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RS2076 TENDER DOCUMENTS

LONGFORTH ROAD PUBLIC CONVENIENCES

Longforth Road
Wellington
Somerset
TA21 8RQ



WELLINGTON TOWN COUNCIL

28 Fore Street
Wellington
Somerset
TA21 8AQ

Date: 11th November 2025
Status: Tender Stage 1
Job No: RS2076
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For and on Behalf of Ravenslade Ltd

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PART 1: GENERAL INFORMATION

1. PROJECT AIM & BRIEF DESCRIPTION OF WORKS

The project involves the installation of a new modular public WC facility at Longforth Road to replace the accident-damaged building demolished in 2024.

The successful contractor will:

- Undertake the role of Principal Contractor under the CDM Regulations 2015.
- Establish, manage, and maintain safe site operations.
- Deliver the substructure works, including foundations, drainage, incoming services, and associated external works, in accordance with the design provided.
- Coordinate with the modular unit supplier (Danfo Limited) for delivery, siting, and installation.
- Manage subcontractors and programme sequencing to ensure safe and efficient completion.
- Oversee commissioning and final handover of the facility for public use.

2. INVITATION TO TENDER

2.1 Tenders are now invited for the groundworks and site works associated with the supply and erection of a new modular WC at Longforth Road, Wellington. Tenders for the new modular building were evaluated in July 2025 and Danfo Limited were appointed for the final design. It is the intention of Wellington TC to novate the appointment of Danfo Limited to the successful Contractor for this tender.

2.2 Tendering contractors shall make allowance in their tender for the Danfo Limited modular building tender cost, all coordination and attendance associated with the Danfo Limited modular building supply and installation. Full details of the Danfo design and modular building tender are included in Appendix D (Section 3) of the Tender Documents.

3 INSTRUCTIONS FOR TENDERING

3.1 Introduction

A Tender is hereby requested to undertake the works as detailed in this document. The Tender must be submitted in accordance with these instructions and the requirements of the Contract Agreement as any Tender which does not comply may be rejected by the Employer whose decision on such matters shall be final.

If the Contractor cannot tender for any part(s) of the work as defined in the tender documents the Employer must be informed as soon as possible, defining the relevant part(s) and stating the reason(s) for the inability to tender.

3.2 Confidentiality

The tender documents and any addenda thereto and electronic media are confidential, contain proprietary information belonging to the Employer, and may not be wholly or partially

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reproduced or disclosed (other than for the purpose of submitting a Tender), without the prior written permission of the Employer.

3.3 Collusion Between Tenderers

Every person or body submitting a tender in respect of this enquiry shall do so in accordance with the following conditions:-

1. The tender shall be a bona fide tender and shall not be fixed or adjusted by or in accordance with any arrangement with any other person;
2. The Tenderer shall not communicate to any person the amount, or approximate amount, of the tender, or proposed tender, except where the disclosure in confidence of the approximate amount of the tender is necessary to obtain insurance premium or bond quotations for the purpose of the tender;
3. The Tenderer shall not enter into any arrangement with any other person such that the other person shall refrain from tendering or as to the amount of any other tender to be submitted;
4. The Tenderer shall neither offer nor agree to pay or give any sum of money or consideration directly or indirectly to any person for doing or having done or causing in relation to the tender any act or thing of a nature described above.
5. In the event of any breach the Employer shall be entitled at his discretion to determine any contract or agreement made pursuant to the tender and to claim damages from the Tenderer.

3.4 Tender Costs and Acceptance

The Employer will not be liable for any costs incurred in the preparation and submission of the tender or the provision of any additional information requested by the Employer, or for the Tenderer's attendance at any pre- or post-tender meetings.

The Employer offers no guarantee that the lowest or any tender will be accepted.

3.5 Tender Queries

Should the Tenderer find discrepancies in, or omissions from the tender documentation, should the intent or meaning appear unclear, or should any question arise relating to the documents, the Tenderer shall request clarification from the Employer.

ALL queries shall be submitted via email to nstone@ravenslade.co.uk. ALL answers will be published via tender amendments or clarifications to all contractors and no other oral or written communications during the tender period shall have any contractual effect.

3.6 Information to be Provided by the Tenderer

1. The Tenderer shall provide the following information as part of his tender:

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2. A completed Form of Tender in the form as provided in Appendix C of the Tender Documents.
3. A completed Pricing Schedule as provided in Appendix B.
4. A completed Quality Submission as provided in Appendix I.
5. A Programme & Sequencing of Works as appropriate.
6. Construction Health and Safety Phase Plan including methodology for site set up and completion of the works.

3.7 Compliant Offers

The Employer wishes to receive a fully compliant Tender made without qualification and strictly in accordance with the terms and conditions of the tender documents.

Qualification may only be made in relation to requirements of the Employer which the Tenderer feels unable to comply with under any circumstances, or at any price. If the Tenderer wishes to make any qualifications this must be done by clearly indicating the item as a qualification and providing full details and the reason for each qualification.

Notwithstanding the above, the Employer reserves the right to disregard the Tenderer's offer if it contains qualifications or omissions.

3.8 Alternative Offers

In addition to the compliant offer the Tenderer may put forward alternative offers for the Employer's consideration. Alternatives may relate to methods of work execution, but must bring benefits in terms of cost, time or quality, ideally to both the Employer and the Tenderer. Any alternatives shall be clearly titled and described.

3.9 Pricing Errors

Refer to Preliminaries clause A30/145.

4.0 EVALUATION OF TENDERS

4.1 The objective of the procurement process is to assess the Tenders received and select a Contractor for the Works.

4.2 Tenders will be evaluated on the basis of Most Economically Advantageous Tender (MEAT) and scored in accordance with the criteria at 4.3.

4.3 Tenders shall be assessed on three categories and marked out of 100-marks where each category carries a weighted score as indicated:

ITT Evaluation Criteria	ITT Sub Evaluation Criteria	Weighting
Price – Appendix B	Price: Pricing Schedule	50%
Quality – Appendix I	Quality: Quality Submission	40%
Location	(Max score within 1hr driving radius of site)	10%
Total		100%

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4.4 **Pricing** – The Pricing aspect of the Tender is worth 50% of the total Tender score. Bidders shall complete and submit the pricing schedule (Appendix B). All elements are to be priced.

4.5 **Scoring** - The mean price of tender values is given 50 points; 1-point is deducted from the score of each Bidder for each percentage point their price is above the mean and 1-point is added for each percentage point below. The highest score will be awarded the full 60 marks and all other scores will be calculated on a pro-rata basis.

4.6 **Quality** - The Quality aspect of the Tender assessment is worth 40% of the total Tender score. Bidders shall complete and submit the Quality Questions as at Appendix I.

Quality is to be scored in four parts:

- Method Statement including site set up plan (10% of the available marks)
- Programme (10% of the available marks)
- Case Studies / Relevant experience (15% of the available marks)
- Risk Register (5% of the available marks)

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4.7 Quality questions will be evaluated using the following marking guidelines:

Score 0	Unsatisfactory	<ul style="list-style-type: none"> No response or the response or proposal does not provide any relevant information Does not answer the question
Score 1	Inadequate	<ul style="list-style-type: none"> Very poor proposal or response Does not cover the associated requirements Major deficiencies in thinking or detail Significant detail missing Unrealistic or impossible to implement and manage Provides a very low level of confidence in ability to deliver the specification
Score 2	Weak	<ul style="list-style-type: none"> Poor proposals and response only partially covers the requirements Deficiencies in thinking or detail Difficult to implement and manage Not supported by sufficient evidence or examples of the response Provides a limited level of confidence in ability to deliver the specification.
Score 3	Satisfactory	<ul style="list-style-type: none"> Proposal or response that is sufficient Meets the minimum requirement Provides minimal evidence or examples to support the response Proposal or response lacked detail and could have been expanded on Provides a sufficient level of confidence in ability to deliver the specification
Score 4	Good	<ul style="list-style-type: none"> Proposal or response supported by good evidence or examples All requirements are met and supporting evidence provided Response or proposal is sufficiently detailed to demonstrate a good understanding of the requirements Provides a good level of confidence in ability to deliver the specification
Score 5	Excellent	<ul style="list-style-type: none"> Fully thought through and detailed proposal or response The specification is fully met and is robustly and clearly demonstrated and evidenced Provides a clear process of implementation. Response identifies factors that will offer potential added value Provides an excellent level of confidence in ability to deliver the specification

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4.8 **Location** – The location aspect of the Tender assessment is worth 40% of the total Tender score. The top mark (10%) will be awarded to bidders whose offices (where the proposed site team is based) is within 1 hour driving distance of the site. Contractors outside of this range will not be awarded any marks for this item.

4.9 **Results** - The sum of the percentage scores across all Award Criteria will determine the successful Contractor.

4.10 The Employer reserves the right to alter the weightings and/or marking guidelines of the ITT questions prior to the closing date for this ITT. All Bidders will be notified of any minor amendments and/or changes to the marking guidelines via the “Messaging” area of the e-tendering portal.

4.11 Bidders may be asked to attend a meeting to discuss their proposals prior to any award of Contract.

4.12 **PERIOD OF VALIDITY:** Tenders must remain open for consideration (unless previously withdrawn) for not less than 3 months from the date fixed for the submission or lodgement of tenders.

4.13 **Tender Results:** On completion of the tender process and successful award of a contract, a briefing on the assessment of the Tenderer’s offer will be provided if requested.

5.0 SUBMISSION OF DOCUMENTS

5.1 For expediency, the Contractor is to submit supporting information in respect of the tender, for example take-offs, sub-contract quotations and recommendations, unit rates, construction programme and the like as each section is completed for review by the Employer.

Supporting information will be used to aid evaluation of the tender documents but will not form part of the formal tender submission as detailed in 3.6 above.

5.2 The tender is to be returned not later than the closing time and date of **12:00 noon on 12th December 2025**.

5.3 Tenders should be returned electronically via the Employer’s E-tendering Portal, accessible at: <https://www.find-tender.service.gov.uk>