

Invitation to Tender

Bournes Green Nursery Extension

Reference: ITT-BGS-001

Issue Date:

Tender Submission Deadline:

Contracting Authority: Southend East Community Academy Trust

Introduction

SECAT invites suitably qualified and experienced contractors to submit tenders for the construction of an extension to the existing nursery facility located at Bournes Green Infant School & Nursery.

The purpose of this project is to increase nursery capacity, enhance learning environments, and improve facilities for children, staff, and families. The successful contractor will be expected to deliver the works to a high standard, within the agreed budget and programme.

Project Location

Bournes Green Infant School

Burlescoombe Road

Southend-on-Sea

Essex

SS1 3PS

Project Description

The proposed works include, but are not limited to:

- Construction of a new single-story extension of approximately 100 square metres.
- Structural Steel works.
- Roofing.
- External walls, windows and doors.
- Internal walls, doors and ceiling grid.
- Painting and decorating.
- Compliance with all current building regulations and statutory requirements.
- Testing, commissioning and handover.

Exclusion

- Foundation – There is already an engineer concrete slab installed.
- Mechanical, lighting and electrical installations.
- Heating and ventilation.
- Vinyl Flooring.
- Fire and Security.

Detailed drawings, specifications, and supporting documentation are attached to this invitation.

• **EMPOWERING CHILDREN AND SCHOOLS** •



Contract Requirements

The successful contractor shall:

- Provide all labour, materials, plant, and equipment necessary to complete the works.
- Act as Principal Contractor where required.
- Maintain appropriate health and safety standards throughout the project.
- Minimise disruption to nursery operations.
- Adhere to safeguarding requirements whilst working on a site occupied by children.
- Obtain any necessary approvals and certifications.
- Deliver the project within the agreed programme.

Project Timeline

Activity	Date
ITT Issued	7 th August 2026
Site Visit (Optional)	11 th August 2026 / 13 th August 2026
Deadline for Clarification Questions	19 th August 2026
Tender Submission Deadline	21 st August 2026
Tender Evaluation	w/c 24 th August 2026
Award Notification	28 th August 2026
Anticipated Start on Site	7 th September 2026
Anticipated Completion	4 th December 2026

Tender Submission Requirements

Tenderers should provide:

Company Information

- Company profile
- Company registration details
- Relevant licenses and accreditations

Experience

- Details of similar nursery, educational, or public sector projects completed within the last five years
- client references

Methodology

- Proposed approach to delivering the works
- Construction program
- Site management arrangements
- Safeguarding procedures
- Health and safety management plan

Pricing

- Fully itemised tender sum
- Breakdown of costs
- Schedule of rates
- Details of any exclusions or assumptions

Insurances

Evidence of:

- Public Liability Insurance (£10 million minimum)
- Employers' Liability Insurance (£10 million minimum)
- Professional Indemnity Insurance (where applicable)

Evaluation Criteria

Tenders will be evaluated based on the following criteria:

Criteria	Weighting
Price	40%
Relevant Experience	20%
Quality of Methodology	20%
Programme and Delivery Approach	10%
Health & Safety and Safeguarding	10%

The contracting authority reserves the right to request clarification or supporting information during the evaluation process.

Site Visit

Tenderers are encouraged to attend a site visit to familiarise themselves with the existing premises and project requirements.

Site Visit Date: 11th August 2026 at 10am / 13th August 2026 at 2pm

Name: Niall Lawlor

Position: Trust Estates Manager

Email: NiallLawlor@secat.co.uk

Telephone: 07871987350

Conditions of Tender

- The contracting authority is not bound to accept the lowest or any tender received.
- All costs incurred in preparing and submitting a tender shall be borne by the tenderer.
- Tender submissions received after the stated deadline may not be considered.
- All information supplied as part of this tender process shall be treated as confidential.

Submission Details

Completed tenders should be submitted electronically to:

Email: nialllawlor@secat.co.uk and terrydignam@secat.co.uk

Closing Date and Time: 21st August 2026 at 4pm

Contact for Clarifications

All clarification requests should be submitted in writing via email to:

Name: Niall Lawlor

Position: Trust Estates Manager

Email: NiallLawlor@secat.co.uk

Telephone: 07871987350

Supporting Documentation

1. BGI Nursery Extension.pdf
2. SECAT Specification.pdf
3. Loading Assessment.pdf
4. MAT Foundation Calculations.pdf
5. Nursery Calculations Rev A.pdf
6. 2026.03.17 Nursery Extension SBEMdata_sbem.pdf
7. 2026.03.17 Nursery Extension SBEMdata_brukl.pdf
8. 2026.03.17 Nursery extension Combined U Value Reports

Additional Information

- Site Working Times
 - Monday – Thursday 8am – 4.30pm
 - Friday 8am – 4pm
 - Saturday 8am – 1pm
- Delivery's - No site deliveries between 8:30am – 9am and 3.15pm – 3.45pm due to school start and end times.
- Site Security – Heras fencing will be provided by SECAT.
- Site Lighting – Contractor to supply.
- Welfare Facilities – Contractor to supply.
- Site Storage – Contractor to supply.
- Electric & Water – SECAT to supply adequate means

We look forward to receiving your tender submission and thank you for your interest in this project.

Regards

Terry Dignam

Deputy Chief Operating Officer

