



**Somerset**  
Wildlife Trust

Invitation to tender for  
Catcott Lows Hide 2026

At

**Catcott Nature Reserve**  
**(part of the Somerset Wetlands NNR)**

<December 2025>

## **Contents**

1. Introduction to Somerset Wildlife Trust
2. Invitation to Tender
3. Scope of Tender
4. Tender Information
5. Requirements for Tender Submission
6. Appendices

Appendix A - Form of Tender

Appendix B - Tender Fee Submission

Appendix C - Design Specifications and Drawings

Appendix D – Tender Submission Checklist

## **1.0 Introduction to Somerset Wildlife Trust**

Somerset Wildlife Trust is a company limited by guarantee and a registered charity governed by its articles of association. We work throughout the county to ensure that Somerset remains one of the most habitat-diverse and wildlife-rich counties in Britain and nationally as part of a federation of 46 local Wildlife Trusts working together to restore nature throughout the UK.

We rely on the support of our members, donors and volunteers, as well as income from grant-giving bodies and companies, including profits from our ecological consultancy, Somerset Wildlife Trust Consultancy, to look after Somerset's wildlife and wild places.

This includes the nature reserves in our care and, through proactively working with partners, local communities and landowners, leading nature's recovery across the county, by creating a resilient mosaic of natural habitats where nature can move freely and expand across Somerset.

We work to influence Somerset's policymaking and planning decisions, which affect the county's wildlife and the wider environment, to ensure nature is at the heart of decisions on our county's future. We believe access to nature is important for people of all ages to value wildlife and help protect it, and in doing so enhance the health and wellbeing of everyone who lives and works in our wonderful county of Somerset.

We are now halfway through our new 10-year Wilder Somerset 2030 strategy.

<https://www.somersetwildlife.org/sites/default/files/2021-05/Somerset%20email%20version.pdf>

### **Our Vision**

A Somerset wide nature recovery network creating more space for wildlife, benefiting everyone and playing its part in helping us reverse biodiversity loss and tackle the climate crisis.

### **Our mission**

Working for the changes needed for nature and people to thrive together.

### **Our strategic goals**

#### **1. More space for nature**

Nature is improving everywhere with restored natural processes, connected and protected through a Nature Recovery Network, with at least 30% of land and sea managed positively for nature.

#### **2. A movement for nature**

Everyone has the opportunity to experience nature, with at least 1 in 4 people taking action for nature's recovery across Somerset as part of Team Wilder.

#### **3. Telling Somerset's story**

The story of nature's recovery in Somerset is told through our interactive State of Nature tool that informs action and monitors progress.

## 2.0 Invitation to Tender

- 2.1 Tenderers are invited to tender for delivery of construction of a new bird hide as detailed later in this document, its appendices, and planning permission requirements.
- 2.2 Tenderers must comply with all the requirements of this Invitation to Tender. Non-compliance may lead to a tender not being considered in the review process.
- 2.3 Only one tender is permitted from each Tenderer. If more than one is submitted by a Tenderer, the one with the latest time of submission will be evaluated and the other(s) disregarded.
- 2.4 Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their tenders and must satisfy themselves that the requirements of the tender are fully understood.
- 2.5 An indicative timetable for the tender process is outlined below. Somerset Wildlife Trust reserves the right to change the timetable at its discretion.

Stage	Date
Issue Invitation to Tender	12/12/2025
Closing date for submission of completed tenders	5pm on 13/02/2026
Evaluation of tenders	16/02/2026 – 20/02/2026
Sign-off @ Management Team/ Director level	23/02/2026 – 27/02/2026
Formal appointment	30/02/2026

- 2.6 Following the tender submission deadline, we will review and assess the written tender responses against the following criteria:
- |  |     |
|--|-----|
| ✓ Value for money (including value added)            | 30% |
| ✓ Experience and proven track record                 | 30% |
| ✓ Suitability of the approach                        | 25% |
| ✓ Approach to customer service and quality assurance | 15% |
- 2.7 The specification of the services required is in section 3 of this document. The legal obligations of Somerset Wildlife Trust and the successful Tenderer will be contained in the contract(s) entered into between the parties. The Tenderer should ensure that it is thoroughly familiar with the tender documents and understands the obligations that will apply should the Tender be accepted by Somerset Wildlife Trust.
- 2.8 Any queries relating to the Tender must be sent by e-mail to [mark.blake@somersetwildlife.org](mailto:mark.blake@somersetwildlife.org) and arrive no later than 5pm on 6<sup>th</sup> February 2026. Note that we will not be able to respond between the dates of 19<sup>th</sup> December 2025 and 5<sup>th</sup> January 2026.
- 2.9 Somerset Wildlife Trust may, if considered necessary, issue written circulars to Tenderers amending or clarifying the tender documents to which Tenderers must comply.

- 2.10 All information supplied by Somerset Wildlife Trust in connection with this Invitation to Tender shall be treated as confidential.

### **3.0 Scope of Tender**

- 3.1 The successful Tenderer(s) will source materials for and construct a wheelchair accessible single storey bird hide with boardwalk access ramp, all of wooden construction, raised on wooden piles in line with consented planning permission documents.

See appendix C and documents referenced therein for the design specification and drawings. The work will need to be delivered between 20th August and 31st October 2026.

- 3.2 The successful Tenderer will provide labour, welfare facilities, materials, and expertise to complete the work as detailed in Appendix C.
- 3.2 The successful Tenderer will work closely with Somerset Wildlife Trust Staff to ensure the construction meets the needs of the Trust and the brief provided
- 3.3 This tender will be on a fixed price basis with a contingency built in for reasonable price increase of any raw materials. Auditable increases in raw material of above 10% can be passed on at cost as long as these are industry wide increases.
- 3.4 The tender will also include advice on materials used to meet the requirements of the project.
- 3.5 The successful Tenderer will be required to attend regular project meetings to update Somerset Wildlife Trust on progress. Some meetings will be required to take place on site.
- 3.6 All waste produced is to be removed from site and appropriately disposed of, recycling wherever possible. Any damage to the access track, 'car park', or wider site is to be made good in strict consultation with Somerset Wildlife Trust Staff to ensure regulatory compliance.

### **4.0 Tender Information**

- 4.1 Tenders shall be submitted along with the Form of Tender included at **Appendix A** and the Tender Fee Submission Form included at **Appendix B**.
- 4.2 Tenderers are invited to submit a fixed price for providing the services outlined in section 3 of this document. Tenderers are required to indicate the means by which any future increase in costs would be calculated. A Tender Submission Form for completion by the Tenderer is attached in **Appendix B**.
- 4.3 The deadline for responses to this tender is **5pm on 13<sup>th</sup> February 2026**. Tenders should be e-mailed to Mark Blake at [mark.blake@somersetwildlife.org](mailto:mark.blake@somersetwildlife.org)

### **5.0 Requirements for Tender Submission**

5.1 Your written response should cover the following areas:

- Your experience and credentials in carrying out such work.
- An overview of how you foresee the work being completed
- A review of your own risk management processes in terms of project and site management
- An assessment of the key risks facing yourselves and primary (sub)contractor, and Somerset Wildlife Trust; and how you can provide specific support to us on these risks.
- A statement on how the equipment, mobile plant, construction methods and materials would be selected / sourced to minimize the environmental impact of the project on the peatland habitat and wider environment.
- A proposed timetable of works and resource allocation plan.
- An overview of how you will ensure you and the Trust are compliant with all Health and Safety requirements whilst the project is underway in line with relevant ISO standards and the Construction (Design and Management) Regulations 2015 as a minimum.
- You should also confirm the role that subcontractors may have in the project, and their experience and credentials for undertaking such works.
- The organisation's public liability insurance and professional indemnity insurance including names of insurer, policy numbers and expiry date, the limits for any one accident and the excesses under the policy.
- The organisation's written health and safety at work policy.
- The organisation's Environmental Policy/Statements must be included.
- Any other information deemed to be appropriate and relevant to the Tender submission;
- Contact details of three organisations for which you have performed similar work and who may be approached for references.

5.2 A tender submission checklist is included as **Appendix D**.

**APPENDIX A  
FORM OF TENDER**

Invitation to tender for delivery of Catcott Lows Bird Hide 2026, at Catcott Nature Reserve (part of Somerset Wetlands NNR)

**FORM OF TENDER**

We [Insert Business name and address]

Hereby offer to deliver services in respect of the delivery of **Catcott Lows Bird Hide, at SWT's Catcott Reserve (part of Somerset Wetlands NNR)** in accordance with the attached Contract prepared by us on the basis of the completed Tender Fee Submission for the sum of:

£ \_\_\_\_\_ (excluding VAT)

We agree that this Tender shall remain open to be accepted or not by Somerset Wildlife Trust and shall not be withdrawn for a period of three months from signed date.

We certify that the details of this Tender have not been communicated to any other person(s) or adjusted in accordance with any agreement or arrangements with any other person(s) not representing the Tenderer organisation.

We understand that Somerset Wildlife Trust is not bound to accept the lowest price of any Tender submitted.

We certify that the person who has signed this Tender bid below is the authorised signatory on behalf of the organisation.

**Signed by:**

**Position held:**

**Date:**

**APPENDIX B  
TENDER FEE SUBMISSION FORM**

Invitation to tender for delivery of Catcott Lows Bird Hide at Catcott Nature Reserve (part of Somerset Wetlands NNR)

**TENDER FEE SUBMISSION FORM**

**To:** Somerset Wildlife Trust

**1. Tender Submission for the delivery of Catcott Lows Bird Hide at Catcott Nature Reserve (part of Somerset Wetlands NNR).** All-inclusive fee for providing the services as specified in Section 3

<PLEASE PROVIDE TABLE HEADINGS AS APPROPRIATE TO YOUR TENDER>:	£
<i>Catcott Lows Hide project 2026</i>	
e.g. Labour	
e.g. Materials	
e.g. Contract Management	
<b>Total (excluding VAT)</b>	
<b>VAT</b>	
<b>Total (Including VAT)</b>	

**2. Details of how any price changes throughout the project will be calculated and then applied:**

**3. Proposed Payment Schedule (please amend in line with the project plan)**

Phase <PLEASE ENTER PHASE DETAIL AS APPROPRIATE TO ITT WORKS SPEC>	%
For example:	
Pre-mobilisation	20
Mobilisation and delivery of materials	30
Contract completion (demobilisation etc)	45
Retention (not longer than 3 months)	5

**4. Project Plan**

Please provide an outline of how the project would be undertaken including timings of the different phases involved, specification and quantity of key materials, risk factors of the project and any critical milestones involved.

**5. Draft Service Contract**

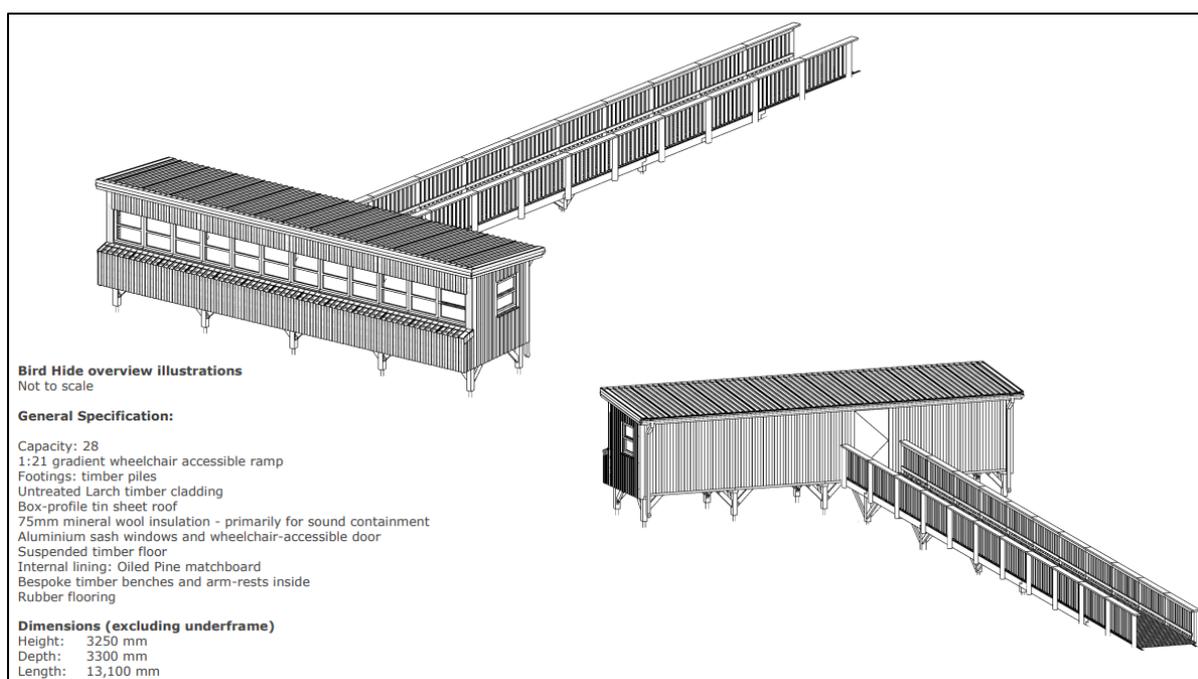
Please provide a draft service contract for review and consideration.

## APPENDIX C

### DESIGN SPECIFICATIONS AND DRAWINGS

Please note this tender is only for:

- Installation of a new - **Catcott Lows Bird Hide at Catcott Nature Reserve (part of Somerset Wetlands NNR)**
- Location: Lady's Drove, off Catcott Broad Drove, between Catcott and Burtle, Somerset, TA7 8NQ. What3words: [///highlight.placed.reach](https://www.what3words.com/@@@highlight.placed.reach)
- All site work to take place between 20th August and 31st October 2026 between the hours of 08:00 and 18:00.
- Piles will need to be driven in using a tracked excavator and the rest of the construction will be done by hand using power tools
- A complete set of scaled elevation and location plans will be provided with this document and/or can be provided upon request. Full planning details can be found under planning reference [55/25/00005](https://www.somerset.gov.uk/planning-references/55/25/00005)
- Indicative building design and preferred material selection, taken from the full elevation drawings mentioned above, is shown in Figure 1

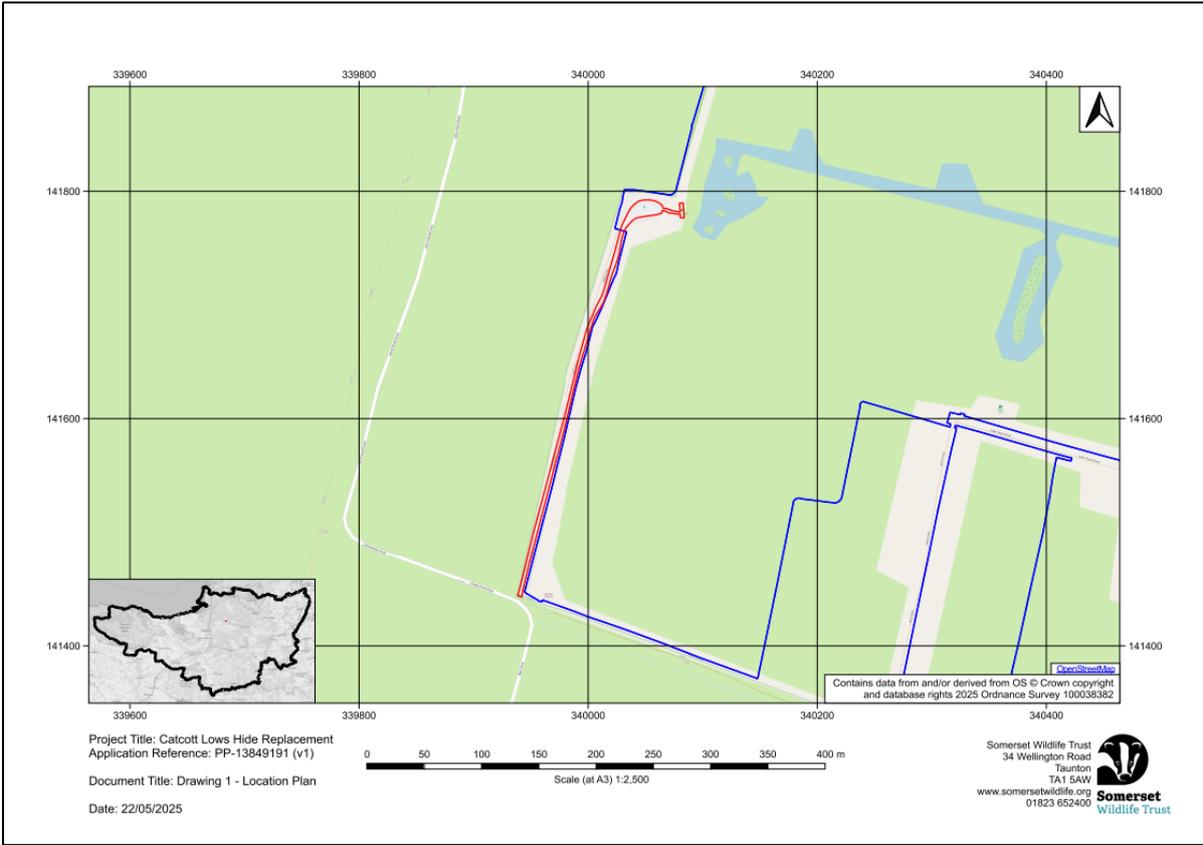


**Figure 1:** Overview illustrations of new hide with preferred material information – Not to scale. This is an extract from a set of full elevation drawings which will be provided alongside this document

#### **Location and access for works.**

The bird hide is to be situated at Somerset Wildlife Trust's Catcott Nature Reserve. The location of which is available on the following link: <https://maps.app.goo.gl/H1DHjTJuRxuJtJbe7>

The location of the bird hide installation on the reserve alongside access and storage areas at the carpark at Catcott Nature Reserve is shown in Figure 2. Storage should only occur away from banks on the stoned car park area with bunding used if needed to contain any risk of spillage or other site contamination. Machinery can be left on site.



**Figure 2:** Location, access and storage plan



**Figure 3:** Photograph of area where the bird hide is to be installed, looking East from the reserve's carpark. The old structure will have been removed prior to installation of the new hide.

### **Other considerations**

With regard to Historic Environment features, the likelihood of encountering any features in any of the project areas is considered to be low. Contractors (and any sub-contractors) will however be required to attend a toolbox talk on the historic environment and notify site staff if any potential archaeology is encountered.

As Catcott Nature Reserve is within a Site of Special Scientific Interest and Special Protection Area, Somerset Wildlife Trust has obtained consents to conduct these works. In case of any queries regarding consents and licences during this tendering process please contact [mark.blake@somersetwildlife.org](mailto:mark.blake@somersetwildlife.org).

Given the site's conservation designations please consider sensitive methods of work which may include for the use of any low ground vehicles or mobile plant that are suited to working in sensitive peatland areas.

Welfare facilities will need to be provided by the successful Tenderer as part of the Contract and to take appropriate security measures to protect their materials and equipment for the duration of the installation work.

## APPENDIX D

### TENDER SUBMISSION CHECKLIST

Tender Submission Checklist for:

Invitation to tender for delivery of Catcott Lows Hide at Catcott Nature Reserve  
(part of Somerset Wetlands NNR)

Item	Description	Incl? Y/N	Document Reference(s) if applicable
1	Completed Form of Tender (see Appendix A)		
2	Completed Tender Submission Form (see Appendix B)		
3	Experience and credentials for carrying out such work		
4	An overview of how it is proposed the works will be completed		
5	Review of your own risk management processes in terms of project and site management		
6	An assessment of the key risks facing yourselves, sub-contractor and Somerset Wildlife Trust; and how you propose to, and can support us, to minimise or mitigate these risks		
7	A statement on how the equipment, mobile plant and materials would be selected / sourced to minimise the environmental impact of the project on the peatland habitat and wider environment in line with relevant environmental management system requirements such as 14001		
8	A proposed timetable of works and resource allocation plan		
9	An overview of how you will ensure that you and the Trust are compliant with all Health and Safety requirements whilst the project is underway in line with any relevant ISO standards and the Construction (Design and Management) Regulations 2015 where applicable.		
10	Confirmation of the role that any subcontractors may have in the project and their experience and credentials for undertaking such work		
11	Copy of your Public Liability Insurance (including name of insurer, policy number, expiry date and limits for any one accident and excesses under the policy)		

Item	Description	Incl? Y/N	Document Reference(s) if applicable
12	Copy of your Professional Indemnity Insurance (including name of insurer, policy number, expiry date and limits for any one accident and excesses under the policy)		
13	Copy of your organisation's Health and Safety at work policy.		
14	Copy of your organisation's Environmental Statement / Policies		
15	Any other information deemed to be appropriate and relevant to the Tender submission		
16	Contact Details of three organisations for which you have performed similar work and who may be approached for references		