



Tender Specification

(Open Procedure)

Tender for: Outdoor Learning Play Space

Contract Period: July 2026 – August 2027

Reference: WMAT202506

Date: June 2026

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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 Manor Park First 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.
Outdoor Learning Play Space	Defined by the specification in 3.2.

3.0 Scope of requirements

3.1 The trust wishes to tender for the renovation of an outdoor learning play space.

3.2 Specification of works:

The project consists of 2 lots:

Lot	Item
Lot 1	External playground – specification of works is below
Lot 2	Courtyard (shown in purple of the attached sketch) – specification of works is below

The project will transform the external playground and courtyard area of the school into a new learning space and play area through use of coloured rubber tarmac/wet pour surfacing and a variety of play/sensory equipment.

Suppliers to include suitable surfacing for high traffic pedestrian routes used by parents and pupils at the beginning and end of each day. The route is shown on the attached sketch.

Layout to include use of coloured surfacing to link pedestrian gate to each classroom door identified. Extent of area for surfacing is shown outlined in red on attached sketch.

Each distinct area should be designed with age of children in mind and examples of the schools thinking is shown on the attached sketch.

Suppliers to confirm warranty period and post installation support.

Schedule of works

Lot 1: External Playground

- Visit school to discuss the requirements and type of play/learning equipment. All play equipment to be ground level.

- Prepare drawings/illustrations of proposed layout for approval
- Remove existing metal fence and set aside for re-use.
- Carry out excavation of existing tarmac surfacing. Approx area 1150m².
- Excavate sand pit area to suitable depth and lay suitable membrane and retaining structure in preparation for sand. Suitable cover to be provided to prevent access from animals.
- Prepare existing sub-base for new surfacing.
- Install picket fence and gates. Approx length 40 metres. Maximum height of fence 1metre.
- Lay new surfacing to pre-approved layout.
- Supply and install play equipment, constructed in natural wood.

Works can commence from 22nd July 2026.

Works to be completed by 30th October 2026.

Lot 2: Central Courtyard

- Carry out demolition, removal and disposal of existing timber framed sensory room, brick walls, paving slabs and fencing.
- Carry out excavation of existing tarmac surfacing and prepare ground for new surfacing.
- Approx area 120m².
- Lay new surfacing to pre-approved layout.

Works will take place subsequent to drainage works in the courtyard being completed, dates tbc.



Manor Park First
School Outdoor Lea

3.3 It is required that the outdoor learning play space 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 at the school and **is completed within the timeframe stated in 3.2.**

3.5 Invoices must be sent to Manor Park First 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 July 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 **of the lot as** 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 **Friday 26th June 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 lot listed in 3.2 that the supplier wishes to tender for**, on company headed stationery. **The quotation must clearly label which lots are included.**
2. completed quality questions with attachments if applicable.

3. details of the proposed delivery dates for lot 1, if the supplier is tendering for that lot.

4. 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 **Friday 19th June 2026, 12:00pm.**

8.1.8 To assist suppliers in preparing their tender a site visit can be arranged by emailing procurement@wessex.ac, site visits must be completed by **Friday 19th June 2026, 12.00pm.**

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 (point 2) will give the award score in terms of quality and social value.

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	30% (Pricing schedule)
Quality	70% (Quality questions) Includes 10% for social value

Quality evaluation scoring	10 - An Excellent Response, where the tenderer: • 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. 8 - A Good Response, where the tenderer: • 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. 5 - An Acceptable Response, where the tenderer: • 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. 2 - A Poor Response, where the tenderer:
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	• 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 • 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. 0 - An Unacceptable Response, where the tenderer: • has failed or refused to provide a response; or • 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. Once each question is scored the total score will be calculated to a % score to a total of 70%.
Price evaluation scoring	The equations below are used to reach to the price score: Stage 1: All pricing schedules are compared against the lowest bid to reach a percentage difference from the lowest bid. Equation: $\text{Price bid} - \text{lowest bid} / \text{lowest bid} * 100 = \text{Sum A}$ Stage 2: Sum A is then shown as % different from 100. Equation: $100 - \text{Sum A} = \text{Sum B}$ Stage 3: Sum B is then divided by 100 to show it as a figure. Equation: $\text{Sum B} / 100 = \text{Sum C}$ Stage 4:

	Sum C is then multiplied by the maximum score of 0.3 to reach the final score. Equation: Sum C * 0.3 The final score is then entered into the evaluation scoring and will be within 2 x decimal places, eg. 3.50. 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	Tuesday 2 nd June 2026
Site visits conducted by	Friday 19 th June 2026, 12.00pm
Tender questions submitted by	Friday 19 th June 2026, 12:00pm
Tender closes / submission date	Friday 26 th June 2026, 23:59pm
Evaluation	Monday 29 th and Tuesday 30 th June 2026
Trustee approval	Wednesday 8 th July 2026
Standstill period	Thursday 9 th July 2026 – Monday 20 th July 2026
Award contract	Tuesday 21 st July 2026
Contract begins / Order placed	Wednesday 22 nd July 2026