

Tender report

Project	14 Larch Walk – rear extension	Client	Mr A Sample and Mrs B Sample
Document	LW-TR-01 Rev A	Date	6 November 2026
Status	For client decision	Prepared by	Harbour Lane Architects Ltd
Distribution	Mr A Sample and Mrs B Sample		

Recommendation, subject to clarification

Subject to clarification of both lowest tenders, we recommend Hartfield Build Ltd at £82,479.60 including VAT and ask you to authorise those enquiries.

The ranking of the two lowest tenders depends on points still to be resolved (see below). We recommend putting the same questions to both before any tender is accepted.

If Mereworth Builders Ltd withdraws its exclusions and qualifications without changing its price and confirms that the items it left out are included, its tender of £65,330 excluding VAT (£78,396 including VAT at 20%) would be lower than that of Hartfield Build Ltd. A tenderer is given that chance before its tender is rejected (JCT Tendering Practice Note 2024); put the question to it in writing before any tender is accepted.

Tenderer	Tender sum (excl. VAT)	Adjusted for comparison (excl. VAT)	VAT	For comparison (incl. VAT)	Rank
Hartfield Build Ltd	£68,733.00	£68,733.00	£13,746.60	£82,479.60	1
Mereworth Builders Ltd	£65,330.00	£69,906.50	£13,981.30	£83,887.80	2
Oakden Construction Ltd	£73,950.00	£74,950.00	£14,990.00	£89,940.00	3

Compared including VAT (see 'VAT'). Items a tenderer did not price are added at the median of the other tenderers' prices, for comparison only.

Reasons

- Hartfield prices every issued item and includes the required provisional sums and contingency.
- The invitation keeps Hartfield's submitted sum unchanged, subject to its confirmation or withdrawal.
- Mereworth's lower submitted price excludes essential structural work; its complete price could change the ranking.
- Oakden costs more after restoring drainage and retains unpriced qualifications.

Before acceptance

- 1 Hartfield: confirm £68,733 excluding VAT after the rooflight error, with all work included; provide written tender confirmation.
- 2 Hartfield: confirm the complete substructure scope at £4,298 excluding VAT, the engineer's design basis and the flooring supply allowance.
- 3 Mereworth: withdraw the rear-wall and steel exclusion at its original price; confirm patio removal and the provisional-sum split.
- 4 Resolve the parapet height, W10 elevation and common scope gaps; obtain comparable confirmations from all tenderers.
- 5 Confirm drainage and party wall arrangements, asbestos information, the contract particulars, programme, insurance and VAT details before acceptance.

Your decision

- ☐ Authorise us to put the same questions to Hartfield Build Ltd and Mereworth Builders Ltd (see 'Before acceptance') and to report to you again before any tender is accepted.
- ☐ After their answers, accept whichever of Hartfield Build Ltd and Mereworth Builders Ltd is then the lower tender for comparison, up to a total of £_____ including VAT.
- ☐ Do not accept a tender at this stage; we will advise you on the next steps.

Signature (Mr A Sample and Mrs B Sample)

Name

Date

Details of the tender analysis

The pages that follow set out the checks behind the recommendation, tender by tender.

Tender process

Invitations sent	22 October 2026
Return date	6 November 2026
Tenderers invited	Hartfield Build Ltd, Oakden Construction Ltd, Mereworth Builders Ltd
Tenders received	Hartfield Build Ltd; Oakden Construction Ltd; Mereworth Builders Ltd
Basis of award	Lowest price, after the checks in this report
Errors in priced documents	Alternative 1 of the JCT Tendering Practice Note 2024: the tenderer confirms or withdraws; the tender sum stands
Tenders open for acceptance	56 days
Site visits	Site visit attendance is not recorded.
Queries	No query responses or addenda were supplied. Confirm the common information priced by all three tenderers.

Comparison of tenders

	Hartfield Build Ltd	Mereworth Builders Ltd	Oakden Construction Ltd
Tender sum as submitted (excl. VAT)	£68,733.00	£65,330.00	£73,950.00
Items recalculated (quantity × rate)	£67,733.00	£65,330.00	£73,950.00
Difference (tender sum less recalculated items)	£1,000.00	£0.00	£0.00
Provisional and prime cost sums levelled to the schedule	£0.00	£0.00	£1,000.00
Items not priced or excluded (added for comparison)	£0.00	£4,576.50	£0.00
Quantities changed by the tenderer (re-priced)	£0.00	£0.00	£0.00
Adjusted for comparison (excl. VAT)	£68,733.00	£69,906.50	£74,950.00
Registered for VAT	Yes	Yes	Yes
VAT at 20%	£13,746.60	£13,981.30	£14,990.00
Adjusted including VAT	£82,479.60	£83,887.80	£89,940.00
Rank	1	2	3
Construction period (weeks)	13	14	12
Tender open for acceptance (days)	56	60	30
Open for acceptance until	1 January 2027	5 January 2027	6 December 2026

VAT

Building work to an existing house, such as this extension, is normally standard-rated at 20% (HMRC VAT Notice 708, section 2.1); some work, such as adaptations for a disabled person, can carry a lower rate.

As a private client you cannot recover VAT, so the tenders are compared including VAT.

Arithmetical check

Hartfield Build Ltd

Item 6.2: priced at £3,900.00, but 2 nr at £1,450.00 comes to £2,900.00 – £1,000.00 too high.

Taken together, the tender sum of £68,733.00 is £1,000.00 higher than its items recalculated at its own rates (£67,733.00).

Under Alternative 1, as stated in the invitation, the tender sum of £68,733.00 stands: Hartfield Build Ltd is told of the errors and asked to confirm the tender or withdraw it.

No arithmetical errors were found in the tenders from Mereworth Builders Ltd and Oakden Construction Ltd.

Items not priced, exclusions and qualifications

Mereworth Builders Ltd

Mereworth Builders Ltd has not priced item 2.1 ('Remove existing rear wall incl. window W01 between party wall and new pier'). For comparison we have added £960.50, the price the other tenderer gave for this item; the tenderer is asked to confirm whether it is included.

Mereworth Builders Ltd has not priced item 2.2 ('Break out existing patio and dispose'). For comparison we have added £616, the price the other tenderer gave for this item; the tenderer is asked to confirm whether it is included.

Mereworth Builders Ltd has not priced item 4.1 ('Steel beam S1 UB 203x133x25 with padstones, incl. temporary works'). For comparison we have added £3,000, the median of the other tenderers' prices for this item (2 prices); the tenderer is asked to confirm whether it is included.

Mereworth Builders Ltd states "Note: removal of the rear wall and the steel beam are not included - we suggest the client's structural engineer arranges this separately." (page 1). Nothing is added to the comparison for this. Demolition and structure are allowed for separately under missing work in the comparison; no further addition is made here. Patio removal is not expressly addressed and needs confirmation.

Oakden Construction Ltd

Oakden Construction Ltd states "Our price excludes the removal and disposal of any asbestos-containing materials." (page 1) and "Foundations priced at 1.0 m depth; any extra depth charged at daywork rates." (page 1). Neither is valued; both are still to be resolved.

Oakden Construction Ltd states "We have allowed GBP 2,000 for the drainage provisional sum based on our experience." (page 1). Nothing is added to the comparison for this. The drainage allowance is increased by £1,000 excluding VAT separately in the comparison to restore the issued £3,000 allowance; no further addition is made for this wording.

Oakden Construction Ltd carried £2,000 for 10.1 instead of the fixed £3,000; the comparison uses £3,000.

Oakden Construction Ltd keeps its tender open for acceptance for 30 days, not the 56 days asked for in the invitation.

A tenderer who has qualified a tender is given the chance to withdraw the qualification without changing the price; otherwise the tender may be rejected (JCT Tendering Practice Note 2024).

Prices well apart from the other tenders

Hartfield Build Ltd: 'Substructure' at £4,298 is 44% below the other tenders (£7,450 and £7,900). Ask Hartfield Build Ltd to confirm that its price covers all the work in this section.

We point out a section priced 30% or more below, or 50% or more above, the median of the other tenderers' prices for the same section. This is our own check, not a rule; only sections every tenderer priced in full are compared.

Programme

Hartfield Build Ltd: 13 weeks; Mereworth Builders Ltd: 14 weeks; Oakden Construction Ltd: 12 weeks.

Tenders stay open for acceptance until: Oakden Construction Ltd 6 December 2026 (30 days from the return date); Hartfield Build Ltd 1 January 2027 (56 days from the return date); Mereworth Builders Ltd 5 January 2027 (60 days from the return date).

Hartfield offers 13 weeks from possession, Oakden 12 weeks and Mereworth 14 weeks. No required start or completion date is supplied, so programme suitability cannot yet be judged. On the invitation's return-date basis, Hartfield's eight weeks ends on 1 January 2027, Oakden's 30 days on 6 December 2026 and Mereworth's 60 days on 5 January 2027. Obtain confirmation of the expiry dates; extend Oakden's validity if it is retained.

Pre-tender estimate

No pre-tender estimate or client budget was supplied, so affordability cannot be assessed. The comparison covers building work only; client-supplied kitchen goods, professional fees and other client costs require a separate budget.

Notes

The invitation dated 22 October 2026 governs the treatment of arithmetic errors: the tenderer must confirm or withdraw its submitted sum. Hartfield's item 6.2 states two rooflights at £1,450 each but carries £3,900. The multiplication gives £2,900, a £1,000 error excluding VAT. Its entered amounts total £68,733; recalculating the rates gives £67,733. Neither £67,733 nor the £81,279.60 including VAT equivalent is an offer available for acceptance. Hartfield must confirm £68,733 excluding VAT (£82,479.60 including VAT) or withdraw. Its other multiplications, total and stated VAT reconcile.

Mereworth's section totals and VAT reconcile. Its rear-wall removal and steel beam are expressly excluded, while patio removal has no identified price. For comparison only, £960.50 for rear-wall removal and £616 for patio removal come from Hartfield's items 2.1 and 2.2, the only separate prices supplied. The steel allowance is £3,000, the midpoint of Hartfield's £2,900 and Oakden's £3,100. Together these add £4,576.50 excluding VAT; nothing further is added for the exclusion wording. The comparison is £69,906.50 excluding VAT, £83,887.80 including VAT. These allowances are not Mereworth's quotation for completing the work.

Mereworth's submitted price is £3,403 excluding VAT (£4,083.60 including VAT) below Hartfield's. If its complete missing scope costs less than that amount, it would be cheaper; at that amount the prices are equal. After adding these costs, Hartfield is £1,408.20 including VAT lower. If Mereworth confirms patio removal is already included, removing its £616 allowance leaves Mereworth at £83,148.60 including VAT, still £669 above Hartfield. First invite Mereworth to withdraw its exclusion and confirm all three items within its original price. An additional quotation is not an arithmetic correction and requires a separately agreed basis before any award.

Oakden's section totals reconcile to £73,950 excluding VAT (£88,740 including VAT). Its drainage sum is £2,000 instead of £3,000; restoring £1,000 gives £74,950 excluding VAT (£89,940 including VAT). Asbestos removal and disposal remain excluded, with no reliable price available. Foundations at 1.0 m match the specified pricing basis, but extra-depth daywork rates are absent. These risks are unpriced, so £89,940 is not a fully resolved cost. Seek withdrawal or clarification of all three qualifications and extension of the 30-day validity to the invited eight weeks if Oakden remains under consideration.

The required drainage and kitchen fitting allowances total £5,500 excluding VAT, with a separate £5,000 contingency. Hartfield carries each correctly. Mereworth carries the correct combined £5,500, but must confirm its £3,000 drainage and £2,500 kitchen split. The work covered by both provisional sums is insufficiently defined to fix its final cost. All three include the contingency. Floor item 8.3 includes a supply allowance of £45/m², giving £967.50 excluding VAT for 21.5 m²; it is already within the flooring price and must not be added again. Confirm that allowance in Oakden's and Mereworth's finishes totals. Any agreed adjustment of Hartfield's rates must preserve this embedded supply allowance as well as preliminaries, provisional sums and contingency. The corrected work subject to redistribution is £46,465.50 excluding VAT; allocating the £1,000 difference would add about 2.152134% to that part only. The invitation establishes the fixed tender sum but does not provide the detailed redistribution method, which must be agreed before endorsement. No daywork rates were supplied.

Hartfield's substructure price of £4,298 excluding VAT is about 44% below the midpoint of the other prices (£7,675). Confirm excavation, disposal, concrete, insulation and damp-proof membrane are fully included. The specification allows a 150 mm ground-bearing slab on 100 mm PIR insulation, but leaves the engineer's final slab type open. No structural engineer's design is supplied; confirm foundations, slab, beam, bearings and temporary works before the scope and price are settled.

LW-200 Rev A and LW-210 Rev A show a 3,100 mm parapet; LW-220 Rev A shows 3,300 mm, a 200 mm conflict. W10 is shown on LW-200 Rev A and priced in the schedule at 1,500 × 1,200 mm, but omitted from the side elevation on LW-210 Rev A. The 4,000 mm bifold width and two 1,000 × 1,500 mm rooflights agree with the schedule and specification. Printed internal dimensions of 5,800 × 3,700 mm give 21.46 m², consistent with the rounded 21.5 m² floor allowance; external dimensions of 6,400 × 4,000 mm give the 25.6 m² gross roof allowance. Other quantities remain as issued.

LW-002 Rev A places a shared-drain inspection chamber inside the extension. Confirm the drainage design, replacement chamber and sewerage undertaker's requirements against the £3,000 allowance. LW-200 Rev A shows a beam bearing into the party wall and a new boundary wall on the client's land; party wall arrangements and access remain to be established. The specification records planning permission and a conditional full-plans outcome, but the decision documents and building control conditions are absent.

The schedule has no explicit items for decorations, skirtings and architraves, kitchen extract and background ventilation, smoke alarms, roof rainwater outlets and connections, patio reinstatement, or all making good. The changed kitchen and utility use shown between LW-100 Rev A and LW-200 Rev A also needs defined plumbing and service alterations. Confirm the required scope, inclusion and any exclusions with all tenderers; the tender comparison contains no price for additional common scope. Kitchen supply is by the clients and sits outside the fitting provisional sum. Issue coordinated information to all tenderers if the required design or scope changes.

The invitation refers to Contract Particulars that were not supplied. Start and completion dates, insurance arrangements and other entered contract terms remain unverified. No pre-construction information, asbestos survey, receipt log, query or addendum record, contractor references or financial checks are available. No separate signed Form of Tender accompanies Hartfield's return. Confirm these matters, the scope priced, VAT registration details and a written tender confirmation before acceptance. No amount has been added for unknown asbestos work, deeper foundations or changes following design coordination.

The return period was 15 calendar days. Receipt times and any tender-period extension are not recorded, so compliance with the noon deadline cannot be confirmed. The principal contract proposed is the JCT Minor Works Building Contract 2024. Oakden and Mereworth supplied section prices rather than item rates, limiting the detailed price comparison; their section amounts have been checked to their submitted totals.

Appendices

- A Tender analysis (workbook)
- B Schedule of works as issued
- C The tenders as received (held by us)

Basis

JCT Tendering Practice Note 2024, sections 'Examination of Priced Documents and Errors'; 'The Alternative Provisions'; 'Recommendation, award and notification to tenderers' (PN/Tender 2024); HMRC VAT Notice 708, section 2.1 (last updated 26 August 2026); Public invitations to tender written to JCT practice on Contracts Finder ('Period of validity'; 'twelve weeks from the tender return date') (attachments read 11 October 2026; the JCT model form of tender is licensed and not public).