

Trowbridge Town Council

Invitation to Tender

Multi Use Games Area (MUGA) refurbishment



Existing Facility

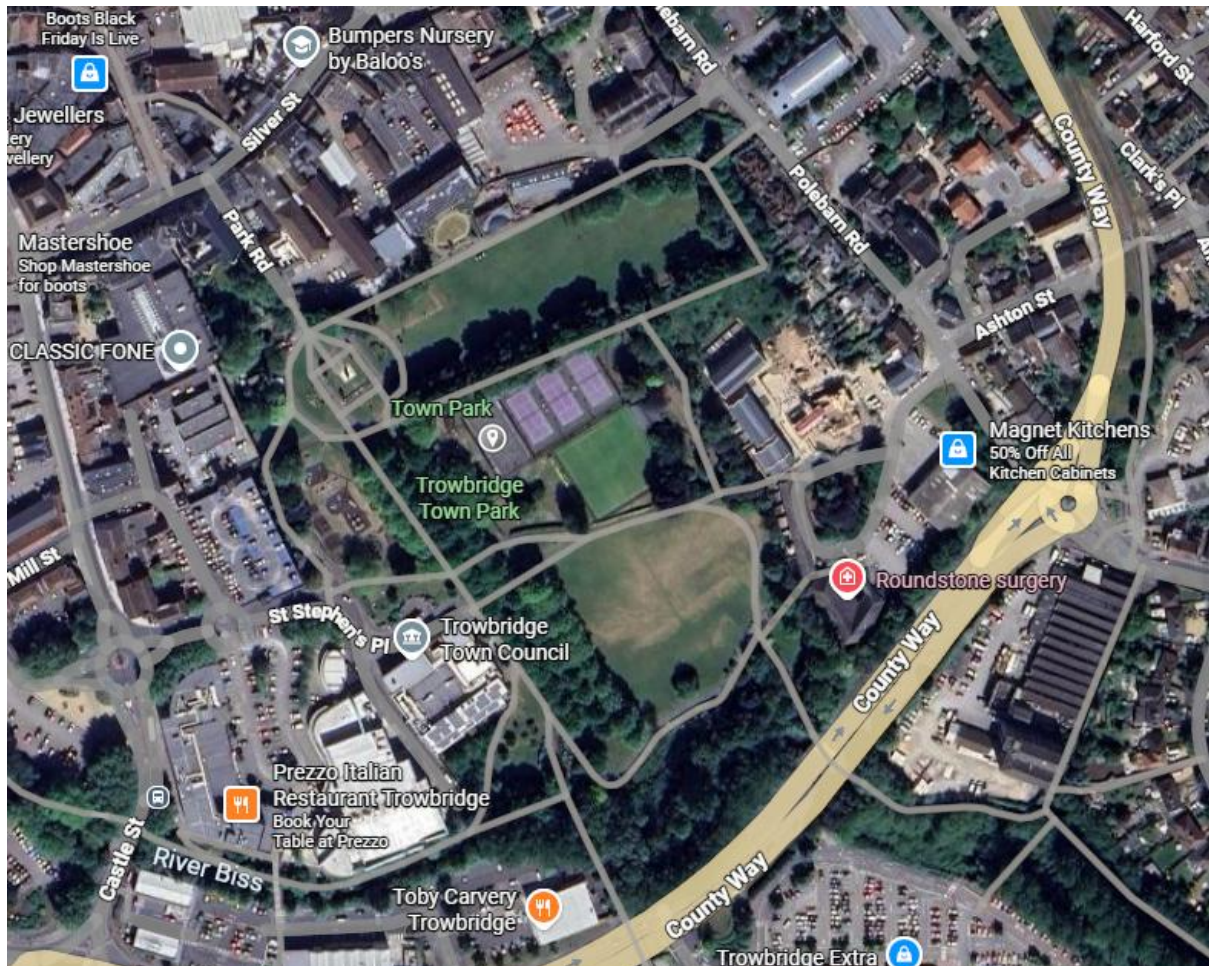
Introduction

Trowbridge Town Council are inviting tenders from competent interested parties to refurbish the existing Multi Use Games Area in Trowbridge Park.

The refurbishment required is for a 3G cork infill pitch with drainage. Inline with the football foundation specifications. It is expected that all companies wishing to tender must be a SAPCA member.

Location

The MUGA is centrally located in the Trowbridge Town close to the play area and tennis courts. What3words location: [///digitally.gasping.fingertip](https://www.what3words.com/?w3w=///digitally.gasping.fingertip)



History

The Multi Use Games Area is a very well used facility. The existing MUGA was last resurfaced over 5 years ago. Recently the drainage on the existing tarmac surface has become an issue and alternatives have been sought.

In conjunction with our consultants, we are seeking to upgrade the existing facility to a 3G facility with cork infill.

Tender Submissions

Trowbridge Town Council require tenderers to submit a tender containing a detailed financial cost statement along with example RAMs, relevant case study examples, insurance details and any other relevant information.

Assessment of Submission

It is the intention of the Town Council to assess the bids through the use of a matrix with a weighting of 60% quality and 40% price. A copy of the quality matrix criteria and weighting is attached to the tender.

The Town Council does not bind itself to accept the lowest or any tender, nor will it pay any expenses which may be occurred by any Tenderer in the preparation of this tender.

All recipients of these documents, whether or not they submit a tender, shall treat them as private and confidential. Tenders which do not conform to the foregoing instructions will not be considered. All rates and prices must be, and will deem to have been, tendered exclusive of VAT.

Conditions of Contract

The Town Council will enter into a formal contract with the successful tenderer for the renovation of the MUGA.

Conditions of Tender

The completed submission, as specified in the schedule of Documents below, are to be returned to the Town Clerk at the offices of Trowbridge Town Council by **12 noon 16th December 2025**. Email address stuart.legg@trowbridge.gov.uk

The tenderer must not contact councillors or staff other than the specified point of contact for the Town Council as identified above for any reason at all.

The tenderer must not contact councillors or staff to encourage or support their tender outside the prescribed process.

The tenderer is to provide an electronic copy of the submission to the email address above. The electronic copy may be via email. **Any tenders delivered outside of these times will not be accepted.**

Please note, the comprehensiveness and quality of the documents will be used to assess the tender returns.

Schedule of Documents

The documents listed below will be required as part of the submission for assessment.

A. Financial cost statement

To include detailed breakdown of costs

B. Experience

Please submit details of your relevant experience and qualifications including membership of any relevant professional bodies.

D. Insurances

Please submit copies of your relevant insurances.

E. Health and Safety

Please submit examples of RAMs or qualifications.

F. Additional Information

Please submit any additional information that would be beneficial to the assessment of the tender.

Contact Information

For further details and queries, please contact sam.kettle@trowbridge.gov.uk