



WORTH PARISH COUNCIL

Chief Officer:
Mrs Leanne Bannister

INVITATION TO TENDER

Project Title: Parking Scheme at Bowers Place, Crawley Down, West Sussex, RH10 4HY.

1. Introduction

Worth Parish Council (WPC) invites tenders for the "*Parking Scheme at Bowers Place, Crawley Down, West Sussex, RH10 4HY*".

The Parking Scheme involves the construction of eighteen parking spaces in a layby format in Bowers Place adjacent to the village green. The work is to take place within the publicly maintained highway and will be the subject of a Section 278 agreement with West Sussex County Council.

It is anticipated a revised planning application will be approved by Mid Sussex District Council on Monday 1st December 2025. The Section 278 agreement application can then be submitted with a view to commencement on site being possible in late February 2026.

WPC have funding for the project in place and have appointed Paul Budgen Associates LLP (t/as PBA Planning) as the Project Manager to deliver the scheme as soon as possible.

2. Scope of Works

Tenders should be based on the details included in the following document bundle:

- a. PBA Planning drawing reference WPC25-01 [Existing Site Plan and Location Plan]
- b. PBA Planning drawing reference WPC25-02 REV A [Section 278 Plan]
- c. PBA Planning drawing reference WPC25-03 REV A [Sections]
- d. PJC document reference PJC/6619/24-01 Rev 01 [Arboricultural impact assessment, method statement and tree protection plan]
- e. WSCC S278/38/17 B
- f. ASSET SEARCH - ALL POINTS FIBRE [39524903]
- g. ASSET SEARCH - SGN [39524903]
- h. ASSET SEARCH - UKPN [39524903]

The works involve constructing eighteen parking spaces including:

- a. Preparing Construction Phase Plan.
- b. Setting up and maintaining site welfare and storage arrangements.

- c. Excavation of the existing verge and laying sub-base, binder course and wearing course including overlaying existing footpath with wearing course.
- d. Construction of utility protection points.
- e. Replacing section of play area fence and construction of short section of footpath to the village green.

3. Tendering Process

All contractors will have been deemed to have visited the site prior to finalising their tender to familiarise themselves with site constraints, access and existing conditions and account for these in their bid.

You are strongly advised to meet the Project Manager to inspect the site. Site visits can be arranged via email to paul@pba-planning.co.uk or by phoning 01342 718827.

Prospective contractors must comply with the Bribery Act 2010 and must not contact Worth Parish Council employees, councillors, or the Project Manager to influence or support their tender outside the prescribed procurement process. Any attempt to do so may result in disqualification from the tendering process.

Any actual or perceived conflicts of interest that a contractor may have with Worth Parish Council employees, councillors, or the Project Manager, must be fully disclosed when completing Appendix C – Declaration Regarding Conflicts of Interest.

Contractors will need to provide the following minimum requirements in addition to their bid price:

- Fully costed schedule of works.
- Completed Declaration of Non-Collusion (Appendix B).
- Completed Declaration regarding Conflicts of Interest (Appendix C).
- Proof of public liability insurance (at least £10m).
- Latest published accounts.
- Health and safety policies.

Bids that are not supported with the minimum requirements above will not be eligible for evaluation or scoring. Price will not be the only determining factor in awarding the contract and the following information must be provided in support of your bid:

- Evidence of technical capability.
- Previous examples of similar works.
- Previous examples of CDM compliance.
- Project timeline and delivery plan including lead time and delivery time.

4. Evaluation & Scoring Criteria

Submissions will be evaluated based on the following criteria:

Criteria	Weighting (%)
a. Price	50%
b. Locality of supplier	5%
c. Evidence of technical capability	10%
d. Previous examples of similar works	10%
e. Previous examples of CDM compliance	5%
f. Project timeline and delivery plan including lead time and delivery time	20%

Price scoring will be calculated as follows:

- The bidder offering the lowest price will receive the full 50% score.
- All other bidders will receive a proportionate score calculated using the formula: "Price score = (lowest price/bidder's price) x 50"

Criteria b - f will be scored on a scale of 1-5:

1. Significantly fails to meet requirements
2. Falls short of meeting requirements in a number of respects
3. Meets requirements in most material respects, but is lacking in others
4. Meets requirements
5. Meets requirements and exceeds some or all requirements

During the evaluation and scoring process, you must respond within two working days, or by any alternative deadline agreed with clarification of any aspect of your bid to avoid the risk of your tender being rejected. Any clarifications to your proposal will be considered in the final evaluation.

All material information must be disclosed including any facts that we consider likely to affect our evaluation process. Please ensure that all requested information is provided and do not assume we have prior knowledge of your circumstances.

We actively seek to avoid conflicts of interest and reserve the right to deem a tenderer ineligible where an actual or potential conflict of interest is identified.

We also reserve the right to exclude tenders that contain an abnormally high or low price (defined as more than 25% above or below the average of all submitted prices).

All participating tenderers will be notified in writing of the evaluation outcome and the recommended award prior to the formal contract award.

5. Contract Terms

Once the evaluation and scoring process has been completed the Council will have a preferred contractor and recommend to Full Council that a contract is awarded. The Council will award the contract on the basis of the tender documents under a JCT Minor Works Agreement.

6. Proposed Schedule

All tenders must be submitted by 11.59pm on Friday 19th December 2025 to tenders@worth-pc.gov.uk. Late submissions will not be considered.

Activity	Date
Invitation to Tender (ITT) issued	Friday 21 November 2025
Deadline for tenderers to submit questions/comments on ITT	Friday 5 December 2025
Worth Parish Council responds to all questions via email	Friday 12 December 2025
Tender submission deadline at 11:59 PM	Friday 19 December 2025
Commencement of evaluation and scoring	Monday 22 December 2025
Completion of evaluation and scoring	Friday 9 January 2026
Recommendation to Full Council for approval	Monday 12 January 2026
Notification of contract award & start of standstill period	Tuesday 13 January 2026

End of standstill period; contract awarded & posted online	Friday 23 January 2026
Work commencement (expected)*	Late February 2026

*This is subject to the completion of the Section 278 agreement with West Sussex County Council.

7. Contact Information

For queries, please contact:

Leanne Bannister [Chief Officer]

Worth Parish Council

Email: clerk@worth-pc.gov.uk

Phone: 01342 713407

Paul Budgen [Project Manager]

PBA Planning

Email: paul@pba-planning.co.uk

Phone: 01342 718827



Appendix A: Tender Confirmation Form

Please email the Tender Confirmation Form clearly marked "Parking Scheme at Bowers Place, Crawley Down, West Sussex, RH10 4HY" to clerk@worth-pc.gov.uk

FAO Leanne Bannister [Chief Officer]
Worth Parish Council
First Floor, The Parish Hub
Borers Arms Road
Copthorne
West Sussex
RH10 3ZQ

Sent via Email to: clerk@worth-pc.gov.uk

Date:

Dear Sir / Madam

Parking Scheme at Bowers Place, Crawley Down, West Sussex, RH10 4HY

I / We acknowledge receipt of the Invitation to Tender for the above contract and all enclosed documents listed within.

I / We confirm that it is our intention to return a bona fide tender for the above contract in accordance with the instructions provided by the date stated in the Invitation to Tender.

I / We confirm that we do not intend to tender for these works.

Yours faithfully

Name (insert)

Title (insert)

Company (insert)



Appendix B: Declaration of Non-Collusion

Parking Scheme at Bowers Place, Crawley Down, West Sussex, RH10 4HY

The essence of selective tendering is that the Council shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person.

We also certify that we have not and we undertake that we will not at any time before the returnable date of this tender:

- a) Communicate to any person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender is necessary to obtain insurance premium quotations required for the preparation of the tender.
- b) Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.
- c) Offer to pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate the word 'person' includes any persons and any body or association, corporate or incorporate; and 'any agreement or arrangement' includes any such transaction formed or informed, and whether legally binding or not.

Signed:
Name:
In the capacity of:
Date:

Authorised to sign Tenders for and on behalf of:

Name of Company:
Address of Registered Office:



Appendix C: Declaration Regarding Conflicts of Interest

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1. The tenderer shall declare details of all conflicts of interest they have, may have or may be perceived as having with Worth Parish Council employees and councillors or Paul Budgen Associates LLP (t/as PBA Planning) who are the Project Manager.
2. If an actual or potential conflict arises involving the Council, the tenderer shall continue to act for the Council, advise the Council, and if reasonably required cease to act for any other party where so acting would constitute a conflict of interest.

We,, confirm that as at the date of this tender return do*/did not have any interest in any matter and do*/did not act and have*/have not acted for any party in respect of any matter which would (in either case) create a conflict of interest in the requirements of the Council.

Furthermore, we confirm that should we be successful and our tender be accepted then we shall undertake ongoing conflict of interest checks and will notify the Council immediately if any conflict, potential conflict, or possible perceived conflict of interest arises (including notification of any instructions from a party with whom the Council has or has had any dealings).

Signed:
Name:
In the capacity of:
Date:

Authorised to sign Tenders for and on behalf of:

Name of Company:
Address of Registered Office: