registered charity number		
Registered VAT number		
Name of parent/holding company		
Named contact/job title Contact telephone number Contact email address		
Please mark 'X' in the relevant box to indicate your trading status	i. A public limited company	
	ii. A limited company	
	iii. A limited liability partnership	
	iv. A sole trader	
	v. Other (please specify)	
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i. Voluntary, Community and Social Enterprise (VCSE)	
	ii. Small or Medium Enterprise	
	iii. Other (please specify)	

Are you applying as the lead organisation in a consortium of organisations?		
If yes, please state who the member organisations of the consortium are, what their roles will be and when the consortium was formed.		
<b>1.2 Contract details</b>		
<b>Please mark 'X' in the relevant box to indicate whether you are:</b>		
Bidding as the Prime Contractor and will deliver 100% of the key contract deliverables yourself		
Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services  If yes, please provide details of the areas/percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.		
Bidding as a Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services  If yes, please provide details of the areas/percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.		

## FORM C

### TENDER EVALUATION QUESTIONS

Evaluation category	Evaluation
<b>Design / Play value</b>  <b>30%</b>	<b>The tenderer shall demonstrate regard for the project specification in the design.</b>
<p>The contractor must provide a detailed design with illustrations demonstrating the best use of the space within the desired budget.</p>	
<p><b>Response in no more than 1000 words.</b></p>	

Evaluation category	Evaluation
<b>Quality / Specification</b>  <b>30%</b>	<b>The tenderer shall provide a method statement demonstrating knowledge of building materials, their relative costs, and their lifespans.</b>
<p>The Council is seeking evidence that the tenderer understands the Council's expectations for build quality within the budget. The quality of proposed construction methods must be provided and compared with the existing facilities that are to be removed.</p> <p>The statement should detail materials and methodologies chosen, which will result in a build quality that is durable with limited ongoing maintenance requirements.</p>	
<p><b>Response in no more than 1000 words.</b></p>	

<b>Evaluation category</b>	<b>Evaluation</b>
<b>Approach / Delivery</b>  <b>10%</b>	<b>The tenderer shall provide a method statement detailing how it would plan, manage and deliver the project.</b>
<p>The Council is seeking evidence of the tenderer's previous experience in managing and delivering projects of a similar nature, as well as how that experience will be applied during the delivery of this project.</p> <p>Evidence of at least two other similar schemes should be included<sup>1</sup>, along with references that can be considered as part of the evaluation.</p>	
<b>Response in no more than 1000 words.</b>	

<b>Evaluation category</b>	<b>Evaluation</b>
<b>Warranty/ Guarantee</b>  <b>10%</b>	<b>The tenderer should detail any warranties and guarantees</b>
<p>The company should clearly list which parts of the build are subject to a guarantee and for how long. Details of the expected life span should be included, and any relevant details in relation to future repair and maintenance in the event of vandalism or wear and tear.</p>	
<b>Response in no more than 1000 words.</b>	


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<sup>1</sup> Within travelling distance of Colden Common preferred so sites can be visited.

Evaluation category	Evaluation
<b>Residents preferred design</b>  <b>10%</b>	<b>The tenderer should provide the design in PDF form to be printed by the Council.</b>
<p>Designs will be printed and included as part of a resident survey, allowing residents to vote for their preferred design. Explanations of the design and features may also be included.</p>	
<b>Response in no more than 1000 words.</b>	

Evaluation category	Evaluation
<b>Cost / Value for money</b>  <b>10%</b>	<b>Tenderers must not exceed the budget given of £80,000 plus VAT.</b>
<p>The tenderer must provide details of the costs involved and demonstrate how the design they have presented can be delivered within the budget, including all aspects detailed in the specification.</p> <p>If the tenderer is offering any discounts or services free of charge, these must be highlighted.</p>	
<b>Response in no more than 1000 words.</b>	

## TENDER RETURN CHECKLIST

DOCUMENT	Ticklist 
Form A – Form of tender.	
Form B – Business questionnaire	
Form C - Tender evaluation questions	
Drawings and specifications of equipment in the tender	
Provide two references	

The submission is to be sent via WeTransfer link\* to  
[Clerk@coldencommon-pc.gov.uk](mailto:Clerk@coldencommon-pc.gov.uk) clearly titled

### **Private & Confidential Tender – Skatepark @ Colden Common**

E-mail to be sent no earlier than Monday, 12<sup>th</sup> January 2026  
and no later than NOON Wednesday, 14<sup>th</sup> January 2026