



Waltham Abbey Town Council

Tender for Fire Door Works, Waltham Abbey Town Council

Name of Authority	Waltham Abbey Town Council
Tender Return Date & Time (deadline)	29th October 2025 5pm

INTRODUCTION

Each Tenderer's business proposal response should be detailed enough to allow the Authority to make an informed decision.

TENDER COMPLETION INFORMATION

DEADLINE FOR RECEIPT OF TENDERS

Tender responses shall be submitted in the manner prescribed within this ITT and by no later than 5 p.m. on the date shown within the timetable set out above or any subsequent date or time that may be communicated by the Authority in accordance with the ITT instructions. Any Tender that is received after the specified submission date may not be opened or considered. The Authority may, however, in its own absolute discretion, extend the submission date and in such circumstances the Authority shall notify all Tenderers of any change.

SUBMISSION OF TENDER

Sealed tender proposals are to be submitted to the following address by the deadline above.

Private and Confidential

Town Clerk

Waltham Abbey Town Council

Town Hall

Highbridge Street

Waltham Abbey

EN9 1DE

For any queries relating to submissions, please direct your questions to buildingsofficer@walthamabbey-tc.gov.uk

****Tender proposal documents are not to exceed 20 pages in length.***

CONTRACT AWARD

Contract award is subject to the formal approval process of the Authority. The Authority does not bind itself to accept the lowest or any offer. Once the Authority has reached a decision in respect of a framework contract award, it will notify all Tenderers of that decision.

EVALUATION CRITERIA

Evaluation Criteria	Weighting
Technical	
Question 1: Service Delivery and compliance, please provide the following; • Certification to BS 476 Part 22 or BS EN 1634-1 fire resistance standards. • Proof of third-party certification (e.g. BM TRADA Q-Mark, BWF-CERTIFIRE). • Compliance with Building Regulations Part B and Regulatory Reform (Fire Safety) Order 2005. • Installation to be carried out by competent, accredited installers (FIRAS or equivalent). • Documentation of test evidence, product data sheets, and maintenance requirements. • Adherence to all Health & Safety legislation and CDM Regulations. • Method statements and risk assessments. • Safe disposal of waste and environmentally responsible practices. • References from similar contracts (local authority, schools, or civic buildings). • Qualifications and training records of key staff. Quality of materials and hardware (e.g. intumescent seals, closers, hinges). • Expected service life and maintenance requirements. • Guarantee or warranty period offered. • Evidence of quality control processes Price and Value for Money • Overall cost including supply, installation, and aftercare. • Transparency of pricing (labour, materials, contingency). • Whole-life cost considerations (durability, maintenance). Sustainability and Carbon Reduction • Use of sustainably sourced timber (FSC or PEFC certified). • Supplier's carbon reduction plan and environmental policy. • Minimisation of waste and local sourcing to reduce transport emissions.	50

Question 2: Experience & two Referees (previous clients) Please provide details of your experience within the field of fire door supply and installation and a list of recent clients. Demonstrated experience in supplying and installing fire doors in public buildings.	50

FINAL EVALUATION & AWARD RECOMMENDATION

After all bids have been assessed following the process outlined above, the highest scoring tenderer(s) will be recommended for award of the contract.

The award of a contract will then be subject to the internal approval processes and governance of the Authority.