

All Weather Pitch/Surface Replacement

Invitation to quote

The Mast Academy Trust



SECTION 1

Introduction

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of five schools consisting of Birdseye First School, Shelley First School, Scholes Junior and Infant School, Kirkburton Middle School and Scissett Middle School with approximately 1500 pupils across the 4-13 years age range and 200 employees across all schools and the central Trust team. All schools are located within 15 minutes drive of each other.



We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together we aim to transform provision and outcomes for pupils and their families.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

Our Schools

Birdsedge First School – A First School serving pupils in Reception to Year 5 with a capacity of 90 pupils.

Kirkburton Middle School – A Middle School serving pupils in Year 6 to Year 8 with a capacity of 50110 pupils.

Scissett Middle School – A Middle School serving pupils in Year 6 to Year 8 with a capacity of 620 600 pupils.

Scholes Junior and Infant School – A Primary School serving pupils in Reception to Year 6 with a capacity of 222 210 pupils.

Shelley First School – A First School serving pupils in Reception to Year 5 with a capacity of 204 180 pupils.

Associate School

Grange Moor Primary School – A Primary School serving pupils in Reception to Year 6 with a capacity of 105 pupils.

Procurement Best Practice Criteria

The Mast Academy Trust have agreed a set of best practice principles in relation to the procurement of this service. These principles provide a framework to ensure that we act in an ethically and commercially responsible way in our contractual arrangements. Adhering to these principles is an integral part of the procurement process for the Mast Academy Trust.

The Trust will:

- seek value for money for its pupils;
- harness the capability, diversity and innovation of our suppliers to add value to the Trust;
- adhere to a procurement process which is equitable, lawful and compliant with regulations;
- work with suppliers to ensure goods and services that we buy are made or executed in a socially and environmentally responsible manner;
- seek to be easy to do business with in order to minimise costs, risks and time;
- ensure the confidentiality of information in line with regulations;

SECTION 2

1. Scope of Work

To remove the existing All Weather Pitch Surface and install a new sand-based synthetic carpet at

- Kirkburton Middle School. Dimensions 55m x 32m
- Scissett Middle School – Dimensions 40m x 35m

2. Our requirements

We are looking for costed proposals from organisations providing the following Specification for Kirkburton Middle School & Scissett Middle School

- Preliminaries – Insurance, site mobilization
- Removal and disposal of existing synthetic sand carpet
- Removal and disposal of existing shock pad
- Removal and disposal of tree roots along the full length of the All-Weather Pitch -Kirkburton Only
- Install a concrete root barrier along the full length of the All-Weather Pitch – Kirkburton Only.
- Supply and install a new full shock pad to the entire area.
- Supply and install a new 23mm sand filled synthetic carpet to FIH regulations, including line markings as per the existing
- Removal and disposal of existing nets – Kirkburton Only
- Removal and disposal of existing wire cables and winders – Kirkburton Only.
- Supply and install new wire cables and winders – Kirkburton Only
- Supply and install new nets – Kirkburton Only
- Ensure that the area/s are left clean and debris free

3. Mandatory Criteria

The questions within this section are scored as Pass or Fail. Failure by the Tenderer to meet any of the mandatory criteria and/or submit any information requested will usually mean failure to be awarded the contract and could mean that the tender is dismissed without the evaluation being completed.

The following factors will be taken into account in assessing a supplier's suitability. Please provide confirmation of compliance, including any supporting documentation within your submission:

MC1. Insurance

All suppliers should carry insurance and as a matter of course, an appropriate level of public liability insurance.

MC2. Health & Safety

All relevant Health & Safety documentation e.g. safe working practices, risk assessments should be made available as part of the procurement process.

MC3. Safety and Security

An awareness of, respect for and ability to meet safety and security aspects such as safe recruitment checks on your staff.

MC4. Capacity/Capability

Deliver capacity and capability to fulfil the requirements. Please confirm if there are any future organisation restructures, mergers, or organisation difficulties

MC5. Accreditations or Professional Standards

We will want to assure ourselves that where these are appropriate these are current and that you

have not been charged with any grave professional misconduct.

MC6. Compliance with Employment Legislation

Adherence to relevant employment legislation including, but not limited to, the Equality Policy 2010, Employment Rights Act 1996, the Income Tax (Earnings and Pensions) Act 2003, the National Insurance Contributions Act 2015, the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Agency Workers Regulations 2010, and the National Minimum Wage Act 1998.

MC7. Sector expertise

Expertise and proven credentials in the sector are required. Please confirm 3 sites we can visit to evaluate standards.

SECTION 3

1. General Instructions

These instructions are designed to ensure that all quotes are given equal and fair consideration.

- Suppliers must be comprehensive, addressing all requirements as laid out in this ITT.
- Suppliers are expected to adhere to the submission deadlines specified.
- The Trust reserves the right to accept any quotes in whole or in part and to award the to more than one supplier if deemed beneficial.
- Quotes must remain valid for a minimum of 90 days from the quote return date.
- It is important that suppliers provide all the information requested.
- The Mast Academy Trust will not be liable for or pay for expenses or losses that may be incurred by the supplier in the preparation of the quote.
- The Mast Academy Trust reserves the right to cancel the quote process at any point.
- A quote received after the due date and time for submission will not be considered.
- The Mast Academy Trust does not bind itself to accept the lowest or any quote.
- No quote will be deemed to have been accepted unless such acceptance has been notified to the supplier in writing.
- Recipients of the quote documents (whether they submit a quote or not) shall treat the details in it as private and confidential. Any quote received by Mast Academy Trust in response to the invitation to quote shall be treated likewise by Mast Academy Trust.
- Please examine all the quote documentation and ensure that you return all the information requested no later than 30/06/25 @ 5pm. Incomplete quotes will be deemed to be non-compliant and eliminated from evaluation.
- In the event of declining to quote, suppliers are requested to inform the Mast Academy Trust.

Whilst the information in this document has been provided in good faith, it does not purport to be a comprehensive review of all matters relevant to the requirements and neither The Mast Academy Trust, nor any of its employees or advisers accept any liability or responsibility for its adequacy, accuracy or completeness, nor do any of them make any representation or warranty, express or implied, with respect to the information contained in this document. Nothing in this document is or should be relied upon, as a promise or representation as to The Mast Academy Trust's ultimate decision.

2. Quotes response

Quotes should be submitted separately for each school in accordance with the above scope of work. Prices / costs are to be submitted inclusive of Value Added Tax (VAT), detailing the exclusive of VAT price / cost and any VAT (detailing the rate applied) that may be applicable as a separate figure / column.

All information should be submitted to Ashley Carver via email at acarver@themast.co.uk by the closing date detailed below:

Stage / Activity	Indicative Date (subject to change)
Issue of invitation to quote	11/06/25
Suppliers to confirm intention to Quote	20/06/25
Closing date for submission of quotations	30/06/25

3. Completing Quotes

Your quote should contain all of the required information outlined within this document, along with any further information you feel relevant to support your quote. Any comments pertaining to the information supplied by you may be made in an email and returned with the quote. The supplier's declaration (Appendix A Supplier's Declaration) must be completed, signed and dated by a duly authorised representative on behalf of the quoter.

4. Submission of quote

Please submit one electronic copy of the completed quote document by email to acarver@themast.co.uk before 5pm on 30/06/25

5. Form of Response

Return quotes should include the following information in the supplier Response:

- Written responses to the requirements set out in this document.
- Suppliers contact details including organisation name; contact name; postal address; telephone number; email address.

6. List of Appendices

Appendix A: Suppliers Declaration - Supplier to complete

Appendix B: Overview of main contract terms

APPENDIX A - SUPPLIERS DECLARATION

I declare that to the best of my knowledge the answers submitted and information contained in the bid correct and accurate.

I understand that the information will be used in the selection process to assess my organisation's suitability to participate further in this procurement.

I understand that the Customer may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Contact Details and Declaration	
Contact name	
Name of organisation	
Role in organisation	
Phone number	
Email address	
Postal address	
Signature (electronic is acceptable)	
Date	

APPENDIX B - OVERVIEW OF MAIN CONTRACT TERMS

PAYMENT TERMS

The Customer shall pay all sums due to the Provider if properly due and applicable in cleared funds within thirty (30) days of receipt of a valid invoice submitted. Where the invoice is in dispute this will be extended to ninety (90) days.

