

Sports Turf Tender & Procurement Schedule

Use this schedule to define project requirements before requesting a final turf system.
Establish the playing outcome, site conditions, system interfaces, evidence requirements and responsibilities before locking a product.

01 Project brief requirements

01	Project pathway	New field, hard-base conversion, existing synthetic-field replacement or resurfacing / upgrade.
02	Sport and programme	Primary sport, playing level, secondary sports, user groups and expected weekly / annual utilisation.
03	Field geometry	Field or court dimensions, line-marking layout, perimeter conditions and equipment interfaces.
04	Site information	Country / location, climate, exposure, survey / levels, construction access and target programme.
05	Base and drainage	Existing or proposed base construction, falls, drainage system, known ponding, settlement or cracking.
06	System direction	Infill strategy, shock / elastic layer, line marking and any known system constraints.
07	Maintenance	Available maintenance staff, equipment, operating budget and intended maintenance programme.
08	Evidence	Consultant, tender, governing-body, product-test or finished-field testing requirements.

02 Scope responsibilities

01	Civil / base works	Design and construct earthworks, sub-base, base, kerbs, edges and finished tolerances.
02	Drainage	Design, construction, discharge and testing responsibility.
03	Surface installation	Turf, shock layer, infill and line-marking installation responsibility.
04	Sports equipment	Goals, nets, sockets, fencing, containment and equipment interfaces.
05	Testing / certification	Who arranges and pays for any required finished-field testing or certification.

03 Required technical submittals

01	Current technical datasheet	Must identify the exact proposed turf construction, not only a product family or marketing name.
02	System schedule	Turf, infill, shock / elastic layer, backing, drainage interface and line-marking construction.
03	Current test reports	Reports should identify the exact tested product / system and applicable test scope.
04	Certification evidence	Where applicable, identify whether evidence is product-level, system-level or finished-field certification.
05	Warranty	Current written warranty, duration, exclusions, maintenance conditions and destination / use limitations.
06	Installation guidance	Current handling, storage, seam, infill, shock-layer and installation requirements.
07	Maintenance guidance	Routine cleaning, brushing / grooming, infill management, repairs and inspection requirements.
08	Climate evidence	Relevant current UV / weathering, heat, rainfall or exposure data where required.
09	Fire / chemical evidence	Provide only where relevant to the project, local requirements or tender.
10	Manufacturer identity	Legal manufacturer and exact factory model should be visible to the project-review team even if public branding differs.

Evidence gate

Do not accept a blanket statement such as 'FIFA / FIH / ITF approved' without checking the exact document, product identity, construction and current scope. Product testing and completed-field testing are separate evidence stages where the applicable framework requires both.

04 Bid evaluation checks

01	Technical compliance	Compare the offered construction against the project brief and declared performance / evidence requirements.
02	Exceptions schedule	Require every deviation, substitution, missing document and assumption to be identified.
03	Evidence match	Check that tests and certificates match the offered turf, infill and shock-layer construction.
04	Lifecycle fit	Review maintenance demands, replacement strategy, repairability and warranty conditions.
05	Commercial scope	Separate supply, freight, installation, civil works, testing, taxes and local responsibilities.
06	Delivery readiness	Confirm roll quantities, packaging, receiving access, storage, handling and project sequencing.

05 Post-award / pre-dispatch submittals

01	Approved system schedule	Final turf, infill, shock-layer and accessory schedule tied to the order.
02	Approved datasheets	Current revision of each applicable technical document.
03	Production / batch information	Where required for traceability, record production references for supplied material.
04	Packing / loading information	Roll schedule, weights, dimensions and receiving / storage information.
05	Installation pack	Approved installation method, seam / adhesive details, infill plan and line-marking information.
06	Maintenance pack	Handover maintenance instructions and warranty conditions.

06 Project closeout records

01	Installation record	Record the installed system identity, quantities, batch references where used and approved substitutions.
02	Testing record	Retain finished-field test reports and certificates where required by the project.
03	Warranty record	Issue the final warranty together with maintenance conditions, exclusions and start date.
04	Maintenance pack	Provide operator instructions, recommended equipment and maintenance frequencies.
05	As-built information	Retain final line layout, drainage / base information and relevant installation records.
06	Defects / repair process	Identify the contact route, repair method and responsibilities for defects or damage.

07 Procurement decision controls

01	Mandatory before bid close	Project-specific information needed to judge whether the offered system meets the brief.
02	Clarification before award	Missing details that must be resolved before the commercial order is accepted.
03	Mandatory before production	Final approved construction, colours, line marking, quantities and technical documents.
04	Mandatory before dispatch	Packing, loading, receiving, storage and installation information.
05	Mandatory at handover	As-built identity, testing records where required, warranty and maintenance pack.

Procurement principle

A compliant bid is not simply the lowest price or the largest stack of certificates. The offered system should be traceable to the project brief, current technical evidence, declared responsibilities and the exact construction that will be supplied.