



Tender Specification

Tender for: Minibus

Contract Period: One Off Contract – November 2026

Reference: WMAT202601

Date: September 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 purchasing a minibus for St Osmund's CE 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.
Minibus Purchase	Defined by the specification in 3.2.

3.0 Scope of requirements

3.1 The trust wishes to tender for a minibus.

3.2 Specification of works:

Requirement

*St Osmund's CE Middle School seeks tenders for the supply of **one new lightweight 17-seat minibus** that can be driven **without a D1 licence requirement**, subject to applicable UK legislation and vehicle classification. Suppliers are invited to propose the most suitable vehicle meeting the requirements outlined below.*

Vehicle Details

Vehicle Type

Lightweight 17-seater minibus, suitable for school transport operations. Vehicle to be supplied road-ready, registered and compliant with all current UK legislation

Make and Model - To be proposed by supplier

Fuel Type - To be proposed by supplier

Transmission - Automatic gearbox

Exterior Colour - White

Interior Trim - Manufacturer's standard trim or supplier recommendation

Exterior Features

The vehicle shall include:

Glazed sliding windows within sliding passenger doors

Rear parking sensors

Electrically adjustable heated twin-lens door mirrors

Basic signwriting/livery

Mechanical Features

The vehicle shall include Power steering, Upgraded suspension and vehicle plating to 4,250kg GVW

Safety and Security

The vehicle shall include:

Advanced Anti-lock Braking System (ABS)

Driver airbag

Reverse alarm

Spare wheel and winch pack

Warning triangle

Glass-breaking emergency hammer

Heavy-duty rear door stays

Modification of rear doors to allow opening in a single movement

Interior Features

Driver and Passenger Comfort

Air conditioning to front cab area

Optional quotation for full passenger compartment air conditioning

Electric front windows

Flooring

Hard-wearing, non-carpet flooring suitable for school transport operations

Seating

Seating capacity: 17 passengers

Lockable seating arrangement where available and recommended by supplier

Accessibility Requirements

The vehicle shall include:

Fold-out wheelchair access ramp

Wheelchair restraint system

Type and specification to be proposed by supplier

Automatic retractable entrance step

Handrails

Left-hand side entrance handrail at passenger loading door

Front passenger grab handle

Audio and Communications

The vehicle shall include:

DAB radio

Bluetooth connectivity

USB connectivity compatible with Apple CarPlay and Android Auto

Rear passenger speakers

Electrical Features

The vehicle shall include Entrance step light, Entrance/exit warning light and buzzer, Automatic LED lighting at all passenger entrances and exits, Dash-mounted monitor

Driver Aids

The vehicle shall include Rear parking sensors, Reverse alarm, Dash-mounted monitor

Storage

The vehicle shall include Lockable storage cubby within the front cabin area

Signage Requirements

The vehicle shall be supplied with appropriate and durable signage including:

Vehicle dimensions plates

"Mind Your Head" signs at side and rear doors

First Aid signs

Fire Extinguisher signs

Seating capacity sign

Wheelchair equipment instruction signs (where applicable)

Dashboard switch identification labels

Tyre pressure information above wheel arches

No Smoking signs

Speed limiter sign

Equipment to be Supplied

The vehicle shall be supplied with:

Two (2) fire extinguishers

One (1) first aid kit

Warning triangle

Glass-breaking emergency hammer

Spare wheel and winch pack

4.0 Quality requirements

4.1 Quotes must include all requirements as specified in 3.2.

4.2 The supplier can quote for up to a maximum of 3 vehicles.

4.3 The supplier must be able to demonstrate that they can meet the quality requirements, through responses to the quality questions.

4.4 Suppliers who can demonstrate social value for example through 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.

5.2 The quote provided to tender must include all aspects of the specification in 3.2.

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 **Monday 5th October 2026 Middy**.

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 listed in 3.2 on company headed stationery. The quotation must clearly breakdown the requirements of the specification as per 3.2. Maximum of 3 vehicles to be quoted for per supplier as per 4.3.
2. completed quality questions with attachments if applicable.
3. 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 **Monday 28th September 2026**.

8.1.7 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	50% (Pricing schedule)
Quality	50% (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: • 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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	• 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 50%.
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 0.5 to reach the final score. Equation: $\text{Sum C} * 0.5$ The final score is then entered into the evaluation scoring and will be within 2 x decimal places, e.g. 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	Monday 14 th September 2026
Tender questions submitted by	Monday 28 th September 2026
Tender closes / submission date	Monday 5 th October 2026 midday
Evaluation	Tuesday 6 th October 2026
Trustee approval	Wednesday 14 th October 2026
Standstill period	Thursday 15 th October – Monday 26 th October 2026
Award contract	Monday 2 nd November 2026
Contract begins / Order placed	November 2026