



Tender Specification

(Open Procedure)

Tender for: Food Technology Classroom Refurbishment

Contract Period: one off order – May 2026

Reference: WMAT202505

Date: April 2026

Contents

1.0 Introduction	3
2.0 Definitions	4
3.0 Scope of requirements	4
4.0 Quality requirements	5
5.0 Pricing	5
6.0 Social Values	5
7.0 Management of the contract	5
8.0 Tender process	6

1.0 Introduction

Wessex Multi Academy Trust is an academy trust which currently comprises of 12 schools and one MAT Head Office:

Bere Regis Primary and Preschool
Southbrook, Bere Regis, Wareham, Dorset, BH20 7DB

Damers First School
Liscombe Street, Poundbury, Dorchester, Dorset, DT1 3DF

Dorchester Middle School
Queen's Avenue, Dorchester, Dorset, DT1 2HS

Frome Valley CofE VA First School
School Drive, Crossways, Dorchester, Dorset, DT2 8WR

Manor Park Church of England First School
Mellstock Avenue, Dorchester, Dorset, DT1 2BH

Milborne St Andrew First School
Hopsfield, Milborne St Andrew, Blandford Forum, Dorset, DT11 0JE

Piddle Valley Church of England First School
Piddletrenthide, Dorchester, Dorset, DT2 7QL

Puddletown Church of England First School
Dorchester Road, Puddletown, Dorchester, Dorset, DT2 8FZ

St Mary's Church of England Middle School
Coombe Road, Puddletown, Dorchester, Dorset, DT2 8SA

St Osmund's Church of England Middle School
Barnes Way, Dorchester, Dorset, DT1 2DZ

The Purbeck School
Worgret Road, Wareham, BH20 4PF

The Thomas Hardy School
Queen's Avenue, Dorchester, DT1 2ET

The contract will be held by the contracting authority, Wessex Multi Academy Trust (Wessex House, 4 Poundbury Business Centre, Holmead Walk, Poundbury, Dorchester, DT1 3GE) as the responsible body for the schools listed above.

This tender is for works at Dorchester Middle School.

2.0 Definitions

Customer/School	means the Contracting Authority(s) as identified in the Order Form and associated schools listed in section 1.0 Introduction
Provider/Supplier	means the person, firm, or company with whom the Contracting Authority enters into the Contract as identified in the Order Form
Site	means the premises of Wessex Multi Academy Trust or one of its schools.
Food Technology Classroom Renovation	Defined by the specification in 3.2.

3.0 Scope of requirements

3.1 The trust wishes to tender for the renovation of one food technology classroom.

3.2 Specification of works:

The measurements are to be determined at the site visit by the supplier.

To supply labour, plant and materials to carry out the following:

1. Isolate and disconnect all electrical and plumbing services to existing workstations
2. Dismantle, remove and dispose of all workstations and shelving.
3. Set aside all electrical and gas appliances for disposal by others.
4. Remove and dispose of existing vinyl flooring, prepare floor and lay new slip resistant vinyl flooring to match existing across the school.
5. Remove and dispose of existing stud partition to store room.
6. Supply and instal new stud partition, comprising of stud partition, insulation, ply lined, 12.5mm plasterboard each side with plaster finish, install new frame, flush door with ironmongery, new architrave and skirting.
7. Complete first fix electrical and plumbing works taking into account the requirements for 4 additional supplies for induction hobs from the distribution board located within the Food Tech room.
8. Supply and install kitchen workstations to include oven, hob, sink and work area, as shown or similar to the plan accompanying this tender. Worktops to include mounted pedestal boxes for cooker/hob switches and socket outlets.
9. One workstation must be accessible with height adjustable worktops.

10. Carry out final connections to all new electrical, water and waste connections/outlets.

11. Upon satisfactory completion of testing, electrical certificates to be issued.

3.3 It is required that the food technology classroom renovation, when ordered is delivered and installed to the relevant school on the order form, school addresses are listed in 1.0.

3.4 Once orders are placed, it is required that the works take place in the summer holidays and is completed no later than **Friday 28th August 2026**.

3.5 Invoices must be sent to Dorchester Middle School; the full address is listed in 1.0, after delivery and installation.

3.6 Stocks levels of materials must be sufficient to fulfil the order from May 2026, as detailed in 3.2.

4.0 Quality requirements

4.1 The supplier must have capacity to deliver the project within the timescale detailed in 3.4.

4.2 Quotes must include all requirements specified in 3.2.

4.3 The supplier must be able to demonstrate that they can meet the quality requirements, through demonstration of previous works through references or a portfolio of works.

4.4 Suppliers who have an environmental policy or strategy would support the Trusts sustainability strategy.

5.0 Pricing

5.1 The quote provided to tender shall remain for the period of the contract.

6.0 Social Values

6.1 The customer must demonstrate their social values.

6.2 The customers strategic plan should include a target to improve sustainability; therefore, it is required that the supplier has:

- Sustainability practices in place and can demonstrate these if requested by the customer.

7.0 Management of the contract

7.1 The performance of the contract shall be managed by the customer and the supplier. The supplier shall provide a proactive account manager to ensure that all

specifications above are achieved to the highest standard throughout, the contract period.

7.2 Wessex Multi Academy Trusts terms and conditions for the supply of goods and services apply.

8.0 Tender process

8.1 Submission of tender

8.1.1 Tenderers (suppliers) are required to submit their tender by emailing the documents listed in 8.1.3 to procurement@wessex.ac by **Sunday 10th May 2026, 23:59pm.**

8.1.2 It is the tenderers responsibility to ensure that the tender is submitted to the email address stated in 8.1.1 by the date and time stated in 8.1.1.

8.1.3 Tenderers are required to submit:

1. a written quotation for all elements of the specification listed in 3.2, on company headed stationery.
2. option layout drawings.
3. a reference or portfolio of works as detailed in 4.3.
4. a one-page document that details the suppliers' social values as per 6.0.
5. details of the proposed delivery and installation date to meet the deadline stated in 3.4.
6. form of tender.

Failure to answer and fully complete the tender documentation will result in the Trust rejecting the tender as a fail/non-compliant bid.

8.1.4 Late tender submissions that are received after the closing date/time will not be considered.

8.1.5 The information supplied in the tender will be checked for completeness and compliance before responses are evaluated. The Trust expressly reserves the right to require a tenderer to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the tender. However, the Trust is not obliged to make such requests.

8.1.6 The supplier can submit questions in relation to the tender prior to submission by emailing procurement@wessex.ac by **Wednesday 6th May 2026, 23:59pm.**

8.1.8 To assist suppliers in preparing their tender a site visit has been arranged for **Wednesday 6th May 2006 at 4.00pm.** Please report to reception and ask for George Eveleigh. Please confirm your attendance via procurement@wessex.ac before **Friday 1st May 2026.**

8.1.9 The customer reserves the right to cancel the tender process at any point. The customer is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this contract.

8.2 Evaluation

8.2.1 Evaluations will be undertaken by staff members of the Trust, who will follow a systematic and comprehensive process in accordance with the award criteria and weightings detailed in 8.3.

8.2.2 Tenders will be evaluated to find the most suitable tenderer who can meet the specification and provide competitiveness of price.

8.3 Award criteria and weightings

8.3.1 Tenders will be awarded a score based on quality and price.

8.3.2 Tenderers documentation submitted as per 8.1.3 (points 2,3,4&5) will give the award score in terms of quality plus an evaluation of social value based on the criteria in 8.3.4.

8.3.3 Tenderers quotes will give the award score in terms of price.

8.3.4 Award Criteria and Weightings

Award Criteria and Weightings		
Price	70% (Pricing schedule)	
Quality	30% (Quality questions) consisting of:	
	Option Layout Drawing	10%
	Reference or portfolio of works	5%
	Social Values	10%
	Ability to delivery the project as per the timescale	5%

Quality evaluation scoring	<p>10 - An Excellent Response, where the tenderer:</p> <ul style="list-style-type: none"> • demonstrates a comprehensive understanding of the requirement(s); and • meets the requirement(s) in all areas; and • demonstrates the ability to deliver the requirement(s) to a high standard; and • provides comprehensive evidence provided relating to the requirement(s) is detailed and demonstrating high quality; and • could not be expected to answer more comprehensively or appropriately. <p>8 - A Good Response, where the tenderer:</p> <ul style="list-style-type: none"> • demonstrates a good understanding of the requirement(s); and • meets the requirement(s) in all areas; and • demonstrates the ability to deliver the requirement(s) above a basic standard; and • provides good detail and evidence in relation to the requirement(s) demonstrating good quality. <p>5 - An Acceptable Response, where the tenderer:</p> <ul style="list-style-type: none"> • demonstrates at least a basic understanding of the requirement(s); and • meets the requirement(s) in all areas; and • demonstrates the ability to deliver the requirements to at least a basic standard; and • provides detail and evidence in relation to the requirement(s) demonstrating acceptable quality. <p>2 - A Poor Response, where the tenderer:</p> <ul style="list-style-type: none"> • does not demonstrate at least a basic understanding of, or misunderstands some parts of, the requirement(s); and/or • does not meet the requirement in at least one area; and/or
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	<ul style="list-style-type: none"> • does not demonstrate the ability to deliver the requirement(s) to at least a basic standard; and/or • provides insufficient detail and/or evidence in relation to the requirement(s) to demonstrate acceptable quality. <p>0 - An Unacceptable Response, where the tenderer:</p> <ul style="list-style-type: none"> • has failed or refused to provide a response; or <ul style="list-style-type: none"> • provides a response not relevant to the requirement; or • provides a response which causes the evaluator concern that accepting the response would damage the reputation of the Authority. <p>Once each question is scored the total score will be calculated to a % score to a total of 60%.</p>
Price evaluation scoring	<p>The equations below are used to reach to the price score:</p> <p>Stage 1: All pricing schedules are compared against the lowest bid to reach a percentage difference from the lowest bid. Equation: $\text{Price bid} - \text{lowest bid} / \text{lowest bid} * 100 = \text{Sum A}$</p> <p>Stage 2: Sum A is then shown as % different from 100. Equation: $100 - \text{Sum A} = \text{Sum B}$</p> <p>Stage 3: Sum B is then divided by 100 to show it as a figure. Equation: $\text{Sum B} / 100 = \text{Sum C}$</p> <p>Stage 4: Sum C is then multiplied by the maximum score of 0.7 to reach the final score. Equation: $\text{Sum C} * 0.7$</p> <p>The final score is then entered into the evaluation scoring and will be within 2 x decimal places, eg. 3.50.</p>

	No minus scores can be entered into the evaluation; therefore, any minus scores will be entered as 0.
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8.4 Procurement timetable

Activity	Timescale
Tenders invited	Monday 27 th April 2026
Tender questions submitted by	Wednesday 6 th May 2026, 23:59pm
Site visits conducted on	Wednesday 6 th May 2026, 4.00pm
Tender closes / submission date	Sunday 10 th May 2026, 23:59pm
Evaluation	Monday 11 th and Tuesday 12 th May 2026
Trustee approval	Wednesday 20 th May 2026
Standstill period	Thursday 21 st May 2026 – Monday 1 st June 2026
Award contract	Tuesday 2 nd June 2026
Contract begins / Order placed	Wednesday 3 rd June 2026