



Invitation to Tender for Architectural Services

**Community Building
Glebe Meadow
Church Road
Bishopstoke
SO50 6LQ**

**Bishopstoke Parish Council
Contract Number: 2603/BPC**

Programme Title: BPC-2603-00	Date Issued: March 2026
Document Title: BPC Tender Invitation	Version No: 1.0

Memorial Hall

Invitation to Tender for Architectural Services

Contract Number:	2603/BPC
Location:	
Return by Date:	Thursday 23rd April 2026, 12pm
Conditions of Contract	RIBA Plan of Works
Description of the Works	The Council is seeking architectural services / consultancy team to deliver a new community building. The scheme should be formulated on the basis of RIBA work plan 1-7 and fully costed should we wish to pursue the project further with the chosen architectural team. This initial process is to take the project up to stage 4 of the RIBA Plan of Work.
ITT Documents	BPC Tender Invitation Design Brief Building Requirements
Associated Surveys & Reports	To be Added
Drawings/Information	Appendix A – Indicative Site Location Plan Appendix B – Conservation Area Appraisal

A. Requirements

1. Contract details

- 1.1 Bishopstoke Parish Council wishes to invite organisations with the appropriate skills, experience, procedures and financial standing to submit a quotation for the Fee Bid as per requirement detailed in paragraph 7.
- 1.2 The works required are detailed in the Design Brief and Building Requirements, and the reports that are included in the tender documentation are also available from the Council.
- 1.3 Before submitting a tender, it is recommended that tenderers visit the site to fully acquaint themselves with the full extent and natures of the requirements to complete the works are included within the tender. Site visits can be arranged for any day between March 9th 2026 and April 17th 2026. Any additional costs will not be considered after receipt of the completed Form of Tender.

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2. Conditions of Contract

- 2.1 Following the evaluation of the quotations received, and subject to a satisfactory quotation being received along with an agreed programme of works, Bishopstoke Parish Council will award a contract based on the RIBA plan of works.

3. Timescales

- 3.1 Interested organisations are required to submit their quotation and their supporting documentation in English via email to the Clerk of Bishopstoke Parish Council (clerk@bishopstokepc.org) or by post to Bishopstoke Parish Council, BPC, PO Box 716, Eastleigh, SO50 0LQ by the following deadline:

Time: 12:00pm

Date: Thursday 23rd April 2026

Quotations that are received late or incomplete will be rejected and will not be considered for acceptance.

- 3.2 All quotations submitted must remain open for acceptance for a period of 90 days from the deadline date above.
- 3.3 It is the intention of Bishopstoke Parish Council to award a contract for these works by **Wednesday 13th May 2026**.
- 3.4 Bishopstoke Parish Council reserves the right not to accept any of the quotations that they receive and not to award a contract in connection with these works or to terminate this procurement process at any time.

4. Clarification

- 4.1 Any questions concerning the requirement, or of a qualification, technical or commercial nature, must be submitted via email to clerk@bishopstokepc.org. No other officers or Councillors of Bishopstoke Parish Council should be contacted directly in connection with this RFQ and any supplier that attempts such contact may be disqualified.
- 4.2 All questions received will be treated anonymously and Bishopstoke Parish Council's response will be added to the Central Digital Platform documents.
- 4.3 Should it be considered necessary, Bishopstoke Parish Council will seek clarification from suppliers on any elements of their quotation that they consider to be unclear.

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- 4.4 Site visits are by prior arrangement only and should be arranged with;
David Wheal, Clerk to Bishopstoke Parish Council (clerk@bishopstokepc.org)
Site visits should be undertaken between 9th March 2026 and 17th April 2026.

5. Quotation

- 5.1 For their quotation to be considered for acceptance, suppliers must complete in full each of the following three sections on the Bishopstoke Parish Council portal:

Envelope 1: Qualification Envelope: Supplier Selection Questionnaire (SSQ)
Envelope 2: Technical Envelope.
Envelope 3: Commercial Envelope.

- 5.2 Bishopstoke Parish Council reserves the right to exclude any quotation from consideration where the supplier concerned has not completed all three envelopes in full.

6. Financial Risk

- 6.1 As part of the evaluation of quotations received, and in accordance with its responsibilities to safeguard the expenditure of public money, it is Bishopstoke Parish Council policy to consider the economic and financial standing of the suppliers concerned.

- 6.2 For all suppliers that submit tenders, a financial risk analysis will be carried out. The evaluation methodology can include a verification of company identity, credit limits, contract limits, accounts, turnover, risk rating, borrowing limits, contract sums and whether there are any payment disputes. The financial assessment will be carried out by a CIPFA Qualified Accountant and will be assessed on a pass/fail basis.

7. Pricing

- 7.1 All suppliers must submit their quotation through the Commercial Envelope.
- 7.2 All prices must be fixed for the period of the works and be inclusive of all services but exclusive of VAT.
- 7.3 Where requested, suppliers must provide a breakdown of their prices with appropriate descriptions. (Please see Tender Requirements in the Design Brief and Building Requirements documents.)

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8. Evaluation

Qualification Envelope: Supplier Selection Questionnaire (SSQ)

- 8.1 The suitability and capability of suppliers to carry out these works will be determined by Bishopstoke Parish Council based upon the responses received in the Qualification Envelope: Supplier Selection Questionnaire (SSQ). This section is scored entirely on a "pass or fail" basis.
- 8.2 For those suppliers that satisfy the Qualification Envelope, their quotations will be evaluated on the basis of the "most advantageous tender" and Bishopstoke Parish Council will identify this using the selection criteria of 60% Price / 40% Quality.

Technical Envelope

- 8.3 For the purposes of the quality evaluation the following questions are asked in the Technical Envelope. Suppliers must respond to each of these questions in sufficient detail in order to meet the minimum scoring requirement :

Question No.	Description	Weighting
1	Previous experience/Case Studies Please provide specific examples of previous experience with similar projects in the last 3 years which clearly explain your approach to the delivery of the project.	50%
2	Initial Designs: Please provide very brief initial design concepts to help the client understand your vision for the new facility.	10%
3	Professional Team and Health and Safety: Please submit experience and qualifications of the proposed design team and how they will all work together should services be brought in, also, describe how your company will manage the requirements of a Principal Designer under the Construction (Design and Management) Regulations 2015 and how you will liaise with the Contractor to share any information relevant to the planning, management, monitoring and coordination of the pre-construction & construction phase.	40%

- 8.4 The responses to each of the quality questions will be evaluated by a team from Bishopstoke Parish Council and scored from 0 to 5 using the Scoring Scale noted below. Each response must receive a minimum of 3 marks for the suppliers' quotation to be considered for acceptance.

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Scoring Scale

Score	Rating	Criteria for Awarding Score
0	Unacceptable	Does not meet the requirement. Does not comply and / or insufficient information provided to demonstrate that either in understanding and / or details around proposed methodology, with little / no evidence to support the response. Alternatively, no response to the question or a response that is significantly irrelevant or inaccurate. Fail.
1	Serious Reservations	Limited response provided, or a response that is inadequate, inaccurate and / or only partially addresses the question. Serious reservations regarding the response provided, either in understanding and / or details around proposed methodology, and / or little / no evidence to support the response. Fail.
2	Minor Reservations	Satisfies the requirement but there are clearly minor reservations of the response provided, either in understanding the requirement, and / or details around proposed methodology, and / or limited evidence to support the response. There would be concerns that requirements would require intervention or ongoing issues. Fail.
3	Satisfactory	A satisfactory response submitted in terms of the level of detail, accuracy, relevance and evidence in their ability / proposed methodology to deliver a solution. Aspects of the response may be good but there are some omissions of important factors or negative indications that reduce the extent to which the requirements will be met.
4	Good	A good response submitted in terms of detail and relevance that meets the requirements without significant negative inconsistencies. The Tenderer demonstrates an understanding of the requirement and evidence of their ability / proposed methodology to deliver a solution. The requirements would be met to a good standard without intervention or significant ongoing issues.
5	Excellent	An excellent response submitted in terms of detail and relevance which clearly fully meets the requirements with no negative implications. Demonstrates excellent understanding and evidence in their ability / proposed methodology to deliver a solution.

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Commercial Envelope

- 8.5 The prices received from suppliers will be evaluated as follows: (Lowest price / Bidder's price) * Weighting. This means that the lowest priced tender will receive 60% with all other higher bids scored relative to the lowest price.
- 8.6 For example, where three tenders are received, if the lowest overall tender is £20,000, that tender will be awarded 60%. The second lowest bid received of £22,000 will therefore be awarded with 54.55% and the highest bid received at £25,000 will be awarded with 48%.
- 8.7 The percentage commercial score will then be added to the percentage quality score.

9. Confidentiality

- 9.1 All information that is provided to suppliers in connection with this ITT is considered to be of a confidential nature and should not be disclosed to a third party except for the purposes of preparing a quotation. Bishopstoke Parish Council assures confidentiality to those that submit quotations.
- 9.2 Copyright in the documents comprising the contract is vested in Bishopstoke Parish Council but the successful Consultant may obtain, or make at their own expense, any further copies required for use by them in performing the contract.

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A. Qualification Envelope: Supplier Selection Questionnaire (SSQ)

Part 1: Potential Supplier Information

Section 1	Potential Supplier Information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status; a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes No N/A
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes No
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	

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1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one); a) Voluntary Community Social Enterprise b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes No
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: ² - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ³ (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
1.1(p)	Details of ultimate parent company: - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

² UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance.](#)

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

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Please provide the following information about your approach to this procurement:

Section 1		Bidding model	
Question number	Question	Response	
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes No If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.	
1.2(a) - (ii)	Name of group of economic operators (if applicable)		
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.		
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes No	

1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.				
	Name				
	Registered address				
	Trading status				
	Company registration number				
	Head Office DUNS number (if applicable)				
	Registered VAT number				
	Type of organisation				
	SME (Yes/No)				
	The role each sub-contractor will take in providing the works				
	The approximate % of contractual obligations assigned to each sub-contractor				

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Contact Details and Declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name:	
1.3(b)	Name of organisation:	
1.3(c)	Role in organisation:	
1.3(d)	Telephone:	
1.3(e)	Email:	
1.3(f)	Postal address:	
1.3(g)	Signature:	
1.3(h)	Date:	

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Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	Yes No If Yes please provide details at 2.1(b)
	Corruption.	Yes No If Yes please provide details at 2.1(b)
	Fraud.	Yes No If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes No If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes No If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes No If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction: Identity of who has been convicted: If the relevant documentation is available electronically please provide the web address, issuing authority and the precise reference of the documents.</p>	

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2.2	If you have answered yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Yes No
2.3(a)	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes No
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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Section 3		Grounds for discretionary exclusion	
	Question	Response	
3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>		
3.1(a)	Breach of environmental obligations?	Yes No If yes please provide details at 3.2	
3.1 (b)	Breach of social obligations?	Yes No If yes please provide details at 3.2	
3.1 (c)	Breach of labour law obligations?	Yes No If yes please provide details at 3.2	
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes No If yes please provide details at 3.2	
3.1(e)	Guilty of grave professional misconduct?	Yes No If yes please provide details at 3.2	
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes No If yes please provide details at 3.2	
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes No If yes please provide details at 3.2	
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes No If yes please provide details at 3.2	
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes No If yes please provide details at 3.2	

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3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes No If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes No If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes No If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes No If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

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Part 3: Selection Questions

Section 4 Economic and Financial Standing		
	Question	Response
4.1	<p>Are you able to provide a copy of your audited accounts for the last two years, if requested?</p> <p>If you have answered no, can you provide one of the following. (Answer yes/no in the relevant box.)</p> <p>(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.</p> <p>(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p>	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p>

Section 5 If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:		
Name of organisation:		
Relationship to the Supplier completing these questions:		
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes No
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes No
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes No

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Section 6	Technical and Professional Ability
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>
Contract 1	
Name of customer organisation:	
Point of contact in the organisation:	
Position in the organisation:	
E-mail address:	
Contract start date:	
Contract completion date:	
Estimated contract value:	
Description of the Contract (Maximum 500 words)	

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Contract 2	
Name of customer organisation:	
Point of contact in the organisation:	
Position in the organisation:	
E-mail address:	
Contract start date:	
Contract completion date:	
Estimated contract value:	
Description of the Contract (Maximum 500 words)	
Contract 3	
Name of customer organisation:	
Point of contact in the organisation:	
Position in the organisation:	
E-mail address:	
Contract start date:	
Contract completion date:	
Estimated contract value:	
Description of the Contract (Maximum 500 words)	

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6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>

Section 7		Modern Slavery Act 2015: Requirements under the Modern Slavery Act 2015	
7.1	Are you a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 (Transparency in Supply Chains)	Yes No	
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes Please provide the relevant URL No Please provide an explanation below	

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8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions	
8.1	Insurance	
	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below by indicating yes or no:</p> <p>Employer's (Compulsory) Liability Insurance = £10,000,000</p> <p>Public Liability Insurance = £10,000,000</p> <p>Professional Indemnity Insurance = £5,000,000</p> <p>It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	
8.2	Compliance with Equality Legislation	
8.2.1	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	Yes No
8.2.2	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p> <p>If you have answered "yes" to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	Yes No
8.2.3	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes No

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8.3	Environmental Management	
8.3.1	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or Authority (including local Authority)?</p> <p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	Yes No
8.3.2	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	Yes No
8.4	Health and Safety	
8.4.1	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	Yes No
8.4.2	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	Yes No
8.4.3	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes No
8.4.6	Has your organisation had any contracts terminated in the last 3 years, ever not had a contract renewed for failure to perform to the terms of the contract or any contracts where the customer has claimed damages?	Yes No

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Section 9	Business Activities
9.1	What are the main business activities of your organisation

B. Technical Envelope

Suppliers must respond to each of these questions in sufficient detail in order to meet the minimum scoring requirement.

Section 10	Question
10.1	Previous experience/Case Studies Please provide specific examples of previous experience with similar projects which clearly explains your approach to the delivery of the project. (Maximum 500 words)

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10.2	<p>Initial Designs Please provide very brief initial design concepts to help the client understand your vision for the new facility. (Maximum 500 words)</p>
10.3	<p>Professional Team and Health and Safety Please submit experience and qualifications of the proposed design team and how they will all work together should services be brought in, also, describe how your company will manage the requirements of a Principal Designer under the Construction (Design and Management) Regulations 2015 and how you will liaise with the Contractor to share any information relevant to the planning, management, monitoring and coordination of the pre-construction & construction phase.</p>

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C. Financial Envelope

Form of Tender

The form of tender is in four parts;

- Part 1: Tenderer's contact details
- Part 2: Acknowledgement and undertaking
- Part 3: Fee proposal
- Part 4: Statement of interest.
- Part 5: Collusive tendering certificate

You must complete and return all four parts. Each part must be signed by representatives who are authorised on behalf of the tenderer.

Part 1: Tenderer's contact details

Name of Tenderer:

Registered office address:

Business address (if different):

Name of Contact:	
Tel. no:	Fax no:
E-mail address:	

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Part 2: Acknowledgement and undertaking

1. We acknowledge that Bishopstoke Parish Council has invited us to tender for Architectural and Construction consultancy services for designing and potential construction of a new community building, providing new facilities for the local community.
2. We acknowledge that we have examined the documents and the terms and conditions of contract and have had the opportunity to ask Bishopstoke Parish Council for clarification and to propose changes before we submit our tender.
3. We acknowledge that we have received notice of any changes to the documents or the terms and conditions or both that Bishopstoke Parish Council are prepared to accept.
4. We acknowledge that Bishopstoke Parish Council has made clear to us that it will not enter into any negotiations whatsoever on the terms and conditions of contract after the latest date for submission of tenders.
5. In consideration of Bishopstoke Parish Council inviting us to tender for this contract, we agree and declare that our tender is not qualified by or conditional upon any changes to the documents or the terms and conditions of contract, other than those (if any) which Bishopstoke Parish Council has advised us it is prepared to accept.
6. We undertake that, if our tender is acceptable to Bishopstoke Parish Council, we will not seek to introduce or negotiate any changes to the terms and conditions of contract nor to delay execution or signature of the contract documents by reason of any such changes.
7. We acknowledge that we have had the opportunity to take legal, commercial and insurance advice from our professional advisers before making this tender.

Signed:
Name in capitals:
Position in company:
This signatory is authorised to sign this Acknowledgement and Undertaking for and on behalf of (tenderer):
Date:

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Part 3: Fee proposal

Offer for a contract for: Architectural and Construction consultancy services for the design and potential construction of a new community building, providing new facilities for the local community

To: Bishopstoke Parish Council.

1. We have examined the instructions to tenderers and conditions of contract and all other documents issued by Bishopstoke Parish Council for the supply of works in connection with the above contract.

We hereby offer and undertake to provide the service throughout the duration of the Contract in conformity with the Conditions of Contract, our tender proposals and all appendices, pricing documents and other tender documents submitted herewith for :-

Tender Sum:	(+ VAT)
We understand that a performance bond will be required amounting to ten percent of the Contract Sum.	
We have included the sum of £..... in our tender	

(Please note that your tender will be deemed invalid if you do not submit the method statements and detailed resource programme for the works as requested in Section 10 of the Technical Envelope along with your tender)

2. Should our tender be accepted, we undertake to execute a formal agreement incorporating the documents mentioned above. Until such an agreement is executed, this Form of Tender and the acceptance hereof by Bishopstoke Parish Council shall constitute a binding contract between us.
3. We acknowledge and understand that the insertion by us of any conditions qualifying our tender or any unauthorised alteration to any of the tender documents shall cause our tender to be rejected.
4. We understand and accept Bishopstoke Parish Council’s requirement for genuine competition in tender procedures, in order to achieve best value. In consideration of your inviting us to tender, we undertake not to do any of the acts to (f) mentioned below. We understand that you will reject our tender if you have reason to believe we have done any of those acts, or have otherwise jeopardised the genuine competition of the tender procedure and that you may report us to the Office of Fair Trading or the Metropolitan Police or both. We understand that you may take steps, including proceedings through the courts, to recover from us any costs or losses incurred by the Council as a result of our anti-competitive behaviour.

We certify that this is a bona fide tender and we have not;

- (a) entered into any agreement with any other person with the aim of preventing tenders being made or as to the amount of any tender or the conditions upon which any tender is made;
- (b) informed any other person of the amount or approximate amount of our tender or any other details of our tender, except where such disclosure was necessary to

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- obtain insurance quotations required for the preparation of the tender or to take advice from our legal and financial advisers;
- (c) caused or induced any person to enter into such an agreement as mentioned in paragraph (a) above or to inform us of the amount or approximate amount of any other tender for the contract;
 - (d) sought or obtained any confidential information from an employee, ex-employee, consultant or member of Bishopstoke Parish Council;
 - (e) directly or indirectly canvassed any member, officer, servant or agent of Bishopstoke Parish Council concerning the acceptance of any tender or directly or indirectly obtained or attempted to obtain from any member or officer, information concerning any other tenderer or any tender submitted by another tenderer;
 - (f) offered or agreed to pay or give any sum of money, inducement 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 this tender or any other tender or proposed tender for the Works any act of the sort described in paragraphs 4(a), (b), (c), (d) or (e).

We also undertake not to do any of the acts mentioned in paragraphs 4(a), (b), (c), (d), (e) or (f) before the latest date and time specified for return of tenders for the contract. In this paragraph, "person" includes companies, firms and unincorporated associations and "agreement" includes any arrangement, whether formal or informal and whether legally binding or not. We also certify that we are not a party to any scheme or arrangement under which any other tenderer may be reimbursed any part of his/her tender cost.

- 5. We agree that Bishopstoke Parish Council may, at their sole discretion, contact any third parties quoted in our tender proposals and may, if they so wish, make inspections of completed projects, the details of which will be provided, if required by Bishopstoke Parish Council.
- 6. We agree that this tender shall remain open for acceptance by you and shall not be withdrawn for a period of **120 days** from the latest date for return of tenders.
- 7. We acknowledge that you are not bound to accept the lowest or any tender you may receive, and that you will not pay any expenses incurred by us in connection with the preparation and submission of this tender.
- 8. We acknowledge that the Freedom of Information Act 2000 gives a general right of access to information held by public authorities and that Bishopstoke Parish Council's decision on what information will be released in response to an access request is final. We understand that Bishopstoke Parish Council may apply relevant exemptions in appropriate cases.

Signed:
Name in capitals:
Position in company:
This signatory is authorised to sign this acknowledgement and undertaking for and on behalf of (tenderer):
Date:

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Part 4: Statement of interest

Any organisation failing to disclose relationships may be disqualified from being invited to quote or tender.

I / we confirm that no officer, employee or consultant of our organisation is an employee or ex-employee of Bishopstoke Parish Council.

I / we confirm that no officer, employee or consultant of our organisation is connected to an employee or ex-employee of Bishopstoke Parish Council.

I / we confirm that no officer, employee or consultant of our organisation is an elected member of the Council or someone who has been an elected member in the last 4 years.

I / we confirm that no officer, employee or consultant of our organisation is related to or otherwise connected with an elected member of Bishopstoke Parish Council.

I / we confirm that no officer, employee or consultant of our organisation is involved directly, or indirectly, in providing services to the Bishopstoke Parish Council.

I / we confirm that no officer, employee or consultant of our organisation, is involved in any other organisation/company that may be interested in bidding for Bishopstoke Parish Council works under this tender procedure.

Please use this space to declare any interests that are in conflict with the above statements:

Signed:
Name in capitals:
Position in company:
This signatory is authorised to sign this acknowledgement and undertaking for and on behalf of (tenderer):
Date:

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Part 5: Collusive Tendering Certificate

Tenderers should read the attached documents before signing this Certificate.

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of our tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:-

1. Communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the appropriate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
2. Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
3. Offering or paying or giving or agreeing 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 below.

In this certificate, the word 'person' includes any persons or anybody or associated, corporate or unincorporate; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Signed:

On behalf of:

Date:
