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**St Ives Town Council**

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Website: [stivestowncouncil-cornwall.gov.uk](http://stivestowncouncil-cornwall.gov.uk)  
Date: 19<sup>th</sup> December 2025

Dear Prospective Bidder,

**Invitation to Tender (ITT-00012-2025): We are seeking an experienced consultant or consultancy practice to lead engagement, develop outline activity plans, and deliver feasibility and business planning for the *St Ives Huers Hut Sustainable Future Reuse Feasibility Project*. The appointed consultant will deliver the scope of services outlined in the accompanying brief.**

Thank you for expressing an interest in the above tender opportunity. The PDF document pack provides you with all the information prospective bidders will need in order to submit a tender. This includes the following:

- Document 1: **Covering letter** for the ITT (this document).
- Document 2: **The project brief** – a detailed document containing the brief including outline of the scope and services required
- Document 3: **General instructions to bidders in PDF format** (a detailed ITT document with completion instructions, evaluation criteria, timetable, and clarification deadline)
- Document 4: **Form of Tender** - which must be completed by all bidders in order to ensure a compliant bid.
- Document 5: **A standard Selection Questionnaire** - which must be completed by all bidders in order to ensure a compliant bid.

All correspondence regarding this opportunity, together with any requests for clarification should be directed to the mailbox [tenders@stives-tc.gov.uk](mailto:tenders@stives-tc.gov.uk) with the relevant subject line (as detailed in the ITT) and quoting the tender reference.

Tenders must be submitted by **no later than midday on Friday the 30<sup>th</sup> January 2026.**

We are delighted to offer you this opportunity and look forward to receiving your bid.

Yours sincerely,



Louise Dwelly  
Town Clerk



St Ives Town Council



## St Ives Huers Hut sustainable future reuse project

– Consultant or consultancy role for Engagement Activity,  
Feasibility & Business Strategy

Invitation to tender StIves-ITT-00012-2025

Document 3: General Instructions to bidders

Issue Date 19<sup>th</sup> December 2025



# St Ives Town Council

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## 1. General Instructions

### 1.1 Introduction

St Ives Town Council is undertaking a project to determine approaches to restoration, interpretation, and a sustainable future use of the St Ives Huers Hut, a distinctive Grade II listed building and one of only two surviving Huers Huts in the UK. This phase is being funded by the National Lottery Heritage Fund and the Town Council.

It is the intention of the *Employer* (St Ives Town Council) to award a contract to a consultant or consultancy as specified in the contract notice under reference number **StIves-ITT-00012-2025**.

This Instruction document forms part of the Tender Documents, and the Tender must be submitted in accordance with these instructions as any Tender which does not comply may be rejected by the *Employer* whose decision on such matters shall be final.

If the Contractor cannot tender for any part(s) of the work as defined in this document the *Project Manager* must be informed as soon as possible, defining the relevant part(s) and stating the reason(s) for the inability to tender.

### 1.2 Documents that form part of this invitation to tender

- Document 1: **Covering letter** for the ITT.
- Document 2: **The project brief** – a detailed document containing the brief including outline of the scope and services required.
- Document 3: **General instructions to bidders in PDF format** (this document - a detailed ITT document with completion instructions, evaluation criteria, timetable, and clarification deadline)
- Document 4: **Form of Tender** - which must be completed by all bidders in order to ensure a compliant bid.
- Document 5: **A standard Selection Questionnaire** - which must be completed by all bidders in order to ensure a compliant bid.

### 1.3 Timescales

Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Employer does not intend to depart from the timetable it reserves the right to do so at any stage.

DATE	STAGE
19/12/2025	ITT to be issued to Tenderers by the Employer
19/12/2025	Clarification period commences
To be agreed on an individual basis.	Tenderers can arrange to make a site visit. Please contact Charlotte Tomlinson ( <a href="mailto:charlotte.tomlinson@stives-tc.gov.uk">charlotte.tomlinson@stives-tc.gov.uk</a> ) to arrange a time and date.
20/01/2026	Final queries for clarification

22/01/2026	Final responses to clarification queries
<b>30/01/2026</b>	<b>Tender submission closing date (midday)</b>
06/02/2026	Evaluation completion and issue of standstill notices to unsuccessful tenderers
16/02/2026	Contract Award

#### 1.4 Confidentiality

The tender documents and any addenda thereto and electronic media are confidential, contain proprietary information belonging to the *Employer*, and may not be wholly or partially reproduced or disclosed (other than for the purpose of submitting a Tender), without the prior written permission of the *Employer*.

#### 1.5 Collusion Between Tenderers

Every person or body submitting a tender in respect of this enquiry shall do so in accordance with the following conditions: -

1. The tender shall be a bona fide tender and shall not be fixed or adjusted by or in accordance with any arrangement with any other person
2. The Tenderer shall not communicate to any person the amount, or approximate amount, of the tender, or proposed tender, except where the disclosure in confidence of the approximate amount of the tender is necessary to obtain insurance premium or bond quotations for the purpose of the tender
3. The Tenderer shall not enter into any arrangement with any other person such that the other person shall refrain from tendering or as to the amount of any other tender to be submitted
4. The Tenderer shall neither offer nor agree to pay or give any sum of money or consideration directly or indirectly to any person for doing or having done or causing in relation to the tender any act or thing of a nature described above.

In the event of any breach the *Employer* shall be entitled at his discretion to determine any contract or agreement made pursuant to the tender and to claim damages from the Tenderer.

#### 1.6 Freedom of Information

The Employer is a local authority and in accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA'), the Authority may, acting in accordance with the Secretary of State's Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the said Act, or the EIR, be required to disclose information submitted by the Tenderer to the Employer. The Authority may also consider any other guidance published by HM Government in this respect and may also take advice relating to any such requirement to disclose information.

In respect of any information submitted by a Tenderer that it considers to be commercially sensitive the Tenderer should:

- Clearly identify such information as commercially sensitive
- Explain the potential implications of disclosure of such information; and
- Provide an estimate of the period of time during which the Tenderer believes that such information will remain commercially sensitive. This information should be communicated in writing with the tender submission.

Where a Tenderer identifies information as commercially sensitive, the Authority will endeavour to maintain confidentiality. Tenderers should note, however, that, even where information is identified as commercially sensitive, the Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.

### **1.7 Tender Costs and Acceptance**

The *Employer* will not be liable for any costs incurred in the preparation and submission of the tender or the provision of any additional information requested by the Employer, or for the Tenderer's attendance at any pre- or post-tender meetings.

The *Employer* offers no guarantee that the lowest or any tender will be accepted.

### **1.8 Tender Queries**

Should the Tenderer find discrepancies in, or omissions from the tender documentation, should the intent or meaning appear unclear, or should any question arise relating to the documents, the Tenderer shall request clarification from the Special Projects Officer of St Ives Town Council.

All tender queries shall be submitted directly by e-mail to [tenders@stives-tc.gov.uk](mailto:tenders@stives-tc.gov.uk)

All responses to tender queries shall be provided via email and will be circulated to all tenderers.

Any information in response to requests for clarification will be distributed to **all** of the Tenderers involved in this process as opposed to solely the organisation that requested the information. The only circumstance in which this procedure may be waived is if a tenderer considers their enquiry to be innovative to their specific offer in which case this should be clearly communicated within the correspondence. The Employer will decide whether the request for information is deemed "innovative" to the applicant's offer and if not considered to fall within that category the applicant will be informed so they may make a decision whether to continue with this line of enquiry.

### **1.9 Site Visits**

Site visits at the Huers Hut are available by appointment, please contact the Town Council on the [tenders@stives-tc.gov.uk](mailto:tenders@stives-tc.gov.uk) email address to arrange a time and date for the visit.

### **1.10 Compliant Offers**

The *Employer* wishes to receive a fully compliant Tender made without qualification and strictly in accordance with guidance notes contained within this document.

Qualification may only be made in relation to requirements of the *Employer* which the Tenderer feels unable to comply with under any circumstances, or at any price. If the Tenderer wishes to make any qualifications this must be done by clearly indicating the item as a qualification and providing full details and the reason for each qualification.

Notwithstanding the above, the *Employer* reserves the right to disregard the Tenderer's offer if it contains qualifications or omissions.

#### **1.11 Alternative Offers**

In addition to the compliant offer the Tenderer may put forward alternative offers for the *Employer's* consideration. Alternatives may relate to methods of work execution and programme but must bring benefits in terms of cost, time, or quality, ideally to both the *Employer* and the Tenderer. Any alternatives shall be clearly titled and described.

#### **1.12 Pricing Errors**

Should a genuine error be discovered in the Tenderer's pricing during the evaluation period the Tenderer may be given an opportunity of confirming his offer or of amending it to correct the error.



## 2 Submission of Documents and tender evaluation

### 2.1 Submission

Supporting information may be used to aid evaluation of the Tenderer's Submission but will not form part of the formal tender submission (see 2.2 below for required documents for tender submission).

**The date and time for the tender's return:**

**12.00pm (noon) 30<sup>th</sup> January 2026**

**Tenders MUST be submitted by email by the due time to:**

**[tenders@stives-tc.gov.uk](mailto:tenders@stives-tc.gov.uk)**

Tenders received late will not be considered for acceptance. Tenderers who return an incomplete submission will not be considered for acceptance.

No attempt to vary the terms of the proposed tender by letter or otherwise subsequent to opening of tenders will be accepted.

### 2.2 Information to be provided by the Tenderer

The Tenderer shall provide the following information as part of the tender:

1. Proposals in response to the brief (Document 2)
2. Methodology
3. Programme
4. Case studies / examples of previous work
5. Details of all personnel to be involved in the project, with short biographies.
6. Form of tender (Document 4)
7. Standard Questionnaire (Document 5)

### 2.3 Evaluation of Tenders

Tenders will be evaluated on the basis of the Most Advantageous offer that demonstrates compliance with the requirements of the Contract and on the quality of the Tenderer's staff, competence and technical ability to deliver the Contract requirements; the objective being to establish the most advantageous offer overall to the *Employer*. The Tenderer may be required to answer queries, provide further information (and the Employer may make a site visit to view the proposed system) regarding their submission to allow the *Employer* to identify the best offer. Any interview or visit will be used as a means of clarifying the submission.

**PERIOD OF VALIDITY:** Tenders must remain open for consideration (unless previously withdrawn) for not less than 90 days from the date fixed for the submission or lodgement of tenders.

Following the closing date for receipt of tender, the *Employer* will evaluate all the tenders. A decision on the appointment is expected in line with the timescales outlined in section 1.3. An opportunity for debriefing unsuccessful tenderers will be made available.

The *Employer* shall not be bound to accept any proposal received or to award any contract pursuant to this Invitation to Tender. The Employer reserves the right to award a contract for all or one element of the Design Package or Additional Services.

Tenders will be evaluated in line with the weighting specified in the Award Criteria section 4.0 and the qualitative question responses in section 5.0.

## **2.4 Social Value evaluation**

As a public authority, the *Employer* is legally required by the Public Services (Social Value) Act 2012 to consider how the services they propose to procure "might improve the economic, social and environmental well-being" of the area in which the services are to be provided (section 1(3) Public Services (Social Value) Act 2012). In meeting this requirement, the *Employer* looks to achieve social value from all goods, works and services that it procures over £100,000 and as a result includes social value as part of its assessment of value for money and determining the most economically advantageous tender. The *Employer* is actively seeking contractors who share their commitment to proactively deliver additional social value to the Parish.

This procurement, therefore, will take into account the social value priorities of the Council relating to the economic, social and environmental well-being of the Town. Delivery of social value measures ("Social Value") should not be included in the cost of delivering the Services. You are required to offer measurable targets of social value, in addition to fulfilling the Services set out in the Specification.

## **2.5 Insurances**

Bidders should also note the section on insurances and that they are required to commit to obtaining, if they do not already possess, the levels of cover identified in that sect.

## **2.6 Additional notes on format of tender submission**

- Tenders should be limited to a file size of 20Mb. If this is not possible the emails should be split using the same details and numbered accordingly.
- The Tender must be in English and drafted in accordance with the drafting guidance set out in this ITT.
- Tenderers should use Calibri or Arial 11pt.

## **2.7 Documents to sign as part of tender submission**

The following documents need to be completed, signed (where appropriate) and returned with your tender submission.

- Standard Selection Questionnaire
- Form of Tender

### 3 Award Criteria

Evaluation and award criteria weighting in percentages outlined in below table:

<b>Contract Award Criteria Question</b>	<b>Weighting for quality score</b>
<b>Quality element no. 1:</b> Experience of the delivery team	
<ul style="list-style-type: none"> <li>Identify the proposed team members, outlining their roles, responsibilities, capabilities, and any specialisms.</li> <li>Provide details of relevant professional accreditations and include CVs to evidence qualifications and experience.</li> <li>Demonstrate how the team will be adequately resourced to deliver all stages of the commission and meet programme requirements.</li> <li>Describe your proposed methodology for undertaking the works, including how timely and robust responses will be provided to technical queries and requests for information.</li> </ul>	15%
<b>Quality element no. 2:</b> Relevant project experience and case studies	
<p>Please provide details of the most recent two projects that you or your consultancy has been involved with that are of a similar size, scale and type to that at Huer's Hut, with a particular focus on heritage listed buildings.</p> <p>Please include any examples that demonstrate experience of:</p> <ul style="list-style-type: none"> <li>Grade I, II* or II listed buildings;</li> <li>Creative reuse of important historic buildings;</li> <li>Completing projects with voluntary and community sector clients;</li> <li>Experience of completing NLHF funded projects</li> </ul> <p>Please describe how you would apply the experiences gained from the examples given to the delivery of this project.</p>	20%
<b>Quality element no. 3:</b> Response to the needs and outputs of the project	
<p>Describe how will produce work that addresses and/or contributes to the following requirements and any constraints:</p> <ul style="list-style-type: none"> <li>Sensitive reuse and response to engagement on its reuse.</li> <li>Uses that enable income generation for economic sustainability.</li> <li>Opportunities for activities, interpretation and future engagement.</li> <li>NLHF funding processes and requirements.</li> <li>Broader funding and or match funding options.</li> </ul>	20%
<b>Quality element no. 4:</b> Engagement and Support for Heritage Reuse Proposals	

<p>Please describe how you would address the working relationships with the client, other design team members, other consultants, and the local community. Please include how you will ensure a highly coordinated, collaborative, and iterative approach.</p> <p>Please provide details of recent projects or initiatives where the organisation and proposed team has worked with young people (or other beneficiaries).</p> <p>Please include examples of the ways you engaged beneficiaries to ensure that the design work meets their needs and/or develops their skills.</p>	10%
<b>Quality element no. 5:</b> Social Value	
<p>Please describe in detail how you will provide additional social value through delivery of the project.</p> <p>Please detail any wider community activities and benefits your team will deliver through your involvement in the project.</p>	5%
<b>Total</b>	<b>70%</b>
Plus, pricing element	30%
<b>Total</b>	<b>100%</b>

## 4 Pricing Notes

### Price Assessment

Price assessment accounts for **30%** of the tender evaluation.

Please ensure you provide a fully detailed fee proposal for undertaking the Huer's Hut consultancy work with clear explanations of inclusions and exclusions, travel expenses and disbursements.

After rejecting bids which in the opinion of the Council are unrealistically high or low (in terms of price), the lowest price will be given 100%. Other tender prices will then be expressed as a proportion of the lowest price. This gives the adjusted price score.

*The 30% weighting for price is then applied to each adjusted price score to give the Weighted Scores for Price*

### Quality Assessment

Quality will account for **70%** of the tender evaluation. After rejecting bids that in the opinion of the Council are unrealistically low (in terms of quality), the highest quality score will be given 100%. Other quality scores will then be expressed as a proportion of the highest score. This gives the adjusted quality score.

*The 70% weighting for quality is then applied to each adjusted quality score to give the Weighted Scores for Quality.*

### Overall Assessment

The weighted price and quality scores for each tender will be added to produce a combined weighted score. The scores for each tender will be compared to determine which tender has the highest combined weighted score. The tender with the highest combined score will be deemed as offering the most economically advantageous tender and recommended for acceptance.

### Interview

Interviews may be held with shortlisted tenderers. Where this is the case, following the interview the evaluation panel will finalise the scoring.

## 5 Mark Level Descriptions

The tender qualitative responses will be scored against on the following basis.

Mark	Level Description
1	<p><b>Very Poor:</b> the response is significantly below what would be expected because of one or all of the following:</p> <p>The response indicates a significant lack of experience and understanding relating to the requirements. The response fails to meet the requirement.</p>
2	<p><b>Poor</b> (meets some of the requirement)</p> <p>The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following:</p> <ul style="list-style-type: none"> <li>• There is at least one significant issue needing considerable attention.</li> <li>• Evidence does not demonstrate competence or understanding.</li> <li>• The response is light and unconvincing.</li> </ul>

3	<p><b>Satisfactory</b> (meets most of the requirement)</p> <p>The response meets most of the requirement but there is at least one significant issue of concern, or several smaller issues. These would require some further clarification or attention later in the procurement process, and may arise through lack of demonstrated capability and/or appropriate evidence. The response therefore shows:</p> <ul style="list-style-type: none"> <li>• Basic understanding of the requirements.</li> <li>• Sufficient competence demonstrated through relevant evidence.</li> <li>• Some areas of concern that require attention.</li> </ul>
4	<p><b>Good</b> (meets the requirement)</p> <p>The response broadly meets what is expected for the criteria. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:</p> <ul style="list-style-type: none"> <li>• Good understanding of the requirements.</li> <li>• Sufficient competence demonstrated through relevant evidence.</li> <li>• Some insight demonstrated into the relevant issues.</li> </ul>
5	<p><b>Excellent</b> (fully meets and exceeds the requirement).</p> <p>The response exceeds what is expected for the criteria. Leaves no doubt as to the capability and commitment to deliver what is required. The response therefore shows:</p> <ul style="list-style-type: none"> <li>• Very good understanding of the requirements.</li> <li>• Excellent experience demonstrated through relevant evidence.</li> <li>• Considerable insight into the relevant issues.</li> <li>• The response is also likely to propose additional value in several respects above that expected.</li> </ul>

## 6 Fee rates

Tenders must provide a breakdown of the Fixed Fee by completing the tables in the **Form of Tender**.

Tenderers are requested to complete the indicative resource schedule to show the day rate and time involved.

Should additional work be required outside the scope of the Contract, the supplier agrees that these days rates will be applied.

All Fees and Rates shall be exclusive of Value Added Tax but must include all charges, costs, disbursements, and expenses (including, without limitation, travel costs, subsistence, drawings, documents, presentation material and other expenses, all relevant taxes, other than Value Added Tax, duties and other relevant and applicable sums).

Tenderers must provide a **Fixed Fee** based on completing all of the tasks identified.

If the Contract for the provision of Consultancy Services is extended beyond the agreed timetable for the Development Phase by a period of up to three months, then the Contractor agrees to provide the service for the Fixed Fee indicated.

Any offer that is found to be abnormally low may be rejected. If we are concerned that

an offer is abnormally low we will request an explanation in writing of the offer or of those parts which we consider to contribute to the offer being abnormally low, and will take account of the evidence in the response provided.

Please use the following Checklist to help you ensure that all requested information is enclosed with the completed proposal.

## 7 Checklist

Item	Tick when completed
Have you completed the <b>Form of Tender</b> ? (Document 4)	
Have you completed the <b>Standard Selection Questionnaire</b> ? (Document 5)	

# St Ives Huers Hut – Restoration, Interpretation & Sustainable Reuse

## Project brief

<b>Role:</b>	Engagement, feasibility, and business planning consultant
<b>Location:</b>	St Ives, Cornwall, UK
<b>Reporting to:</b>	Project Manager (Special Projects Officer, St Ives Town Council)
<b>Contract:</b>	Subject to funding timelines, December 2025 – October 2026

## 1. Introduction

St Ives Town Council is undertaking a project to determine approaches to restoration, interpretation, and a sustainable future use of the St Ives Huers Hut, a distinctive Grade II listed building and one of only two surviving Huers Huts in the UK. This phase is being funded by the National Lottery Heritage Fund and the Town Council.

St Ives Town Council is a parish council with a focus on St Ives being a great place to live, work and visit. The Town Council looks after several historic buildings including the Guildhall, Market House (Grade II listed) and the Huers Hut (Grade II listed). The Town Council is committed to securing the buildings in its care for the future whilst also enabling them to be accessed by both local people and visitors.

The Huers Hut Project feasibility phase will run from December 2025 and continue into 2026. As part of this phase, St Ives Town Council is seeking to appoint external consultants to support the project, including an architect and engagement specialist, in advance of a further round of funding applications to support the capital delivery phase. We anticipate the National Lottery Heritage Fund and another funder/funders, being involved in this further capital phase.

## 2. About the Huers Hut

St Ives Huers Hut is a rare and distinctive remnant of a thriving pilchard fishing industry, typical of those which shaped many Cornish towns and villages during a 19<sup>th</sup> Century heyday. The 'Huer' would shelter at the communal hut on its high vantage to spot for shoals of pilchards, give signal to launch the boats, and direct the fishing fleet as they followed the shoals enabling each company fair allowance to cast and haul their seine nets in turn.

Today, the Huers Hut is owned by the Town Council and is a Grade II listed building. It forms a single plan, modest two storey building of stone and slate with two open fronted shelters splaying out from each gable wall. The internal floor area measures approx. 75sqm (GIA).

Located within a residential area, the Hut adjoins the Southwest Coast Path, is on higher ground south of Porthminster Beach, and with panoramic views stretching across St Ives Bay.

For decades the Hut and its public shelters have been without substantial investment. Essential work is now needed including structural stabilisation of the roof and front wall. Accessible information about the building's history is also largely absent, and the main building is closed off and without any useful purpose.



### 3. Project overview

St Ives Town Council proposes to stabilise and renovate the Huer's Hut to secure its long-term sustainability and protect its historic significance within the town. A central element of the project is community and visitor engagement, ensuring that the heritage and legacy of the site are fully considered as part of its future use.

The current phase will focus on RIBA Stages 0–2, comprising a detailed feasibility study and associated survey work to build a deeper understanding of the site's opportunities and constraints. The findings will inform the development of viable future options, forming the foundation for securing consents and funding to progress to the delivery stage.

Some preliminary works were undertaken prior to securing funding from the National Lottery Heritage Fund (NLHF). The NLHF grant now awarded will enable further feasibility work, building on the initial study carried out in 2022.

#### Work completed to date includes:

- Secondary desktop research into the history and heritage significance of the site
- A measured survey
- An initial structural condition report
- An outline business case

(All reports will be made available to the appointed consultant.)

The outline business case identified the most feasible option for reuse of the Huer's Hut as a creative studio, reflecting local need, demand, its unique location, and the planning framework.

### 4. Brief

We would like to commission a consultant, with a positive track record of undertaking feasibility studies for heritage building reuse, to work collaboratively as part of the Project Team.

This commission asks the consultant to review the outline business case with a view to establishing whether or not the proposed use is indeed the most likely to result in a sustainable and appropriate use of the building.

#### Scope of work:

##### 4.1. Re-use Scoping

- **Project initiation:** Contract meeting, review of existing documentation, and planning.
- **Heritage review:** Assess existing research, including the Archaeological Report.  
*Output: feed into the Architect's statement of significance and the draft Conservation Management Plan.*
- **Facilities review:** Analyse measured surveys and architect's proposals.  
*Output: List of access and facility requirements for proposed use.*
- **Audience scoping:** Desk research on potential audiences (local residents, families, visitors, schools, creatives), considering existing local studios.  
*Output: Gap analysis identifying underserved audiences/markets.*
- **Summary:** Prepare short report of initial findings.

## 4.2. Research and Consultation

- **Workshops & interviews:** Engage staff, stakeholders, schools, community groups, and representatives from creative and heritage communities.
- **Comparable facilities:** Consult at least six comparable studios (including Brisons Veor, Leach Studios, proposals for the Palais de Danse) to establish demand, barriers, and financial models.
- **Surveys:**
  - Artists – questionnaire on demand, usage patterns, and price tolerance.
  - Local people – questionnaire on workshops, engagement, and willingness to pay.
  - Heritage – questionnaire on awareness and preferred interpretation methods.
- **Desktop research:** Identify and analyse at least two comparable arts/heritage projects.  
*Outputs: Data analysis, demand assessment, outline plan for community, commercial, and interpretive activities.*

## 4.3. Funding Feasibility

- Identify suitable funding opportunities aligned with the project.
- Provide a written report detailing grant amounts, timelines, eligibility, and application processes.

## 4.4. Review and Reporting

- Work with project team to review findings, refine outputs, and contribute to business plan development.
- *Outputs: Draft and finalised summary sections, refined plan.*

## 4.5. NLHF Application Support

- Draft and refine sections of the National Lottery Heritage Fund application, including heritage significance, community engagement, and sustainability.

### The successful consultant will need to work closely with:

- Project Team & Steering Group
- Internal and external stakeholders
- The wider development project consultancy team
- Target groups for this project

The main contact will be the Project Manager for the Town Council (Special Projects Officer).

### Overall Project Outputs:

- Restoration of a key heritage asset (listed Grade II).
- Create sustainable reuse of a redundant building.
- Provide resilience through long-term income and property management.
- Improve access to heritage, supporting community wellbeing and education.
- Creation of jobs, supporting the year-round economy.
- Enrich social inclusion via heritage activities and interpretation.
- Promote the distinctness of the Cornish fishing industry during 19th century.

### Project delivery time frame:

1. Development grant submission to the National Lottery Heritage Fund	October 2024
2. Outcome of the development grant	January 2025
3. Quotations secured for project development consultancy	Autumn 2025
4. Appointment of consultants	February 2026
5. Project development phase	February - October 2026
6. Culmination of project development grant phase, final deliverables	October 2026
7. Capital grant application for phase 2 submission	October 2026

## 5. Who we want to work with?

### Knowledge and Experience

We want to hear from people and organisations with extensive experience delivering highly creative, innovative, and community-led and/or heritage projects.

Deliverability is key. We want to see evidence of successful completion of projects on time and on budget, primarily where multiple partners and requirements provided complexity.

### Collaboration

We anticipate that there will be several individuals or consultancies working on elements of this project development phase, and we expect a degree of collaboration between consultants, particularly on the sustainable future use options element. We are interested to hear original and creative ideas about the best way to achieve our outcomes.

As this is a Town Council led project, there may also be a requirement to present proposals and secure sign off from councillors and working groups.

### Values

Successful individuals or consultancies involved in the development work of the Huers Hut project should ensure any proposals or recommendations align with the core values of the Town Council and the meet NLHF Guidelines.

[St Ives Town Council Strategic Plan](#)

[Heritage 2033 – our 10-year strategy | The National Lottery Heritage Fund](#)

**A summary of the key elements from the St Ives Town Council Strategic Plan and the Heritage 2033 strategy that we would like to be considered when developing a proposal, and throughout the feasibility period:**

- **Inclusivity:** the project should be developed with inclusive input - understanding who the existing and prospective audiences and users are, what are the barriers to engagement and how to mitigate those. The Huers Hut has some limiting factors in terms of access, but there is potential to engage in different ways.
- **Environmentally conscious:** we want to promote best practices where possible in terms of environmental sustainability.
- **Innovative:** in both design and delivery.
- **Collaborative:** we value collaborative practice and would want to see this reflected in all elements of delivery.
- **Financially sustainable:** the Town Council needs to be sure they are getting value for money and that the project will continue to represent a good investment long term.
- **Rooted in place:** reflective of the unique heritage, culture, and community of St Ives.



St Ives Huers Hut sustainable future reuse project  
– Consultant for Engagement, Activity, Feasibility &  
Business Strategy

Invitation to tender StIves-ITT-00012-2025

Document 5: Standard Selection Questionnaire  
Issue Date 19<sup>th</sup> December 2025



**St Ives Town Council**

## Standard Selection Questionnaire

### Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion<sup>1</sup>. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion's grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

*Alternatively, you can submit the completed Exclusion Grounds of the [EU ESPD \(Part III\)](#) as a downloaded XML file to the buyer contact point along with the selection information requested in the procurement documentation.*

### Supplier Selection Questions: Part 3

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder.

### Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

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<sup>1</sup> For the list of exclusion please see  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

**St Ives Huers Hut**  
**Reference St Ives ITT-000X-2025**  
**Open Procedure**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e., the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

## Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	



1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup></p> <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>- Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met; <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more. <sup>4</sup></li> </ul> </li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

<sup>2</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

<sup>4</sup> Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Please provide the following information about your approach to this procurement:

Section 1		Bidding model					
Question number	Question	Response					
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.					
1.2(a) - (ii)	Name of group of economic operators (if applicable)						
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.						
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>					
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.						
	Name						
	Registered address						
	Trading status						
	Company registration number						
	Head Office DUNS number (if applicable)						
	Registered VAT number						
	Type of organisation						
	SME (Yes/No)						
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						
	The approximate % of contractual						

	obligations assigned to each sub-contractor						
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### Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

## Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>  The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">web page</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a>.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	

2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	<b>Regulation 57(3)</b> Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3	Grounds for discretionary exclusion	
	Question	Response
3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">web page</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2

	early termination of that prior contract, damages or other comparable sanctions?	
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

### Part 3: Selection Questions<sup>5</sup>

Section 4 Economic and Financial Standing		
	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last three years, if requested? If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5 If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation	
Relationship to the Supplier completing these questions	

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>5</sup> [See Action Note 8/16 Updated Standard Selection Questionnaire](#)



Section 6	Technical and Professional Ability
<b>6.1</b>	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>

	Contract 1	Contract 2	Contract 3
<b>Name of customer organisation</b>			
<b>Point of contact in the organisation</b>			
<b>Position in the organisation</b>			
<b>E-mail address</b>			
<b>Description of contract</b>			
<b>Contract Start date</b>			
<b>Contract completion date</b>			
<b>Estimated contract value</b>			

<b>6.2</b>	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
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<b>6.3</b>	If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.
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<b>Section 7</b>	<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015<sup>6</sup></b>	
<b>7.1</b>	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>7.2</b>	If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide relevant the url ...  No <input type="checkbox"/> Please provide an explanation

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<sup>6</sup> [Procurement Policy Note 9/16 Modern Slavery Act 2015](#)

## 8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions
8.1	Insurance
a.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/N</p> <p>Employer's (Compulsory) Liability Insurance* = £10m</p> <p>Public Liability Insurance = £5m</p> <p>Professional Indemnity Insurance = £1m</p> <p>Product Liability Insurance = £N.A</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>



## FORM OF TENDER

### TENDER FOR: HUERS HUT ST IVES / DESIGN SERVICES

Consultant – Engagement Activity, Feasibility & Business Strategy

### TENDER RETURN DATE:

**Midday, 30<sup>th</sup> of January 2026**

### RETURN TO:

St Ives Town Council via the *Tenders* email inbox: [tenders@stives-tc.gov.uk](mailto:tenders@stives-tc.gov.uk)

## NOTES ON COMPLETION

The consultant should put sums against all listed items to provide a fully itemised total lump sum fee for each of the consultancy services for which they are bidding.

**The consultant should complete the indicative Resource Schedule providing the indicative resources allocated to the project.**

All fees are to be fully inclusive of expenses. All Fees and Rates shall be exclusive of Value Added Tax but must otherwise be fully inclusive of all charges, costs, disbursements, and expenses (including, without limitation, travel costs, subsistence, drawings, documents, presentation material and other expenses, all relevant taxes, other than Value Added Tax, duties, and other relevant and applicable sums).

### 1. Fee table

**INSERT NAME OF SERVICE COSTED:**

(Complete a separate fee table for each service costed)

ITEM NO.	DESCRIPTION	PRICE
		£'s (excl. VAT)
1		
2		
3	<b>TOTAL PRICE</b>	

### 2. Resource table



Please complete the indicative resource table below.

**Notes:**

- The total price of both the fee table and the resources table should match.
- Add rows as applicable for each member of the team. All disbursements to be inclusive.
- Complete the table below with the number of days for each member of the team in both Phases.

ITEM NO.	DESCRIPTION	Person/Grade/Role within team	Daily Rate £'s (excl. VAT)	No. of Days	PRICE £'s (excl. VAT)
1					
2					
3					
4					
	<b>TOTAL PRICE</b>				

**Other consultant briefs**

St Ives Town Council is currently seeking consultants to undertake various activities relating to the feasibility work for the Huers Hut.

Consultancies with skills and experience to undertake one or more of the briefs, are welcome to submit bids for multiple briefs. Details of the briefs can be found on the St Ives Town Council website.

