



# **Invitation to Quote**

Lostwithiel Community Centre

Project Management



## 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 This includes an uninsulated roof, single-pane windows, and outdated doors, which lead to high heating costs and an uncomfortable environment for users.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

LCC is seeking quotes from a RIBA- or RICS-qualified organisation or individual to provide Project Management for the installation of a new roof, doors, and windows. The Project Manager will ensure quality standards, timescales, budgets, and compliance with funding requirements are met, and will coordinate with the appointed evaluator throughout the project.

**Services required for RIBA Stages 5 and 6 include:**

- Conduct 5 site visits/inspections and produce 5 corresponding site inspection reports
- Check contractor work and advise the client when payments (progress claims or final) are appropriate
- Prepare building contracts
- Issue Certificates of Practical Completion and Retention
- Undertake Construction (Design and Management) Principal Designer duties
- Undertake Building Access and Safety Principal Designer duties
- Provide the client with a regularly updated Gantt chart for funding claims
- Provide the client with a regularly updated risk register for funding claims
- Provide the client with a regularly updated cost breakdown for funding claims
- Liaise with the project evaluator to ensure monitoring and reporting requirements are met

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](mailto: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 28 August 2026

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

## Budget

The total maximum budget available for this work is £8000 (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](mailto: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](mailto: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.