



## **Community Pavilion Construction Project South Park, Macclesfield**

### **Invitation to Tender**

Please ensure that you read this document carefully and fully

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**Your completed tender must be returned via the nominated e-tendering system and be received no later than 1200 Noon on 24 April 2026**

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## 1. Introduction & Background

### 1.1 About Macclesfield Town Council

The principal function of the Town Council is to represent local interests and to promote and watch over particular interests of Macclesfield Town Council (MTC) has an annual budget of over £1m and was created to represent the town's interests regionally and nationally, informing the development and delivery of local services as well as local planning issues.

The following list are examples of the work of Macclesfield Town Council:

- Community Grants/Development
- Floral Displays/Town Ranger
- Christmas Lights
- Making the Town Attractive
- Street Sports
- Support CCTV Services
- Tourism Promotion & Visitor Centre
- Community Events
- Food Festival, Eco Summit & Youth Summit
- Mayor of Macclesfield
- Parkrun & Junior ParkRun
- Funding Parks and Play Areas
- Remembrance Events
- Statutory Consultee for all Macclesfield Planning Applications
- Allotments

MTC has established a role in improving the facilities in our town and has recently funded the delivery of new public toilets in the indoor market in the town centre.

Further information on MTC can be accessed by visiting [www.macclesfield-tc.gov.uk](http://www.macclesfield-tc.gov.uk) .

### 1.2 Tender Background

MTC is seeking to appoint a suitably skilled and experienced construction contractor to demolish the existing pavilion in South Park, Macclesfield, and construct a new community pavilion in its place.

This project has been in development for many years and has the backing of many residents of the town.

South Park is the largest park in Macclesfield. It celebrated its centenary in 2022 after it was gifted to the people of Macclesfield by local Alderman William Frost. It has been a vital green space for residents ever since. The Park is a true asset for our town, and one that we have an opportunity to improve for our residents, our community and to attract visitors from near and far. South Park currently plays host to leisure activities including, play facilities, a skate park, open space for dog walking, tennis, bowls, and a very successful parkrun amongst other outdoor exercise activities.

The park has had a pavilion overlooking its band stand for a number of generations, with the current pavilion building replacing the original following a devastating fire in 1970s. This replacement building was most recently used as a base for the now ceased Connexions service.

Currently the building acts as storage and shelter for the park maintenance team and on an ad hoc basis by the friends of the park group S:Park, the South Park Community Tennis Club and parkrun. Local residents have campaigned for a pavilion building in South Park for the past 20 years. Several in-depth consultations have been carried out with the community group SPARK (The Friends of South Park Group) and the Town Council as well as a recent round of face to-face consultations held in August 2022.

MTC is looking for a suitably experienced building contractor to demolish the existing pavilion and construct a new community pavilion in the park. Macclesfield Town Council are asset transferring the building from the local authority Cheshire East Council and are seeking to demolish the existing pavilion and build a fully accessible and environmentally friendly building, available and open to all the community. A building that meets the needs, expectations and ambitions of the community, the park services as well as encouraging visitors to the park. Through project forming and evaluation, a building that is flexible and sustainable and that can provide for the community well into the future

In early 2022, Bower Mattin and Young were hired as architects and were tasked with designing different designs to take to the public for consultation In Aug 2022, we held 4 public consultations, in the park and in the town centre. Over 750 detailed written responses were received. Our residents wish us to proceed with the project and identified two of the five designs that were presented to them. We have merged these two to provide a two-storey building with a number of the design features that were most valued.

The proposed scheme is an environmentally sensitive pavilion designed to provide a wide range of flexible spaces suitable for family gatherings, fitness, dance, and regular cultural events. There will be a Changing Places toilet with baby changing for all park users. The ground floor consists of a large café area with chill out spaces housing local art exhibits and magazines. It will lead to a canopied outdoor terrace with seating overlooking the bandstand. There are also two large multi-purpose rooms which can provide a space for people to gather. The first floor overlooks the park and tennis courts. It will provide an event space for exhibitions, music, comedy nights and large family celebrations of up to 100 people.

It is intended that the new building will be highly insulated and incorporate a turf/sedum roof to create a high thermal mass which will also assist water attenuation. Passive solar gain combined with a heat recovery and recirculation ventilation system and air source heat pumps will be at the core of the renewable energy proposals.

## 2. The Procurement Process

### 2.1 Procurement Route

MTC is advertising this tender opportunity via the Contracts Finder platform and are conducting this tender in line with the Open process. Bids are invited from suitably skilled and experienced contractors with a track record of delivering similar works ideally in a similar geography and within a similar setting. MTC is committed to an open, fair, and transparent procurement process which is seeking to appoint a contractor who can work collaboratively with the project team to deliver a high-quality outcome.

## 2.2 Written Tender

Providers wishing to make a bid to deliver the works will be required to provide a formal tender which includes a preliminary selection questionnaire, a written response to a number of set quality questions and a commercial offer setting out the tendered costs to deliver the required services.

## 2.3 Tender Appointment

Following conclusion of the procurement process, MTC intends to appoint the highest scoring bidder to the deliver the contract. Further detail on how to make a bid, the evaluation process and appointment are detailed below.

## 3. How to Make a Bid

### 3.1 Submission Requirements

Providers expressing an interest in this opportunity are required to submit;

Appendix B	A completed Selection Questionnaire Template
Appendix C	A completed Quality Response Template
Appendix D	A completed Pricing Document
Appendix E	A completed Declarations Template

The Selection Questionnaire Template requires bidders to provide the requested information on a self-certified basis. Evidence to support responses is not needed at this stage of the procurement process, however the successful bidder may be required to provide documentary evidence to support their responses prior to final appointment. Where minimum requirements are stated, bidders must meet these standards, or agree to ensure these standards are met prior to contract commencement to be eligible for appointment. Bidders are encouraged to review the Selection Questionnaire document to ensure they can meet any minimum standards set out before completing the remaining tender documentation.

The Quality Response Template requires bidders to provide written responses to a range of set questions. Bidders' attention is drawn to the conditions and requirements set out in the template.

The Cost Response Template requires bidders to provide their commercial offer to provide the services required. Bidders' attention is drawn to the conditions and requirements set out in the template.

The Declarations Template requires bidders to agree to the statements set out in the template. Bidders must sign and submit the appropriate forms within the template in order for the submission to be considered.

### 3.2 Submission Format

Bidders must submit their final tender in writing to the following address in advance of the submission deadline;

Town Clerk,  
Macclesfield Town Council

Macclesfield Town Hall  
Macclesfield  
SK10 1EA  
Or email [laura.smith@macclesfield-tc.gov.uk](mailto:laura.smith@macclesfield-tc.gov.uk)

Bidders should ensure that their tender envelopes are securely sealed, and bear no markings, logos, or similar that would identify the bidder.

### 3.3 Business Offer

Bidders should note that any formal response to this invitation to tender constitutes a business offer in line with the terms and conditions set out.

## 4. Tender Queries

### 4.1 All Correspondence

Bidders should note that all correspondence pertaining to the procurement process must be directed via email to; Town clerk, [laura.smith@macclesfield-tc.org.uk](mailto:laura.smith@macclesfield-tc.org.uk)

Any contact made directly with any other employee of MTC regarding this procurement is a breach of the terms on which this ITT is issued and may result in a rejection of your ITT without it being considered further.

### 4.2 Process for Tender Queries

Any questions or clarification requests with regard to the tender must be emailed to the stated contact in advance of the deadline set out in the provisional tender timetable. Requests logged after the deadline will not be addressed.

Wherever possible, MTC will aim to answer all queries within three working days. Bidders should note that where practicable, all queries and responses will be shared anonymously with all bidders to ensure a fair and transparent process. The final date for queries is 10 April 2026, one week before the tender return date.

Bidders must indicate if they believe a query is commercially sensitive or where disclosure of such query and/or the answer would be likely to prejudice its commercial interests.

### 4.3 Ambiguity, Error or Omission

Bidders are kindly requested to notify the nominated MTC contract promptly via email of any perceived ambiguity, inconsistency, error, or omission in this ITT or any supporting documentation including any supplementary information issued during the procurement process.

### 4.4 Post Tender Clarifications

MTC may seek clarifications on bidders' responses following the submission deadline. Clarifications may be sought to finalise assessment of tenders; however, any clarification request will not present an opportunity for bidders to augment or amend their submission(s). Bidders should note that where

appropriate, MTC reserves the right to model third party and / or associated costs with any proposal received to arrive at a cost for comparison.

## 5. Tender Timescales

### 5.1 Submission Deadline

The deadline for responses is **1200 noon on 24 April 2026**

### 5.2 Tender Timetable

The following table is an approximate timeline for the tender process and is provided for information only. Bidders should note that the timetable is subject to change.

Stage	Date
Tender Issue	March 20th 2026
Query/ Questions Deadline	1200 noon 10th April 2026
Tender Submission Deadline	1200 noon 24th April
Tender Assessment	April/May 2026
Provisional Contract Award	May 2026
Contract Start & Mobilisation	June 2026

## 6. Tender Evaluation & Selection

### 6.1 Procurement Assessment Panel

The procurement assessment panel for this tender exercise will consist of MTC team members, councillors, and nominated consultants from the project team.

### 6.2 Written Tender Evaluation

The evaluation of this tender will be based on the Most Economically Advantageous Tender (MEAT) with the tender weighted as follows:

- Quality Response – will have an overall weighting of 30%
- Cost Response – will have an overall weighting of 70%

### 6.3 Quality Assessment Overview

All Bidders are required to submit a completed Quality Response Template and to answer questions associated with each lot they have expressed an interest in. The Quality Response document includes a range of set questions. Unless specifically instructed to do otherwise, bidders should write their responses directly into the document provided and **NOT** in any other format, ensuring that the document is submitted in either MS Word or PDF format. Further instructions for completion are included within the Quality Response document.

### 6.4 Quality Question Overview

Bidders are required to answer all questions contained within the Quality Response document. Each question carries its own individual weighting as set out in the table below.

Question No.	Description	Weighting (%)
1	Relevant Experience	6
2	Key Staff	6
3	Package Procurement	6
4	Environmental Sustainability	4
5	Social Value	4
6	Draft Programme	4
<b>Total</b>		<b>30%</b>

Each question will be scored and awarded a weighted score in line with the Quality Assessment Criteria. The total weighted score will be added to the Cost Assessment to arrive at a total tender score.

#### 6.5 Quality Assessment Criteria

Bidders' responses to quality questions will be assessed by the procurement panel and awarded a score between 0 and 5 in line with the criteria set out in the table below.

Score	Term	Typical Characteristic
0	Unacceptable	No response or extremely limited response. Response inconsistent and/or unworkable and/or does not address our requirements. Shows extremely limited understanding of, and/or extremely inappropriate approach to, the matter in question.
1	Poor	Response is limited and is lacking in relation to a significant proportion of material elements, is unworkable and/or inconsistent and only partially meets our requirements. Shows limited understanding of, and/or inappropriate approach to, the matter in question.
2	Satisfactory	Response broadly responds to our requirements at a reasonable standard. Shows reasonable understanding of, and/or acceptable approach to, the matter in question.
3	Good	Response meets our requirements at a high standard and exceeds them in one or two respects. Shows very sound understanding of, and appropriate approach to, the matter in question.
4	Very Good	Response meets our requirements at a very high standard and exceeds them in a number of respects. Shows extremely sound understanding of, and highly appropriate approach to, the matter in question.
5	Excellent	Exemplary response; exceeds expectations in all respects, and Bidder could not be expected to answer question more comprehensively or appropriately.

Responses to questions within the Quality Response document must not exceed the word count advised and must not refer to any supplementary materials unless expressly requested. Attachments and appendices are only permitted where expressly requested. Photographs and diagrams may be included where necessary, however these should not be used to artificially increase the number of words submitted in a response.

## 6.6 Minimum Quality Score

MTC Reserves the right, entirely at its own discretion, to disqualify any bidder which fails to reach a minimum quality score of 10%.

## 6.7 Cost Assessment Overview

All Bidders are required to submit a completed Cost Response Template (Appendix D), and to ensure they have fully completed all of the relevant cells.

## 6.8 Unsustainably Low Tenders

In addition to the conditions set out in this ITT, MTC reserves the right, entirely at its own discretion, to disqualify any bid that is considered to be unsustainably low.

# 7. Terms & Conditions

## 7.1 Disclaimers

Any information provided in connection with the procurement of the proposed services in this ITT or the documents accompanying is provided for information only. Whilst the documentation has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified.

This ITT is issued on the basis that:

- neither MTC nor any of its advisers accept any liability, responsibility, or duty of care to any Organisation (other than MTC) for its adequacy, accuracy, completeness or for anything said or done in relation to the procurement to which this ITT and accompanying documentation relates;
- neither MTC nor any of its professional advisers make any (express or implied) representation or warranty either about the information contained in this ITT and accompanying documentation on which it is based, or about any written or oral information that may be made available to any Organisation, funder, other interested person, or any of their professional advisers;
- nothing contained in this ITT and accompanying documentation constitutes an inducement or incentive in any way to persuade any Organisation to pursue its interest, submit a tender or enter into any framework agreement, contract, or any other related agreement;
- this ITT and accompanying documentation are not intended to provide a basis for any investment decision by any Organisation and should not be considered as a recommendation by MTC or any of their advisers;
- neither this ITT and accompanying documentation nor any information supplied by MTC should be relied on as a promise or representation as to the future;

- this ITT and accompanying documentation do not constitute or involve any offer capable of acceptance, it is not intended to create a binding contract and it is not capable of creating such a contract by any subsequent actions; and
- no implied contract is to arise between MTC and any Organisation resulting from any Organisation's compliance with this ITT and accompanying documentation by submitting any tender or from any matters related to it.

All warranties, conditions and other terms implied by statute or common law are excluded to the fullest extent permitted by law.

## 7.2 Confidentiality

All information contained in this document is considered to be of a confidential nature. You are reminded of your obligation not to disclose information contained herein to any third party without prior agreement. MTC in turn assures confidentiality to all respondents of this Invitation to Tender (ITT).

## 7.3 Right of Rejection & Appointment

MTC reserves the right to accept or reject any or all responses to the ITT. MTC reserves the right not to appoint a provider following this procurement process.

## 7.4 Costs

MTC shall not be liable for any costs incurred by you in the preparation of your proposal or any other associated costs related to participating in this procurement process. MTC reserves the right not to accept any offer submitted as part of the ITT.

## 7.5 Right of Incorporation

The Bidder's response to the ITT constitutes a business offer. MTC may incorporate all or part of the response in any contract or agreement.