



SAMPLE: redacted for illustration

Sample tender submission

Commercial sample
Private residential new build with accessible features
South East England

Client	[redacted]
Contract administrator	[redacted]
Reference	[redacted]
Form of contract	JCT Minor Works with contractor's design, fixed price
Tender sum	[redacted]
Tendered by	Wentways Ltd

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1 Executive summary

Wentways Ltd is a UK building and construction contractor delivering fit out, refurbishment, new build and external works across London and the South East, with kitchen design, supply and installation in house. We build new homes from foundations to handover and work with private clients, developers, landlords, main contractors and public sector and framework clients.

What you get	How we deliver it
One accountable team	Seven delivery disciplines on every project, from quantity surveying to health and safety (section 12)
A full-time site manager	On site throughout, with Managing Director oversight and escalation
A programme with honest risk allowances	Held on the critical path, not hidden in activity durations (section 5)
Safety planned for the site, not copied	Site-specific RAMS for every high-risk activity, CDM duties documented (sections 7 and 13)
Visible progress	Weekly photo report every Friday, monthly report and valuation (section 15)
Commercial clarity	Priced in the buyer's format with a full build-up, clear qualifications and a numbered query register (sections 3, 18 to 20)
Insurance	Fully insured, including professional indemnity; certificates provided with the tender return

2 How to read this sample

This is a redacted, generalised extract based on a real Wentways tender submission, presented here as a private residential new build with accessible features in South East England, under a JCT Minor Works contract with a contractor's designed portion. Client, project, location, consultants, suppliers, people and every price have been removed. The structure, method and level of detail reflect how we submit.

Section headings answer typical tender requirements in our own words. No buyer documents are reproduced.

3 About Wentways

Wentways Ltd is a UK building and construction contractor that also designs, supplies and installs kitchens. We deliver building projects for homeowners, architects and commercial clients, together with kitchen design, supply and installation.

Our projects are run by a site manager who is on site and accountable for day-to-day delivery, supported by experienced trades and specialist subcontractors chosen for each package. The client and their contract administrator get one point of contact for the building works, contractor-designed mechanical and electrical installations and kitchens.

Why Wentways

- **Building and kitchens under one roof.** Kitchen design sign-off, supply and fitting coordinated with the build programme, so services, openings and finishes land in the right place first time.
- **Accessible detail planned in early.** Level thresholds, socket and switch heights, backing for future fixings and fire-rated doorsets set out from first fix, not at snagging.
- **Senior involvement.** Our Managing Director attends the site visit and remains the senior contact throughout, with a full-time site manager on site.
- **Clear reporting.** Weekly photo reports every Friday morning, monthly reports and valuations, and an information release schedule tied to the programme.

4 Our understanding of the project

A private residential new build designed with accessible features, so the home works well for everyone who uses it now and in future. The detailing has to be right at handover.

Accessible features

- **Level access.** Datum levels set and recorded at the start and checked at each floor stage, so finished floors and external thresholds meet without steps.
- **Finishes for safe movement.** Slip-resistant flooring in wet areas and flush junctions with low-profile threshold strips.
- **Practical fixings.** Sockets and switches at accessible heights, and backing set in walls and ceilings for future fixings.
- **Fire safety.** Certified fire-rated doorsets with matched ironmongery, a protected escape route and interlinked detection, with certification and commissioning records in the handover file.

What matters most for delivery

Issue	Why it matters	How we will manage it
Ground conditions and foundations	Foundations near trees or on variable ground	Trial holes and soil testing before start; foundations to the engineer's design
Structural design	Steels and special foundations to engineer's design	Engineer confirmed before contract; designs in the information release schedule
Drainage	Existing or public drains near new work	Drain trace survey before setting out; early contact with the sewerage undertaker where needed
Levels	Level thresholds depend on floor and external levels agreeing	Levels confirmed with the architect before doors and paving are ordered
Site security	Materials and plant on an unoccupied site	Dedicated site security plan (section 6)
Access and neighbours	Restricted residential access	Booked deliveries, smaller vehicles, banksman, road protection and cleaning
Consents	Planning conditions and Building Regulations	No work starts until construction issue drawings and consents are in place; the lead-in allows for this

5 Tender sum summary

Our price follows the buyer's collection sheet section by section, with a full itemised build-up (labour, materials, plant and subcontract for every line) in the same order, so tenders can be compared like for like. Items in the scope or drawings with no price line are listed separately with their treatment.

Section	£ excl. VAT
Preliminaries (site management, welfare, reporting, waste, insurances, protection)	[redacted]
Temporary works (scaffolding, excavation support)	[redacted]
Substructure: excavation, foundations and ground floor slab	[redacted]
Superstructure: external walls and frame	[redacted]
Roofs	[redacted]
Structural steelwork and lintels	[redacted]
Windows and external doors	[redacted]
Internal walls, dry-lining and plastering	[redacted]
Staircase, joinery and internal doors	[redacted]
Electrical, plumbing, heating (air source heat pump), ventilation and detection	[redacted]
Bathrooms and sanitary areas	[redacted]
Kitchens and utility	[redacted]
Decoration and floor finishes	[redacted]
External works, drainage and landscaping	[redacted]

Section	£ excl. VAT
PC and provisional sums, with OHP and labour allowances	[redacted]
Total tender sum	[redacted]
VAT assessment	[redacted]

6 Preliminaries and site set-up

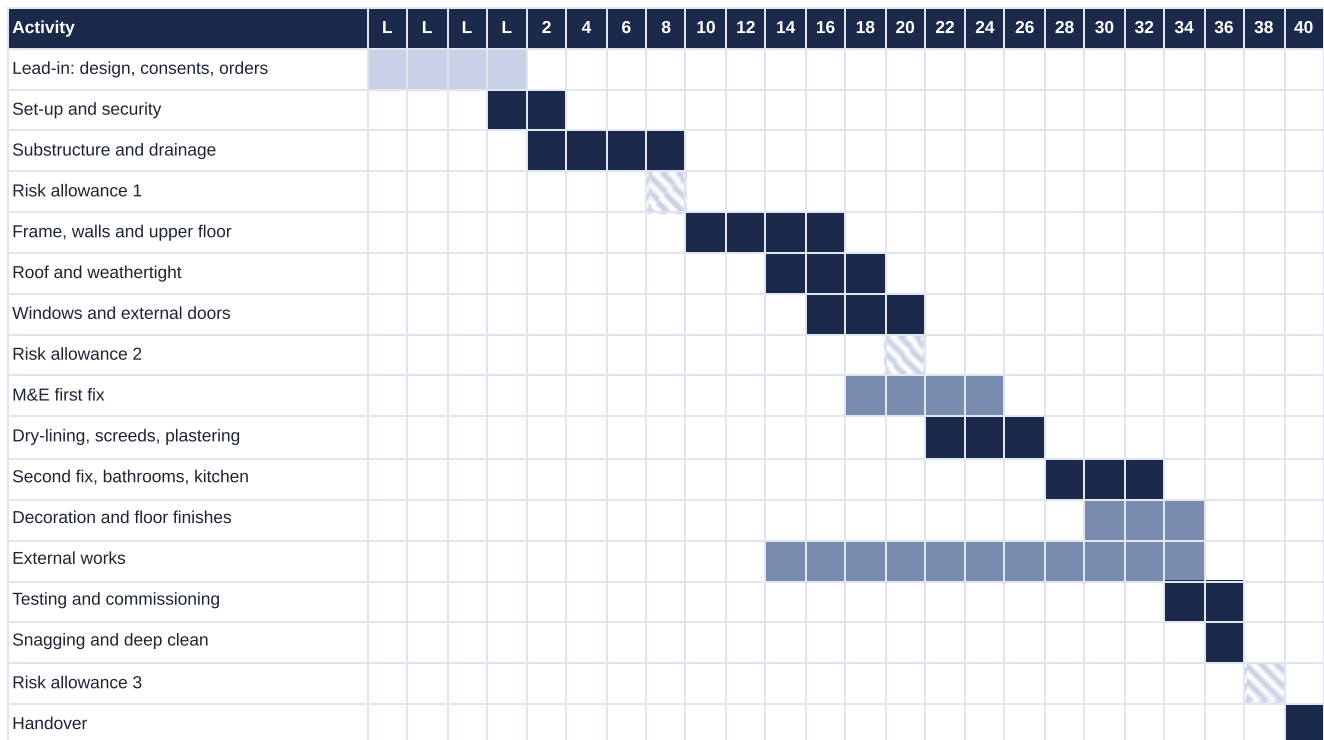
Item	Our allowance
Site management	Full-time site manager on site throughout; contract management and senior oversight by the Managing Director
Reporting	Photographic record of the site and boundaries before start; weekly site report with photographs every Friday morning; monthly report issued before each site meeting, with the interim valuation
Programme and controls	Master programme before start, information release schedule and financial drawdown schedule, kept up to date
Welfare	Welfare unit with WC, drying room and mess, secure storage for materials and plant
Temporary works	Scaffolding and excavation support, designed and checked by a competent temporary works designer
Protection	Protection of completed work, boundaries and neighbouring property; weather protection
Waste	Skips and grab lorries sized for the access; segregated waste with transfer notes; dust suppression by damping down
Roads and neighbours	Protection and cleaning of the access road; neighbour letter before start
Completion	Builder's clean and final deep clean, commissioning records, O&M manual and health and safety file at handover; 12 month rectification period

7 Programme summary

A detailed master programme, information release schedule and drawdown schedule are submitted before starting on site. Durations are generic for illustration.

Item	Our tender
Lead-in	About 6 weeks from written instruction (longer across a holiday shutdown)
Contract duration	Planned works plus a programme risk allowance held on the critical path
Completion	If an allowance is not needed, following work is brought forward, but the completion date holds

Gantt chart



Generic durations in site weeks (L = lead-in). Dark navy: critical path. Mid blue: parallel work with float. Hatched: programme risk allowance held on the critical path. If an allowance is not needed, following work is brought forward, but the completion date holds.

Tender programme (sequence)

Phase	Activity
Early weeks	Set-up, security, temporary services, setting out
Substructure	Excavation, foundations, below-ground drainage and ground floor slab
Risk allowance 1	Held after substructure
Structure and envelope	Walls, steels, upper floor, roof; windows and doors to a weathertight milestone
Risk allowance 2	Held after weathertightness
Services and internals	M&E first fix, dry-lining, screeds and plastering; utility connections
Fit-out	Second fix, tiling, bathrooms, kitchen and utility, decoration and floors
External works	Paving, drainage and landscaping, running in parallel
Close-out	Testing, commissioning, Building Control completion, snagging and deep clean
Risk allowance 3	Held before practical completion and handover

Critical path and long-lead items

Substructure, then the frame and roof to a weathertight building, drive the critical path. Structural design, construction drawings, the Building Regulations submission and any planning conditions are completed within the lead-in.

Item	Order point
Structural steels	Engineer appointed at award; design then fabrication ahead of the structural phase

Item	Order point
Windows and external doors	Ordered in the lead-in or from site survey
Kitchen and utility	Client design sign-off by a set week through the information release schedule
Utility connections	Applied for at award
Sanitaryware and finishes	Client selections confirmed through the information release schedule

Lead times are typical industry periods, confirmed with suppliers on order. Programme assumptions (instruction date, design timing, client selections, weather, and third-party delays as relevant events) are stated in full.

8 Construction method statement, logistics and site security

Works are sequenced to get the building weathertight early and keep heavy and dusty work ahead of the finishing trades. A temporary works coordinator holds the temporary works register.

Stage	Method
Pre-start investigations	Trial pits, soil testing, drain trace and utility surveys, and an arboricultural survey to BS 5837 where trees are near. Results go to the engineer and architect before the substructure design is fixed.
Set-up	Photographic condition record of the site, boundaries and access. Services located and marked, temporary power and water provided.
Substructure	Foundations to the engineer's design with Building Control inspections at each stage. Below-ground drainage and soakaways. Levels checked against the site datum for level thresholds.
Structure and envelope	Walls, steels and roof to the engineer's design, with temporary works where needed. Windows follow as each zone is roofed.
M&E	Contractor's design: heat loss and MCS design for the heat pump, electrical design to BS 7671 including the fire alarm, and drainage design, submitted for comment before first fix. Testing, certification, commissioning and user training at handover.
Wet areas	Floors tanked and tested before finishes.
Quality	Inspection and test plans per trade, hold points for Building Control and engineer inspections, contract administrator inspection before cover-up, photographic records of hidden work, commissioning certificates in the O&M manual and health and safety file.

Site logistics

- Deliveries booked and timed away from busy periods, with a banksman for every reversing movement; neighbours' access kept clear.
- Vehicles with audible alerts, cyclist warning signage, class VI mirrors and side under-run guards.
- Mechanical handling for anything over 20 kg.
- Limited contractor parking on site; operatives car-share or park off site.
- Root protection fencing to BS 5837 before any plant enters, where trees are present.
- Neighbour letter drops at start and key stages, a named contact, dust and noise control.

Site security

Measure	What we provide
Hoarding and fencing	Solid hoarding at the entrance, anti-climb mesh fencing elsewhere, single controlled entrance, inspected daily
CCTV and alarms	Remotely monitored motion-detection CCTV with infrared and audio challenge; scaffold alarm, set and logged at every close-down; cameras masked from neighbours
Lighting	PIR security lighting angled away from neighbours
Storage and deliveries	Locked containers, immobilised plant, banded fuel; high-value items delivered just in time and secured the same day
Key and access control	Key register and locked key safe; locks re-keyed at handover; everyone signed in and inducted
Daily close-down	Checklist: perimeter, building, compound, plant, fuel, alarms, excavations, ladders, waste
Fire and arson	Waste removed regularly and never burned; skips away from the building; combustibles stored securely

9 Health, safety and CDM

Wentways acts as Principal Contractor on appointment, with the architect as Principal Designer. For a domestic client, the client duties under CDM 2015 pass to the Principal Contractor unless the client agrees in writing for the Principal Designer to carry them out; we confirm that arrangement before start.

- Plan, manage and monitor the construction phase, applying the general principles of prevention.
- Construction phase plan drawn up before work starts from the pre-construction information and designers' risk assessments, and kept under review.
- Site-specific induction for every person on site: no induction, no work. CSCS cards appropriate to the trade.
- Welfare to Schedule 2 from day one.
- Competent contractors only: RAMS, insurance, competence registrations and training records before mobilising.
- Worker engagement through daily briefings and a clear route to raise concerns.
- F10 notification where the project is notifiable, displayed on site.
- Health and safety file information at handover.

Typical hazards and controls (extract)

Hazard	Control
Excavations	Services scanned; supported or battered excavations, edge protection, daily inspection
Structural work	Temporary works designer and coordinator; props checked before loading
Dust	Damping down, on-tool extraction, face-fit tested RPE
Working at height	Designed and inspected scaffold; edge protection at voids and roofs
Electrical	Safe isolation; 110 V tools
Fire	Fire risk assessment from day one; hot works permits with fire watch

Site-specific RAMS

- Task-specific RAMS prepared before each activity with input from the operatives doing the work. Generic RAMS are not accepted.

- Separate RAMS for each high-risk activity, for example excavation and foundations, scaffold and roof work, steel erection, live electrical systems, heat pump installation and hot works.
- Reviewed by the site manager (and the health and safety adviser for high-risk work), briefed and signed for before work starts. Changed conditions mean stop, reassess and re-brief.
- Weekly health and safety inspection recorded in the Friday report; accident, near miss and RIDDOR reporting.

10 Design responsibility

We set out who designs every element, so there are no gaps.

Element	Designer
Mechanical, heating and plumbing	Wentways via a qualified M&E subcontractor (heat loss, heat pump sizing, MCS)
Electrical, data and detection	Wentways via a registered electrical subcontractor carrying design responsibility
Drainage and soakaways	Wentways via a drainage designer
Structural steelwork and foundations	Structural engineer
Trussed rafters	Specialist designer and supplier
Architectural design and Building Regulations	Architect

- Design information listed in the information release schedule with dates that protect the programme.
- Designs submitted for comment before procurement and installation.
- No work on site from drawings not marked CONSTRUCTION.
- Commissioning, test certificates and as-built information in the handover file.

11 CDM roles matrix

Format example

Duty	Client	Principal Designer	Principal Contractor (Wentways)	Designers	Contractors
Pre-construction information	Provides	Compiles and shares	Receives and uses	Contribute	Receive relevant parts
Construction phase plan	Ensures in place	Assists with information	Draws up and maintains		Follow
Design risk management		Coordinates	Reviews buildability	Eliminate, reduce, inform	Raise issues
Site induction and rules			Provides to everyone		Attend and comply
Welfare to Schedule 2	Ensures provided		Provides from day one		Use
RAMS			Reviews and approves		Prepare, task-specific

Duty	Client	Principal Designer	Principal Contractor (Wentways)	Designers	Contractors
F10 notification	Notifies (domestic: passes to PC)		Submits where agreed, displays		
Health and safety file	Keeps	Prepares	Provides information	Provide information	Provide information

For a domestic client, client duties pass to the Principal Contractor unless the client agrees in writing for the Principal Designer to carry them out. The arrangement is confirmed before start.

12 Sample RAMS extract

Format example

Field	Content
Activity	Excavation for strip foundations
Prepared by	Site Manager, with the operatives doing the work
Reviewed by	Health and Safety Adviser (high-risk activity)
Briefed to	All operatives on the task, signed before work starts

Hazard	Who	Control measures
Buried services	Operatives	Drawings checked, services located and scanned before breaking ground, hand dig near services
Collapse of excavation	Operatives	Supported or battered sides to the temporary works design, daily inspection recorded, no entry to unsupported trenches
Falls into excavation	Operatives, visitors	Edge protection, barriers and covers out of hours
Plant movement	Everyone on site	Banksman for reversing, exclusion zones, trained operators
Surcharge near edges	Operatives	No spoil, materials or plant near edges
Adjacent structures and trees	Third parties	Engineer's design, root protection fencing to BS 5837
Dust and noise	Operatives, neighbours	Damping down, working hours, PPE

Method sequence: set out and mark; scan for services; excavate in lengths; inspect and record; Building Control inspection; pour; backfill and make safe. **Stop rule:** changed conditions mean stop, reassess and re-brief.

13 Risk register extract

Format example

Ref	Risk	Effect	Mitigation	Owner
R1	Ground conditions differ from assumed	Foundation redesign, delay	Trial pits and soil testing in the lead-in	Site Manager / Engineer
R2	Structural design late	Steel order delayed	Engineer appointed at award; design date in information release schedule	Bid and Pre-construction
R3	Drains near new footprint	Build-over agreement, redesign	Drain trace survey before setting out	Site Manager
R4	Long-lead items late	Weathertight milestone missed	Order in lead-in; supplier dates confirmed on order	Compliance and Procurement
R5	Client selections late	Fit-out delay	Selection dates in information release schedule	Contracts and Operations
R6	Adverse weather	Substructure and roof delay	Programme risk allowances on the critical path	Contracts and Operations
R7	Theft or vandalism	Loss, delay	Site security plan, just-in-time deliveries	Site Manager
R8	Consents or conditions outstanding	Late start	No start before construction issue drawings and consents	Bid and Pre-construction

14 Quality: inspection and test plan extract

Format example

Stage	Check	Hold point	Record
Setting out	Lines, levels, datum	Before excavation	Survey record, photo
Foundations	Depth, bearing, width	Building Control inspection before pour	Inspection record, photo
Drainage	Falls, joints, air test	Before backfill	Test certificate, photo
DPC and DPM	Laps, continuity	Before cover-up	Photo
Steelwork	Bearings, padstones, fixings	Engineer inspection	Engineer sign-off, photo
Insulation and VCL	Continuity, taping	Contract administrator inspection before boarding	Photo record of hidden work
Wet areas	Tanking	Test before finishes	Test record
Electrical	Testing to BS 7671	Before energising	Certificates
Heating	Commissioning	Before handover	Commissioning records
Fire doors and detection	Certified sets, ironmongery, detection	Before handover	Certificates
Completion	Snagging inspection	Before practical completion	Snag list closed out

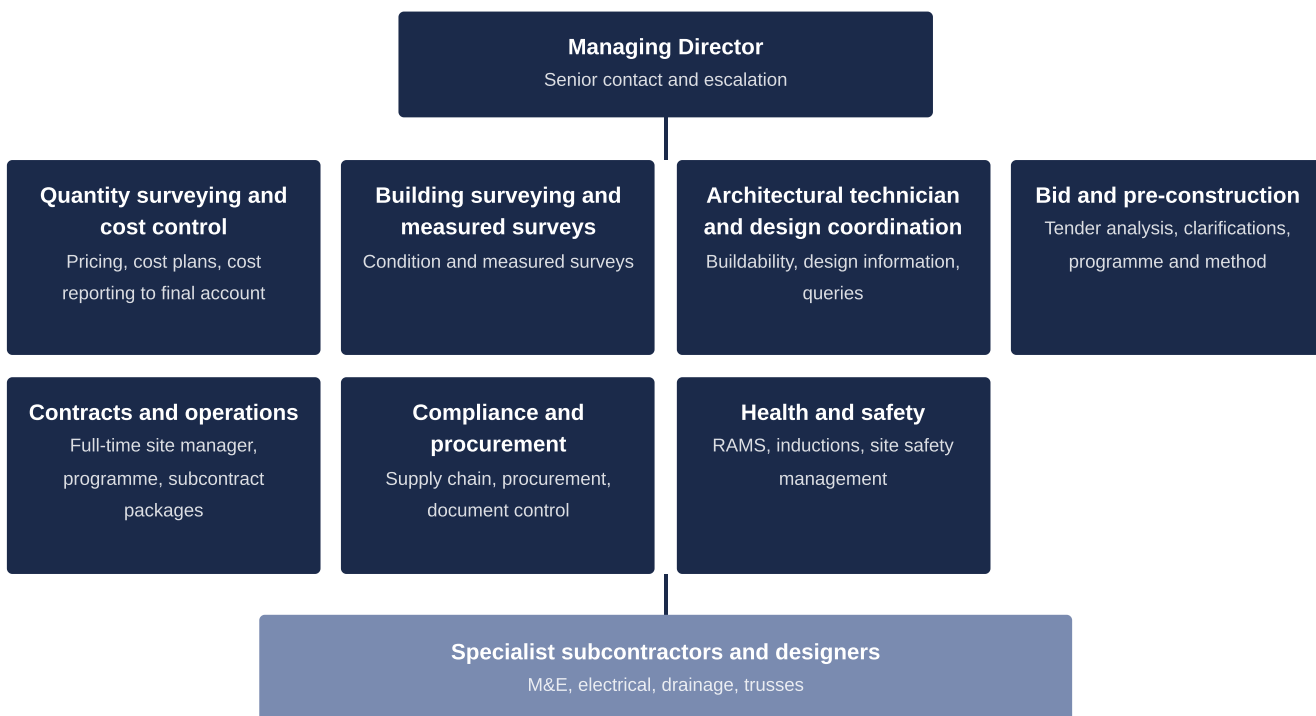
15 Communication and reporting structure

Report or meeting	Frequency	Audience	Content
Weekly site report with photographs	Every Friday morning	Contract administrator and client	Progress, photos, health and safety inspection, decisions needed
Monthly report	Before each site meeting	Contract administrator and client	Programme status, risks, information required, valuation
Monthly site meeting	Monthly	Project team	Progress, quality, safety, commercial
Information release schedule	Kept live	Design team and client	Dates information is needed to protect the programme
Tender queries and RFIs	As raised	Contract administrator	Numbered register with responses
Incident notification	By the next working morning	Contract administrator	Security or safety incidents

Daily briefings on site, a single senior contact for escalation, and a named contact for neighbours.

16 Team structure and organogram

Roles only. Seven disciplines cover every project.



17 Priced schedule layout

Format example

Ref	Description	Qty	Unit	Rate	Total £
1	Preliminaries	[redacted]	wk	[redacted]	[redacted]

Ref	Description	Qty	Unit	Rate	Total £
2	Excavate foundations	[redacted]	m ³	[redacted]	[redacted]
3	Concrete trench fill	[redacted]	m ³	[redacted]	[redacted]
4	Facing brickwork	[redacted]	m ²	[redacted]	[redacted]
5	Blockwork inner leaf	[redacted]	m ²	[redacted]	[redacted]
6	Cavity insulation	[redacted]	m ²	[redacted]	[redacted]
7	Roof covering	[redacted]	m ²	[redacted]	[redacted]
8	Windows	[redacted]	nr	[redacted]	[redacted]
9	First fix electrical	[redacted]	item	[redacted]	[redacted]
10	Plasterboard and skim	[redacted]	m ²	[redacted]	[redacted]
11	Tiling	[redacted]	m ²	[redacted]	[redacted]
12	Provisional sum	[redacted]	item	[redacted]	[redacted]

Every line carries a build-up of labour, materials, plant and subcontract, in the buyer's section order.

18 Dayworks schedule layout

Format example

Trade	Hourly rate £	Day rate £
Labourer	[redacted]	[redacted]
Joiner or carpenter	[redacted]	[redacted]
Plasterer or boarder	[redacted]	[redacted]
Bricklayer	[redacted]	[redacted]
Bricklaying gang (two and one)	[redacted]	[redacted]
Decorator	[redacted]	[redacted]
Roofer, pitched roof	[redacted]	[redacted]
Roofer, flat roof	[redacted]	[redacted]
Groundworker	[redacted]	[redacted]
Tiler	[redacted]	[redacted]
Plumber	[redacted]	[redacted]
Electrician	[redacted]	[redacted]
OHP percentage applied to variations	[redacted]	

19 Tender clarifications and qualifications

Format example

Each qualification is numbered and grouped so it can be compared across tenders.

Ref	Group	Example wording
Q1	Contract and commercial	Our price is based on the stated form of contract without amendment. Any schedule of amendments not received is reviewed when issued.
Q2	Contract and commercial	Price validity for a stated period, for a start on site by a stated date.
Q3	Contract and commercial	Supplier payments required with order above a stated threshold are paid in advance by the Employer or bought direct.
Q4	Contract and commercial	Liquidated damages capped at an agreed maximum; retention bond considered in place of cash retention.
Q5	Documents	Price based only on the listed tender documents; work not described or reasonably inferable is valued as a variation.
Q6	Design	Contractor's design responsibility limited to the designed portion, to reasonable skill and care.
Q7	Statutory	Statutory and utility fees excluded unless stated.
Q8	Information outstanding	Assumptions stated where structural design, consents or specifications are not yet issued.
Q9	Ground and existing conditions	Conditional on surveys stated; allowances shown as provisional sums.
Q10	Third parties	Delay by persons engaged directly by the client is a Relevant Event.

20 Handover and O&M approach

- Snagging inspection, snag list closed out before practical completion.
- Builder's clean and final deep clean inside and out.
- O&M manual: as-built information, commissioning records, test certificates and product information for every contractor-designed element.
- Health and safety file information provided to the Principal Designer.
- Certificates where they apply: electrical, heating commissioning, fire doors and detection, Building Control completion, product guarantees.
- User training on heating and controls at handover.
- Locks re-keyed at handover, all keys returned and recorded.
- 12 month rectification period with a named contact.

21 Commercial clarity

Every submission also includes: provisional and PC sums priced with OHP and labour allowances; a completed dayworks schedule; a VAT assessment; a full list of qualifications, clarifications and exclusions; and a numbered register of tender queries raised from our review of the documents, flagging those that affect price certainty.

Example	Detail
Tender sum, rates and PC allowances	[redacted]
Tender queries	[redacted]
Insurance levels	[redacted]

22 Document control

Format example

Rev	Date	Description	Prepared	Checked	Approved
A	[redacted]	First issue for tender	Bid and Pre-construction	Quantity Surveying	Managing Director
B	[redacted]	Revised following tender queries	Bid and Pre-construction	Quantity Surveying	Managing Director

Issued versions are dated and revision numbered and never overwritten. Drawings, approvals and completion documents are controlled and handed over.

Want this level of detail on your project?

Domestic and commercial. Extensions, refurb, kitchens and fit-out, each with its own dedicated team. Send a brief or tender to tenders@wentways.co.uk.