



Invitation to Quote

Lostwithiel Community Centre

Evaluation



Background

The Lostwithiel Community Centre (LCC) has been at the heart of the Lostwithiel community for over 40 years, serving a population of 3,070 residents and reaching a much broader rural area, including villages and towns like St. Blazey, Lerryn, Par, Lanlivery, St Austell, Liskeard, Truro and Looe. Built through a community-led effort in the early 1980s, the Centre was envisioned as a multi-purpose space for social, cultural, and educational activities. Today, LCC is a vital hub providing essential services and fostering a strong sense of community across generations.

The LCC is a vital hub for the community, delivering essential services and diverse programmes. It is the town's designated emergency evacuation centre and polling station, and hosts a mobile post office, banking services, and social prescribing support. In addition, the LCC provides activities tailored for our community, such as memory cafés for those with dementia, support groups for caregivers of cancer patients and children with special needs, youth workshops, and sports activities for women and elderly residents. With 47 weekly activities focused on arts, fitness and well-being, skill-building, learning, and social events, LCC offers a rich variety of programmes accessible to all community members. The LCC also offers a café with nutritious, affordable meals, providing a warm and inviting space for community members to relax and connect.

However, whilst the LCC plays an essential role in enhancing community well-being and addressing service gaps, it is currently challenged by its aging infrastructure. This includes an uninsulated roof, single-pane windows, and outdated doors, which lead to high heating costs and an uncomfortable environment for users.

This tender forms part of a wider project to replace the windows, doors, and roof of Lostwithiel Community Centre, creating an energy-efficient building, with all works required to comply with National Lottery funding conditions.

*Please note that the delivery of this project is contingent upon the successful outcome of our funding application to the National Lottery.

Specification

To provide independent monitoring and evaluation of the project, ensuring delivery against objectives, compliance with funding requirements, and robust reporting for the client and funder.

Scope of Work:

- Review project objectives, plans, and milestones with the client and Project Manager
- Attend key project meetings as required to monitor progress
- Conduct periodic site visits to verify delivery and compliance with project



specifications

- Assess the quality, timeliness, and budget compliance of works completed
- Provide independent verification of project outputs and outcomes for funding claims
- Prepare written evaluation reports at key stages of the project (minimum 3 reports: mid-project, post-completion, final)
- Develop a light-touch plan for monitoring project impact post-completion, including suggested indicators and methods for follow-up
- Highlight lessons learned and recommendations for future capital projects
- Ensure that evaluation work aligns with National Lottery guidance and reporting requirements

Experience Required:

- Proven experience in evaluating capital building projects, ideally community facilities
- Knowledge of project management processes, building standards, and compliance monitoring
- Familiarity with funder reporting requirements (e.g., National Lottery)

Outputs:

- Monitoring & Evaluation (M&E) Plan, setting out approach, indicators, and reporting schedule
- Interim evaluation summary (mid-project) to capture emerging findings and flag risks/issues
- Final evaluation report, including verification of delivery, compliance, outcomes achieved, and lessons learned

Timelines:

- Evaluation services to commence at the start of project delivery (RIBA Stage 5) and continue through to project completion (RIBA Stage 6)

Organisations are invited and recommended to visit the centre to familiarise themselves with the location and the building before quoting.

Please contact Deepa Naik on LostCCTrustees@gmail.com to arrange a visit.

Timescales for Delivery

This work is part of a grant funded application process and therefore appointment will be subject to grant approval of the project.

The work **must** be completed by 04 September 2026

Tenders should include a proposed payment schedule linked to key milestones and deliverables.

Budget

The total maximum budget available for this work is £15,000 (incl VAT) inclusive of all expenses.

Quotes that exceed the total budget will not be considered.

Tender and Commission Timetable

This process aligns with the Shared Prosperity Fund Procurement [Guidance](#).

Milestone	Date
Issuing of tender documents to suppliers.	15 September 2026
Last date for raising queries	29 September 2026
Last date for clarifications to queries	6 October 2026
Deadline for tender returns	13 October 2026
Evaluation of responses	20 October 2026
Preferred supplier to be notified	21 October 2026
Award of Contract	1 December 2026
Works to commence	02 February 2026
Works completed, client sign off and final invoice raised no later than.	04 September 2026

Tender submission requirements

Please include the following information in your Tender submission.

1. Covering letter (two sides of A4 maximum) to include:
 - a) A single point of contact for all contact between the tenderer and LCC during the tender selection process, and for further correspondence.
 - b) Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.
 - c) Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
 - i. Professional Indemnity Insurance with a limit of indemnity of not less than £3m.
 - ii. Employers Liability Insurance with a limit of indemnity of not less than £3m.
 - iii. Public Liability Insurance with a limit of indemnity of not less than £5m.
 - d) Conflict of interest statement.
2. Understanding of the brief, including methodology and approach. No more than 30 sides

of A4.

3. Budget Breakdown

Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and LCC or its team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit LCC to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to Deepa Naik: LostCCTrustees@gmail.com

in accordance with the Tender and Commission Timetable. Responses to clarifications will be anonymised sent to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind LCC unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

Scoring

Bids will be assessed on the following criteria:

1. **Compliance with specification** – extent to which the proposed windows, installation, and services meet the requirements outlined, including scaffold hire, skip provision, and guarantee.
2. **Cost** – overall price for supply and installation.
3. **Quality and durability** – materials, workmanship, and any added benefits such as energy efficiency.
4. **Experience and references** – previous similar projects, reliability, and capability to complete on time.
5. **Sustainability/energy efficiency** – proposals that demonstrate improvements in thermal performance or environmental impact may score higher.

Each criterion will be scored 0-5, with the total score used to determine the preferred supplier.

Tender returns

Tenders are to be returned in accordance with Tender Submission Requirements.

Emailed tenders should be sent electronically to: LostCCTrustees@gmail.com

with the following message clearly noted in the Subject box; **LCC: Door Replacement**

Tenderers are advised to request an acknowledgement of receipt of their email. For large files, a site such as WeTransfer/ Dropbox should be used.

Disclaimer

The issue of this documentation does not commit LCC to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between LCC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between LCC and any other party (save for a formal award of contract made in writing by LCC or on behalf of LCC).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by LCC or any information contained in LCC publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by LCC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

LCC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render LCC liable for any costs or expenses incurred by tenderers during the procurement process.