



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

Form of tender

Tender 2

Colden Common

The Green – MUGA

Tender 1
The Green
Skatepark Replacement
(see separate tender documents)

Deadline for quotes to be received by NOON
Wednesday, 14th January 2026

Award planned for March 2026
Works starting from Wednesday, 1st April 2026
Works to be completed by Friday, 10th 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 14th 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 10th July 2026.

Signature _____

Name & Position: _____

Company name _____

Address _____

Address _____

Telephone Number _____

Date _____

FORM B

BUSINESS QUESTIONNAIRE

1. SUPPLIER INFORMATION		
1.1 Supplier Details		
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.		
1.2 Contract details		
Please mark 'X' in the relevant box to indicate whether you are:		
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
Design / Play value 30%	The tenderer shall demonstrate regard for the project specification in the design.
The contractor must provide a detailed design with illustrations demonstrating the best use of the space within the desired budget.	
Response in no more than 1000 words.	

Evaluation category	Evaluation
Quality / Specification 30%	The tenderer shall provide a method statement demonstrating knowledge of building materials, their relative costs, and their lifespans.
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. The statement should detail materials and methodologies chosen, which will result in a build quality that is durable with limited ongoing maintenance requirements.	
Response in no more than 1000 words.	

Evaluation category	Evaluation
Approach / Delivery 10%	The tenderer shall provide a method statement detailing how it would plan, manage and deliver the project.
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. Evidence of at least two other similar schemes should be included¹, along with references that can be considered as part of the evaluation.	
Response in no more than 1000 words.	

Evaluation category	Evaluation
Warranty/ Guarantee 10%	The tenderer should detail any warranties and guarantees
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.	
Response in no more than 1000 words.	

¹ Within travelling distance of Colden Common preferred so sites can be visited.

Evaluation category	Evaluation
Residents preferred design 10%	The tenderer should provide the design in PDF form to be printed by the Council.
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.	
Response in no more than 1000 words.	

Evaluation category	Evaluation
Cost / Value for money 10%	Tenderers must not exceed the budget given of £35,000 plus VAT.
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. If the tenderer is offering any discounts or services free of charge, these must be highlighted.	
Response in no more than 1000 words.	

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 references	

The submission is to be sent via WeTransfer link* to
Clerk@coldencommon-pc.gov.uk clearly titled

Private & Confidential Tender – MUGA @ Colden Common

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