



Tonyrefail & District Community Council

Invitation to Tender (ITT)

Construction of Retaining Wall – Penrhiwfer Allotments, Tonyrefail

Ref: TCC-T01/26

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1. Introduction

Tonyrefail & District Community Council ("the Council") invites tenders for the construction of a new retaining wall at Penrhiwfer Allotments, Tonyrefail, CF40 1RP.

This procurement is being undertaken under a 'tender-lite' process, as the estimated contract value is below the statutory public procurement threshold. The Council is seeking competitive, proportionate submissions from suitably experienced contractors.

2. Project Background

The existing retaining structure at Penrhiwfer Allotments has been surveyed and assessed and requires replacement. Following professional advice, the Council has approved the construction of a **2m high mass concrete block retaining wall**, designed by the Council's appointed structural engineer.

3. Scope of Works

The successful contractor will be required to undertake all works necessary for the construction of the retaining wall in accordance with the issued drawings and structural calculations, including (but not limited to):

- Site set-up, welfare and temporary works;
- Excavation and preparation of foundations;
- Construction of the mass concrete block retaining wall in accordance with the approved design;
- Backfilling and compaction;
- Drainage and weep holes as detailed in the drawings;
- Making good to adjacent allotment plots and surfaces affected by the works;
- Removal of all waste and surplus materials from site;
- Completion and handover of the works in a safe and tidy condition.

The contractor shall be responsible for checking all site dimensions and ground conditions prior to construction.

4. Contract Documents

The following documents are issued with this ITT and shall form the basis of the tender:

- Structural calculations and design information for the 2m mass block retaining wall (Vale Consultancy, Ref. 21690);

- Technical drawings and details (Vale Consultancy, Ref. 21690 SK01);
- Survey information relating to the existing wall (Vale Consultancy, Ref. 21690);
- This Invitation to Tender document.

In the event of any discrepancy, clarification must be sought from the Council prior to tender submission.

5. Programme

- **Tender closing date:** Friday, 20th February 2026 at 12pm.
- **Anticipated start on site:** To be agreed following appointment
- **Estimated construction period:** Tenderers are to propose a realistic programme for completion

The Council reserves the right to agree the final programme with the successful tenderer.

6. Site Access and Constraints

- The works are located within an operational allotment site;
 - Contractors must minimise disruption to allotment holders and ensure the site remains safe at all times;
 - Working hours shall be agreed in advance with the Council.
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7. Health, Safety and Compliance

Tenderers must:

- Comply with all relevant health and safety legislation and Construction (Design and Management Regulations 2015 (CDM) requirements;
 - Submit a Construction Phase Plan, risk assessments and method statements prior to commencement;
 - Hold public liability insurance of not less than £5 million;
 - Ensure all operatives are competent and appropriately qualified.
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8. Tender Submission Requirements

Tenders must include:

1. A **fixed price** for the full scope of works (inclusive of all labour, materials, plant, preliminaries and VAT) – *Annexure B: Pricing Schedule*;
2. A proposed programme for the works;
3. Details of relevant experience in constructing retaining walls or similar structures;
4. Details of **at least two contactable references** for comparable projects – *Annexure C: References*;
5. Confirmation of the tenderer's business address and principal area of operation;
6. Copies of relevant insurance certificates.

9. Tender Evaluation

Tenders will be evaluated on the basis of the **Most Advantageous Tender (MAT)** using the following weighted criteria:

MAT	Overall weighting	Category	Category weighting percentage	Quality element	Individual element weighting (in points)	Total weighting (in points)
Cost	80%	Value for money	80%	Value for money	80	
Total points - Price						80 points
Quality	20%	Reputation & experience	15%	Two relevant referees including comment from referees	12	
				In addition to above, one current reference with a local government body	3	
		Locality	5%	Within RCT	5 or	
				Within Wales	2 or	
				Outside of Wales	0	
		Total points - Quality				
TOTAL OF COST AND QUALITY SCORES			100%			100 points

The Council does not undertake to accept the lowest or any tender.

10. Scoring

The following methodology will be used to evaluate Tender responses.

Score Key Assessment	Score	Interpretation
Excellent	10	Satisfies the requirement with material additional benefits and demonstrates exceptional understanding and evidence in their ability/proposed methodology to deliver a solution for the required services. Response identifies factors that strongly indicate that it will offer added value, with evidence to support the response. Bidder has fully recognised the One Voice Wales/Society for Local Council Clerks' publication "Governance and Accountability for Local Councils in Wales – A Practitioners Guide"
Excellent	9	Satisfies the requirement with some additional benefits and demonstrates good understanding and evidence in their ability/proposed methodology to deliver a solution for the required services. Response identifies factors that strongly indicate that it will offer added value, with evidence to support the response. Bidder has fully recognised the One Voice Wales/Society for Local Council Clerks' publication "Governance and Accountability for Local Councils in Wales – A Practitioners Guide"
Good	8	Satisfies the requirement with minor additional benefits. Above average demonstration by the Bidder of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required services. Response identifies factors that will offer potential added value, with evidence to support the response. Bidder has demonstrated some recognition of the One Voice Wales/Society for Local Council Clerks' publication "Governance and Accountability for Local Councils in Wales – A Practitioners Guide".
Good	7	Satisfies the requirement with minor additional benefits. Slightly above average demonstration by the Bidder of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required services. Response identifies factors that will offer potential added value, with evidence to support the response. Bidder has demonstrated some recognition of the One Voice Wales/Society for Local Council Clerks' publication "Governance and Accountability for Local Councils in Wales – A Practitioners Guide".
Acceptable	6	Satisfies the requirement. Demonstration by the Bidder of the understanding in their ability/proposed methodology to deliver a solution for the required services. Bidder has demonstrated recognition of the One Voice Wales/Society for Local Council Clerks' publication "Governance and Accountability for Local Councils in Wales – A Practitioners Guide".

Score Key Assessment	Score	Interpretation
Acceptable	5	Just satisfies the requirement. Some demonstration by the Bidder of the understanding in their ability/proposed methodology to deliver a solution for the required services. Bidder has demonstrated recognition of the One Voice Wales/Society for Local Council Clerks' publication "Governance and Accountability for Local Councils in Wales – A Practitioners Guide"
Some Reservations	4	Satisfies the requirement with some reservations. Some reservations of the Bidder's understanding and proposed methodology, with limited evidence to support the response. The Bidder demonstrates little recognition of the One Voice Wales/Society for Local Council Clerks' publication "Governance and Accountability for Local Councils in Wales – A Practitioners Guide".
Minor Reservations	3	Satisfies the requirement with minor reservations. Some minor reservations of the Bidder's understanding and proposed methodology, with limited evidence to support the response. The Bidder demonstrates little recognition of the One Voice Wales/Society for Local Council Clerks' publication "Governance and Accountability for Local Councils in Wales – A Practitioners Guide".
Numerous Reservations	2	Satisfies the requirement with a number of reservations. A number of reservations of the Bidder's understanding and proposed methodology, with limited evidence to support the response. The Bidder demonstrates little recognition of the One Voice Wales/Society for Local Council Clerks' publication "Governance and Accountability for Local Councils in Wales – A Practitioners Guide".
Serious Reservations	1	Satisfied the requirement with major reservations. Major reservations of the Bidder's understanding and proposed methodology, with little or no evidence to support the response.
Unacceptable / Non-compliant	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the understanding or suitable methodology, with little or no evidence to support the response.

11. Tender Validity

Tenders shall remain valid for a period of **90 days** from the closing date.

12. Clarifications

Any requests for clarification must be submitted in writing to the Clerk to the Council by the date specified in the tender timetable. Responses will be shared with all tenderers where appropriate.

13. Submission Details

Electronic submissions should be made via e-mail to clerk@tonyrefail-cc.gov.wales, marked for the attention of the Clerk. The subject line must begin with the Tender Ref: TCC-T01/26.

Postal submissions may be made to the Clerk, Tonyrefail & District Community Council, Trane Cemetery, Gilfach Road, Tonyrefail, CF39 8HL.

Tenders must be submitted to the Clerk of the Council by the stated closing date and time. Late submissions will not be considered.

The Council reserves the right to amend or withdraw this tender at any time prior to contract award.

Appendix A – Tender Timetable

Stage	Date
Issue of Invitation to Tender	Friday, 30 January 2026
Deadline for clarification questions	Monday, 23 February 2026
Tender return deadline	Friday, 27 February 2026
Tender evaluation	28 February – 4 March 2026
Decision / award notification	Thursday, 5 March 2026
Anticipated start on site	To be agreed

The Council reserves the right to amend this timetable at its discretion.

Appendix B – Pricing Schedule

Tenderers are requested to complete the pricing schedule below. All prices must be inclusive of labour, materials, plant, preliminaries, overheads, profit and VAT.

Description	Quantity	Rate / unit	Price (£)
1. Lump Sum Bill of Quantities			
Construction of retaining wall in accordance with the ITT, drawings and structural calculations			
2. Separate Pricing (if applicable)			
Any identified provisional or optional works (to be described clearly)			
Sub-total			
VAT (20%)			
TOTAL			

3. Confirmation

I / We confirm that the above prices are firm for the duration of the tender validity period stated in the ITT.

Signed	
Name	
Position	
Company	
Date	

Appendix C – References

Please provide details of private or public sector contracts not related to Tonyrefail & District Community Council that you have been awarded for the provision of goods, services and/or works similar to those required over the last five years.

Reference 1			
Name:			
Referee's Job Title:			
Organisation's Name:			
Address:			
Contact telephone:			
Contact e-mail:			
Contract Name:			
Contract Start / End Date:			
Value of Contract (£):			
May reference be contacted?	Y ☐ N ☐	Is this a local government organisation?	Y ☐ N ☐
Reference 2			
Name:			
Referee's Job Title:			
Organisation's Name:			
Address:			
Contact telephone:			
Contact e-mail:			
Contract Name:			
Contract Start / End Date:			
Value of Contract (£):			
May reference be contacted?	Y ☐ N ☐	Is this a local government organisation?	Y ☐ N ☐