

Bid at a glance: Drummond Community Centre Refurbishment

Sample prepared by Fractional Forge, 10 October 2026. Built only from the public tender documents; no supplier evidence has been used.

The tender

Buyer	Hedge End Town Council
Closing	19 October 2026
Value on the notice	about GBP 120,000 (notice)
Source	https://www.contractsfinder.service.gov.uk/Notice/4095602f-0317-4eef-b069-1c051fca4c03
Documents read	Drummond Invitation to Tender (9 pp); Drummond Refurbishment 2026 (7 pp); Tender Evaluation for Drummond (3 pp)
Requirements found	52 bidder-facing: 18 pass or fail conditions, 18 things to submit, 12 scored criteria, 2 deadlines, 2 other

Dates and deadlines

Dates written in the documents: 1 December 2026, 19 October 2026, 21 December 2026, 3 November 2026, 9 September 2026. Closing date on the notice: **19 October 2026**.

- Tenders should be returned in a sealed envelope bearing no company identification and marked TENDER FOR Drummond Community Centre to the Town Clerk, 2000 Centre, St John's Road, Hedge End, Southampton, SO30 4AF or submitted via email to townclerk@hedgeend-tc.gov.uk by 19 October 2026 (noon). (Drummond Invitation to Tender (9 pp))
- The Contractor will need to supply the Town Council with a copy of their site risk assessment, method statement and a copy of their public liability insurance at least 14 working days before the start of the project. (Drummond Invitation to Tender (9 pp))

Pass or fail conditions

- All prices are to be net, excluding VAT. (Drummond Invitation to Tender (9 pp))
- Ideally companies will be registered with a reputable trade association and have CHAS. (Drummond Invitation to Tender (9 pp))
- The Contractor should visit the site at their own expense to satisfy themselves as to any conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter. (Drummond Invitation to Tender (9 pp))
- A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise. (Drummond Invitation to Tender (9 pp))
- the contractor will have to provide external welfare facilities for the duration of the works. (Drummond Invitation to Tender (9 pp))
- All equipment and machinery should be fit for purpose and maintained in accordance with current legislation i.e. MOT, Tax, LOLER, PUWER etc. (Drummond Invitation to Tender (9 pp))
- Where items are referred to as being "disposed of off-site" this will be in all instances to an approved and traceable source with waste transfer notes provided. (Drummond Invitation to Tender (9 pp))

- All scaffolding must be inspected for safe use and tagged before it is used and must have safe access to all lifts and safety gates. (Drummond Invitation to Tender (9 pp))
- Payment will be upon satisfactory completion of the works and following receipt by the Town Council of any warranties and guarantees. (Drummond Invitation to Tender (9 pp))
- I/We are fully conversant with all the contract documentation included in the Invitation to Tender; and (Drummond Invitation to Tender (9 pp))
- This tender is submitted strictly in accordance with that contract documentation and is without any conditions or qualifications whatsoever; and (Drummond Invitation to Tender (9 pp))
- On being called upon to do so by the Council, I/We shall execute the form of Agreement acknowledging our willingness to be bound by the Contract. (Drummond Invitation to Tender (9 pp))
- if there are omissions in your tender or it is not in accordance with these instructions, we may not consider it (Tender Evaluation for Drummond (3 pp))
- We will reject your Tender if you act improperly, for example, by agreeing to fix your prices, agreeing that others will not tender, offering any inducement, canvassing any officers or members of the Council (Tender Evaluation for Drummond (3 pp))

What you must submit

- Please supply copies of current certificates/ accreditations for the membership plus any details of any other relevant accreditations. (Drummond Invitation to Tender (9 pp))
- Tenderers are required to submit a fixed price lump sum tender on the Form of Tender provided in this document. (Drummond Invitation to Tender (9 pp))
- The successful contractor will need to show the following at the time they submit expressions of interest: A copy of your certificate of public liability insurance (Drummond Invitation to Tender (9 pp))
- A copy of your company's Health and Safety policy. (Drummond Invitation to Tender (9 pp))
- A copy of your company's accreditation certificates. (Drummond Invitation to Tender (9 pp))
- A full schedule of maintenance requirements is to be provided once the refurbishment is completed. (Drummond Invitation to Tender (9 pp))
- Copies of all relevant warranties and guarantees should be provided on completion of the project at/or before project handover and sign off. (Drummond Invitation to Tender (9 pp))
- The total tender price must include a clear breakdown of costs for each specification category, including exterior decorating, interior decorating, toilets, kitchen, flooring, and lighting. Each category must be priced separately (Drummond Invitation to Tender (9 pp))
- o provide a full and transparent breakdown of the total tender price. (Drummond Invitation to Tender (9 pp))
- Tendered Total Cost (in GBP): £..... (Drummond Invitation to Tender (9 pp))
- I/We offer to execute the complete work within.....weeks from start date on site. (Drummond Invitation to Tender (9 pp))
- I/We undertake to start on site within weeks of receipt of an order. (Drummond Invitation to Tender (9 pp))
- Name: (Drummond Invitation to Tender (9 pp))
- Dated: (Drummond Invitation to Tender (9 pp))
- On acceptance of the quote, and prior to works starting Hedge End Town Council will require Risk Assessments and Method Statements for all the works. (Drummond Refurbishment 2026 (7 pp))
- On acceptance of the quote, and prior to works starting Hedge End Town Council will require a list of the staff who will be working on the site and details of relevant qualifications/ certification for the work they will be completing. (Drummond Refurbishment 2026 (7 pp))

How it is scored

- **Price 50%** (Drummond Invitation to Tender (9 pp))
- **Quality 40%** (Drummond Invitation to Tender (9 pp))
- **Local 10%** (Drummond Invitation to Tender (9 pp))
- **The weightings will be 50% for Price, 40% for Quality and 10% for Local** (Tender Evaluation for Drummond (3 pp))
- **Price will be evaluated based on the quote. Scoring will be based on ranking with the lowest price getting the maximum score of 50** (Tender Evaluation for Drummond (3 pp))
- **Locality will be evaluated based on the quote and distance to travel. Scoring will be based on ranking with the closest organisation getting the maximum score of 10** (Tender Evaluation for Drummond (3 pp))
- **1 Technical experience and capacity of lead team 10 3** (Tender Evaluation for Drummond (3 pp))
- **2 Approach to design quality 15 3** (Tender Evaluation for Drummond (3 pp))
- **3 Technical experience and capacity of sub-contractors 2 3** (Tender Evaluation for Drummond (3 pp))
- **4 Approach to communication & consultation 5 3** (Tender Evaluation for Drummond (3 pp))

Other bidder requirements

- **Shortlisted contractors may be invited for an interview or site visit discussion.** (Drummond Invitation to Tender (9 pp))
- **By responses to clarification questions raised by the Council (if any)** (Tender Evaluation for Drummond (3 pp))

Points for a bid reviewer

- Every line above is a verbatim quotation, checked in code against the document text. A model chose which sentences count as bidder-facing, and each one was checked; a person must check for omissions.

This sample covers the requirement register only: no answers have been drafted and no evidence matched. Bid Check is a Fractional Forge service. Contact Tristan Fischer, tristan.fischer@gmail.com.