



Catterall Village Hall

Invitation to Tender

Replacement Roof

and

Replacement of 16 Existing Solar Panels with 32 New Solar Panels and Battery



Catterall Village Hall
Registered Charity Number 1007196
Jan Finch, Secretary
secretary@catterallvillagehall.co.uk

Catterall Village Hall Solar and Roofing Tender

Background and Information

Introduction

Catterall Village Hall Committee (the Committee) is looking to procure a replacement tiled roof with an inset tray for integrated solar panels and to replace the existing 16 solar panels with 32 new ones and the installation of battery storage.

The required works are specified in the accompanying document Catterall Village Hall Solar and Roofing Tender Specification. The Committee has tried to ensure all relevant information is contained in the two documents but please contact the Secretary if you feel anything is missing. Any further information provided will be made available to all bidders.

Please ensure that you comply with the requirements outlined in this document in the preparation and submission of your tender including the return date and time. Your tender must be in English and submitted electronically using the email address below.

Please note: The Committee is applying for grant funding for this project. If the Committee is not successful in being awarded sufficient grant funding it is unlikely that the project will go ahead at this time.

Contact Details

Jan Finch, Secretary is the primary contact for this tender. All contact must be made using the email address below.

Location

Catterall Village Hall sits within the wider site of Catterall Playing Field. The site address is:

Catterall Village Hall

Garstang Road

Catterall

PR3 1XN

You can read more about Catterall Village Hall by visiting our website:

<https://catterallvillagehall.co.uk>

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Access to the Site

The site itself is easily accessible from Garstang Road and is well signed. Please note that there is a height restriction barrier at the entrance to the car park. External viewing is straight forward. Should you wish to view the interior of the village hall please contact the Secretary using the email address below. If you need vehicle access to the car park for viewing please contact the Secretary for the barrier code.

A section of the car park can be reserved for use by the successful contractor(s) when the works are carried out. The car park is well used and measures to protect other users while work is ongoing will be the responsibility of the contractor(s). Welfare facilities will be made available in the Hall.

Asbestos

A full asbestos survey was carried out in September 2024 and confirmed that no asbestos is present in the building. The survey is available on the website in the Policies section.

Terms and Conditions

Any price tendered will be deemed to remain open for acceptance for not less than 90 days from the date of submission. Any grant funding will be based on the price tendered and it is unlikely that any additional funding will be available to accommodate price increases. Prices must include VAT.

Catterall Village Hall is well used and the Committee depends on the income from hirers. It is therefore difficult to close the Hall completely but the Committee will rely on the successful contractor(s) to advise on this. The safety and comfort of village hall users is paramount. The Contractor is asked to indicate the anticipated duration of the works and the anticipated time the Hall will need to be closed to users.

The contractor(s) must explain the justification for using different brands to those specified and confirm in writing that any alternative is of equivalent standard/quality.

The contractor(s) must provide evidence of satisfactory insurance cover including public liability, employers' liability and product liability. Policies should also include cover for the rectification of any damage caused by the works including making good any internal areas affected by the works.

Your submission should a breakdown of costs and a total price with VAT added.

Your payment terms must be included in your submission.

The contractor(s) must ensure the buildings and surrounding access routes are adequately protected, kept tidy and left safe and secure at the end of each day.

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The contactor(s) must comply with all health and safety requirements and ensure that risk assessments/method statements are provided before the commencement of any work.

The contractor(s) must ensure compliance with Building Regulations and take responsibility for obtaining all necessary consents.

Tender Submission

Your submission must be received by **5pm on Tuesday 1 September 2026**. Please email your submission and any supporting documents to secretary@catterallvillagehall.co.uk

Please use the Delivery Receipt function available with email so that you will have evidence that your submission has been successfully delivered. The Secretary will confirm receipt by email.

Tender Evaluation

Criteria	Weighting	
Quality (Experience and References)	40%	
Price	30%	
Environmental Statement	15%	
Duration of Works	15%	

Quality (Experience and References) Evaluation

Submissions should identify your experience in carrying out the works including any relevant trade or industry qualifications. You should also provide references of working with similar organisations to Catterall Village Hall.

Price Evaluation

The following methodology will be used to evaluate price

Tenders will be evaluated as a pro-rated score against the lowest tendered price. A maximum of 30% is available for this section.

The lowest tender price will achieve full marks for the price section.

The remaining tender prices will be scored using the following calculation: Lowest Tender Price divided by Remaining Tender Price multiplied by 30%.

Environmental Statement Evaluation

The Committee is keen to reduce its impact on the environment. Please submit an environmental statement outlining how you and your suppliers are minimising

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environmental impact including in the sourcing and manufacture of products, packaging, transport and recycling waste removed from site.

Duration Evaluation

Please state the proposed duration of the works and, the duration of any closure or restricted access to the Hall.

Specification prepared 10 August 2026