



Saxilby and District MUGA Invitation to Tender August 2025



Site Address:
Saxilby Public Recreation Ground
William Street
Saxilby
Lincoln
Lincolnshire
LN1 2LP

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1. Invitation to Tender (ITT)

1.1 Purpose of the tender

Saxilby with Ingleby Parish Council (the “Council”) is seeking a suitably qualified and experienced contractor to install a new Multi-Use Games Area (MUGA) to replace an existing end-of-life MUGA at the Recreation Ground, William Street, Saxilby, Lincoln LN1 2LP. The works are to be completed in accordance with the provided plans and specifications.

1.2 Description of the project

The new MUGA will provide facilities for recreational and training use, primarily for football and basketball. The selected contractor will be responsible for the full delivery of the scheme, including groundworks, surfacing, fencing, drainage, and associated ancillary works.

1.3 Key deadlines

This tender is for a one-off project, expected to commence January 2026.

Tenders submitted after the time and date shown will be rejected, unless clear evidence of posting or email receipt is available.

Tender timetable:

Tender Submission Deadline	Noon, 26 September 2025
Tenders Reviewed	W/C 29 September 2025
Decision Date (Full Council)	Evening, 01 October 2025
Outcome to be notified by	Noon, 08 October 2025
Planned start date	January 2026

2. Specification

2.1 Scope of Works

The Contractor will be required to install a mini MUGA, enclosure, and ancillary items in accordance with drawings 23/228/Pr-01A, 23/228/Pr-02, and the specification document provided.

a. The works include:

- i. **MUGA base, surfacing and marking**
As per specification document
- ii. **Fencing and gates**
As per specification document
- iii. **Drainage**
As per specification document
- iv. **Ramped pedestrian and maintenance access**
As per specification document
- v. **Retaining wall, spectator seating, and barriers**
As per specification document
- vi. **Independent ROSPA inspection**
As per specification document

b. **Ancillary works (to be quoted separately)**

- ii. **Electronic access control system**

2.3 Surface and Quality Requirements

The play surface must be 3G Sand Dressed Synthetic Turf to BS EN 15330-1:2013, constructed to the SAPCA Code of Practice, including appropriate drainage.

2.4 Maintenance and Durability

Works must comply with all current building regulations and safety standards. A durable, low-maintenance design will be favoured.

3. Access Arrangements and Site Information

- 3.1 Site Access: Access via the tarmacked car park at Saxilby Public Recreation Ground.
- 3.2 Welfare Facilities: There is a community centre available on-site on weekdays to access welfare facilities – including toilets, kitchen, and showers.
- 3.3 Storage: An area of car parking will be reserved for material and plant storage. Contractor must secure it with temporary fencing.
- 3.4 Contractor to be responsible for checking and confirming the presence and location of any services (electrical, drainage etc) in vicinity of works

4. Health, Safety, and Compliance

- 4.1 Damage
- 4.2 Site Security
The contractor must secure the site at all times, particularly due to its proximity to a primary school and public play area.
- 4.3 Weather
No claims will be accepted for delays or extra costs due to adverse weather.
- 4.4 Barriers and Safety
Contractor must supply necessary barriers, lighting, signage at their own expense. The Contractor shall indemnify the Council from any claim which may arise as a result of the contractor activities.
- 4.5 Complaints
Contractor must handle all complaints courteously and log them with the Clerk.
- 4.6 Waste
All waste must be reused where possible or disposed of at a licensed facility.

5. Further Information and Viewings

- 5.1 Contractors are strongly encouraged to visit the site. Visits can be arranged by appointment.
- 5.2 Parish Clerk 01522 703912 clerk@saxilbyparishcouncil.gov.uk

6. Pricing and Payment Terms

- 6.1 Bid Negotiation

The Council may negotiate only with bidders deemed capable. Bids are preferred to be final.

6.2 VAT

All costs should be exclusive of VAT.

6.3 Validity

Quotes must remain valid for a January 2026 start date.

6.4 Fixed Prices

No price variations will be accepted. The contract may be re-tendered if this occurs.

6.5 Stage Payments

Payments will be made against agreed milestones and inspections by the Council's architect.

6.6 Retention

A percentage retention fee will be applied of 5%.

A retention of 5% will be applied to all payments. Half of this retention will be released upon completion and satisfactory inspection, with the remainder released at the end of the defects liability period of six months.

7. Evaluation Criteria

7.1 Assessment

Tenders will be evaluated on cost, quality, experience, sustainability, and fitness for purpose. The Council will not be bound to accept the lowest bid.

7.2 Experience

Bidders must provide references and evidence of similar completed projects.

7.3 Guarantees

Minimum 24-month warranty on materials and workmanship.

8. Instructions to Bidders

8.1 Submission Format

Tenders must be submitted using Appendix A: Form of Tender. Supplementary documents may be added.

8.2 Required Documents

- Appendix A: Form of Tender
- Appendix B: Quote
- Public and Employee Insurance
- Certifications
- References

8.3 Marking & Delivery

Clearly mark envelopes or email with 'CONFIDENTIAL TENDER – MUGA'.

8.4 Digital Submission

Signed scan of Appendix A is required if submitted electronically.

8.5 Submission Address

Parish Clerk
Saxilby with Ingleby Parish Council
St Andrews Community Centre
William Street,
Saxilby,
Lincoln,
LN1 2LP
clerk@saxilbyparishcouncil.gov.uk

8.6 Collusion Declaration

Bidders must not:

- Disclose pricing to competitors
- Collude with others on tender amounts
- Offer inducements

Any breach may invalidate the bid.

9. Appendix A: FORM OF TENDER
BIDDER TO COMPLETE

To Saxilby with Ingleby Parish Council

Having examined carefully and understood the Conditions of Tender, Conditions of Contract, the Specification and all other documentation issued by the Saxilby with Ingleby Parish Council in connection with the MUGA

We:
Of:

hereby offer to supply the goods subject to the terms and conditions set out in such Conditions of Tender, Conditions of Contract Specification and other documents (if any) at the prices and rates contained in the Pricing Schedule.

We understand you are not bound to accept the lowest or any tender you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this tender.

Unless and until a formal Contract is prepared and executed this Tender together with your written acceptance thereof shall constitute a binding Contract between us.

Signature
.....(wet signature required)
Duly authorised agent of the Tenderer

Position held
.....

Name and Address of Tenderer
.....
.....
.....

Email of Tenderer
.....

Dated 2025

It must clearly be shown whether the Tenderer is a Limited Company, Statutory Corporation, Partnership, or Single Individual, trading in their own or another name, and also if the person signing is not the actual Tenderer, the capacity in which they sign or are employed.

10. Appendix B: QUOTE

BIDDER TO COMPLETE

10.1 MUGA:

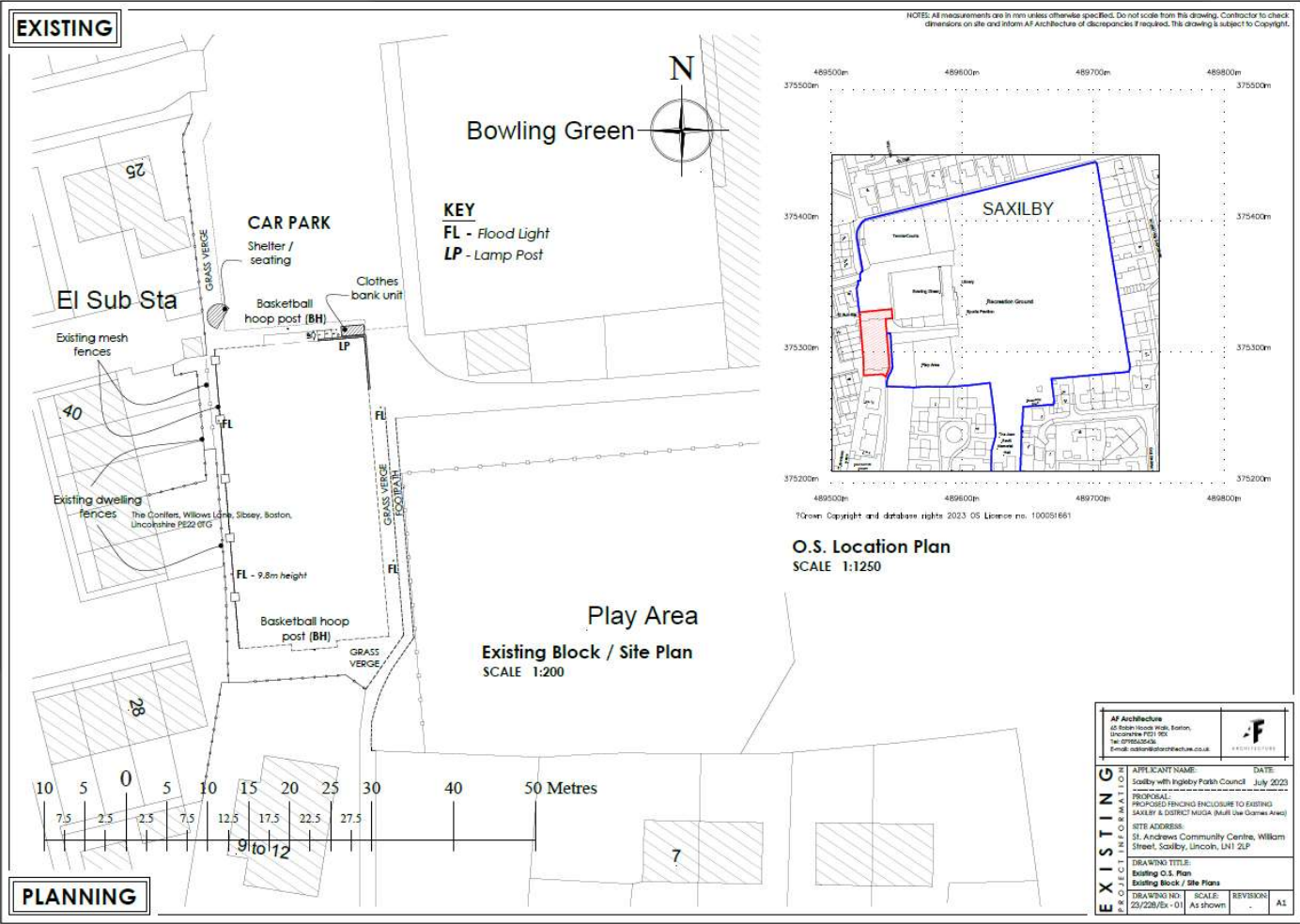
Description	Cost (Exc. VAT)
1. Base, surfacing, and marking out	
a. Materials	£
b. Labour	£
2. Shockpad Base (additional as TBC if installing)	
a. Materials	£
b. Labour	£
3. Fencing and gates	
a. Materials	£
b. Labour	£
4. Drainage	
a. Materials	£
b. Labour	£
5. Access including ramping for pedestrian and maintenance access	
a. Materials	£
b. Labour	£
6. Butress retaining wall, with integrated seating, and barriers to car park	
a. Materials	£
b. Labour	£
7. ROSPA Inspection Cost:	£
Sub-Total Exc. VAT	£
VAT	£
Total Inc. VAT	£

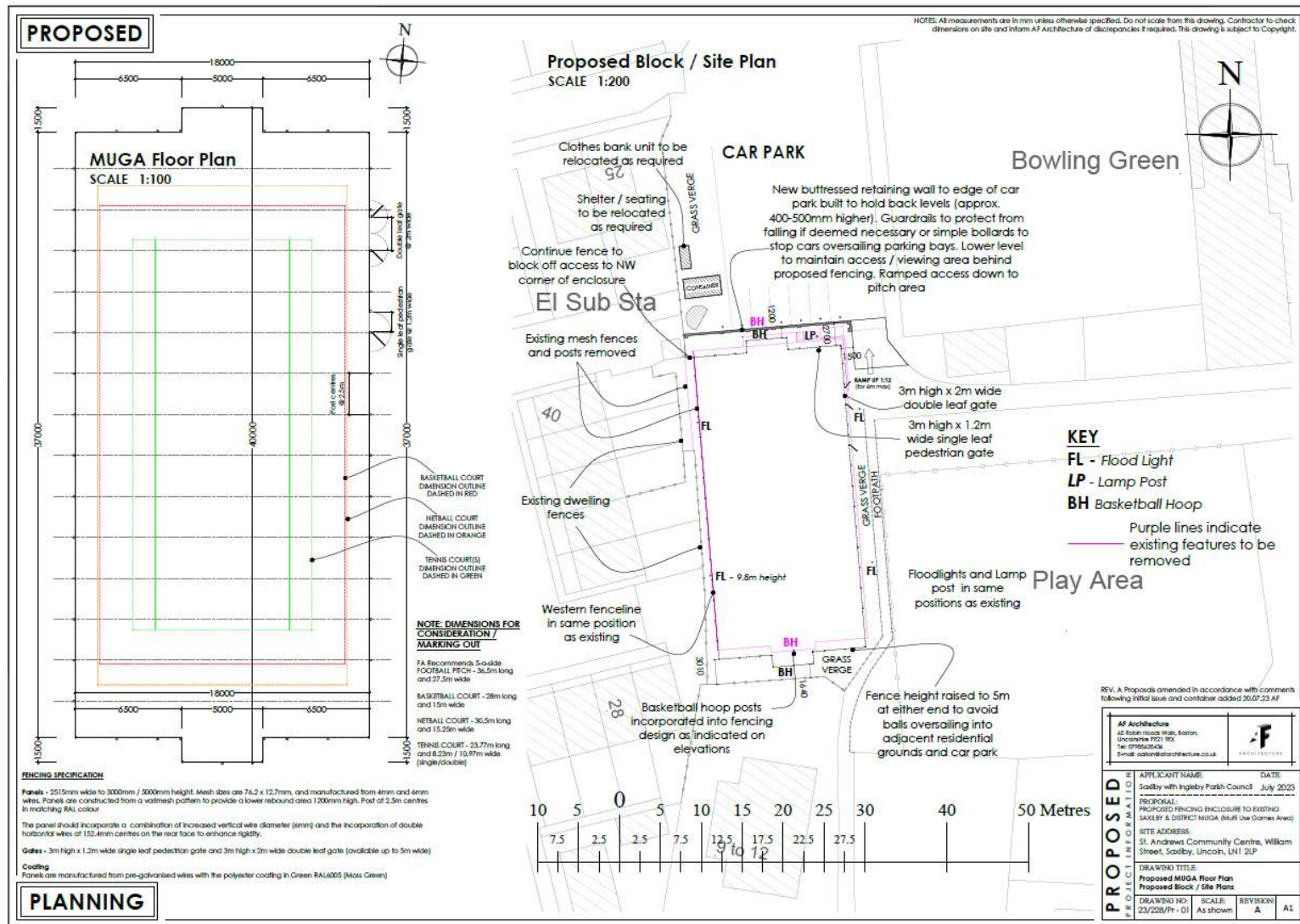
10.2 Ancillary works (to be quoted separately)

i. Electronic access system

Sub-Total Exc. VAT	£
VAT	£
Total Inc. VAT	£

11. Appendix C: Plans: See online for downloads of plans: <http://bit.ly/45qgk3J>



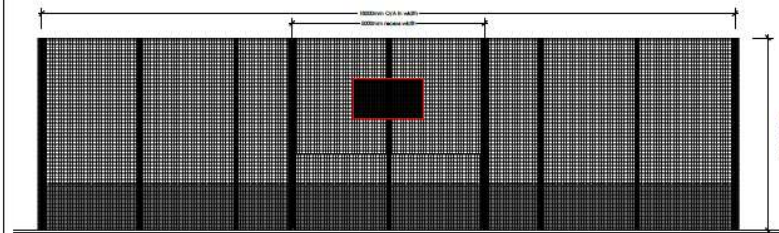


PROPOSED

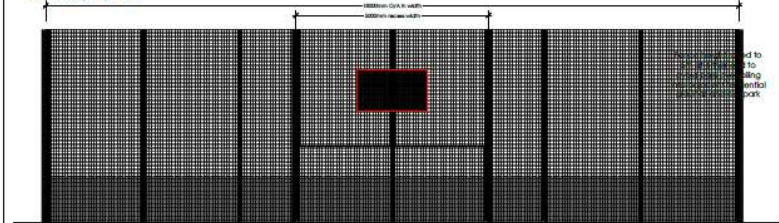
Proposed Fencing Enclosure Elevations

SCALE 1:50

NOTES: All measurements are in mm unless otherwise specified. Do not scale from this drawing. Contractor to check dimensions on site and inform AF Architecture of discrepancies if required. This drawing is subject to Copyright.



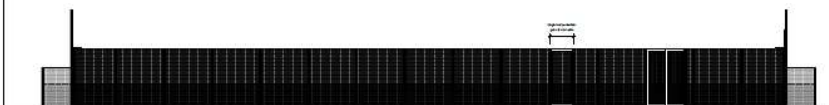
NORTH / FRONT



SOUTH / REAR

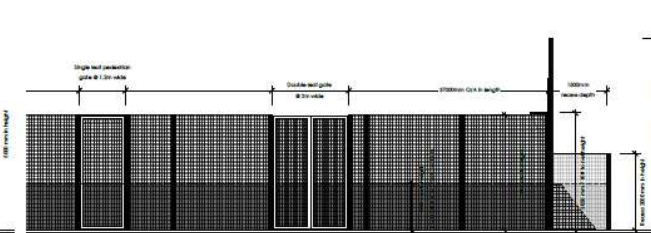


WEST / SIDE - SCALE 1:100



EAST / SIDE - SCALE 1:100

PLANNING



EAST (partial) / SIDE

FENCING SPECIFICATION

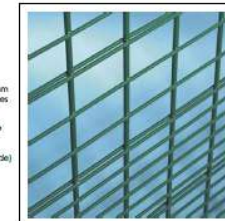
Panel - 2515mm wide x 3000mm / 5000mm height. Mesh size are 75.2 x 12.7mm, and manufactured from 4mm and 6mm wires. Panels are constructed from a wadmash pattern to provide a lower rebound area 1500mm high. Post at 2.2m centres. In matching RAL colour.

The panel should incorporate a combination of increased vertical wire diameter (6mm) and the incorporation of double horizontal wires of 152.4mm centres on the rear face to enhance rigidity.

Gates - 3m high x 1.5m wide single leaf pedestrian gate and 3m high x 2m wide double leaf gate (available up to 5m wide)

Coating

Panel are manufactured from pre-galvanised wires with the polyester coating in Green RAL6005 (Moss Green)

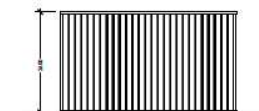


Indicative Mesh

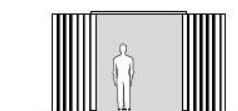
SCALE n.t.s.

Proposed Container Unit

SCALE 1:50

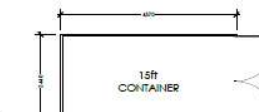


SIDE ELEVATION



FRONT ELEVATION

- doors open



PLAN



REAR ELEVATION

REV. A Proposals amended in accordance with comments following initial issue and container added 26.07.23 AF



PROPOSED	APPLICANT NAME:		DATE:
	Saxilby with Ingleby Parish Council		July 2023
	PROPOSAL:		
	PROPOSED FENCING ENCLOSURE TO EXISTING SAXILBY & DISTRICT MUGA (MULTI-USE GAMES AREA)		
INFORMED	SITE ADDRESS:		
	St. Andrews Community Centre, William Street, Saxilby, Lincoln, LN1 2LP		
	DRAWING TITLE:		
	Proposed Elevations		
DRAWING	DRAWING NO:	SCALE:	REVISION:
	23/228/Pr - 02	As shown	A
			A1

12. Appendix D: Photos of the site











MUGA Indicative Location On-Site:

