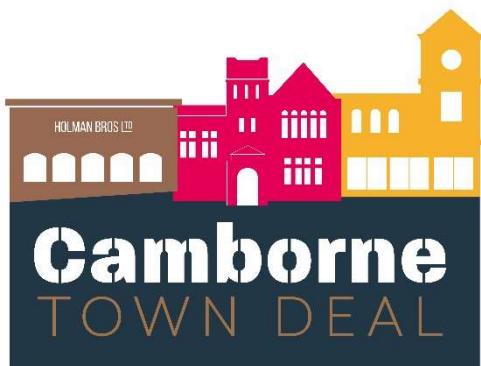


Invitation To Tender



Create Contemporary Crafts Hub Camborne

Create (Cornwall) CIC (trading as Create CIC)
CREATE Contemporary Craft Hub, Donald Thomas Centre, Chapel Street, Camborne, TR14 8EF
www.createcic.co.uk
Company number 12531864

1.0 Introduction

The contractor is invited to tender for conversion and refurbishment works at Create Contemporary Crafts Hub, Donald Thomas Centre, Chapel Street, Camborne TR14 8EF. The intention of the project is to renovate the glass and jewellery studio.

The project is being commissioned by Create (Cornwall) CIC who have purchased the building at the Donald Thomas Centre and are operating the building into a Contemporary Crafts Hub. The contract is part of a grant funded project, funded by The National Lottery Heritage Fund.

2.0 Specification/Schedule of Work

2.1 The specification is at Enclosure 1

2.2 Site and Works Information: The Works Information for this tender and that which will form part of the JCT Minor Works Building Contract. The following documentation comprises the Works Information:

Document Title	Doc Ref.	Rev.	Date	ITT Ref
Specification of Works	Enclosure 1 - Specification	-	Jan 2026	Enclosure 1
Block Plan showing extent of external works	Enclosure 2 - Block Plan	-	Jan 2026	Enclosure 2
Existing Elevations	Enclosure 3 - Existing Elevations	-	28 August 2025	Enclosure 3
Proposed Elevations	Enclosure 4 - Proposed Elevations Rev 3	3	02 September 2025	Enclosure 4
Proposed Ground Foor Plan Showing Extent of External Works	Enclosure 5 - Proposed GF Plan with External Works	-	August 2025	Enclosure 5
Scott and Company (Cornwall) CGH/8095 Method Statement (Limework Specification Supporting PA25/06181)	Enclosure 6 - Limework Specification	-	10 September 2025	Enclosure 6

Scott & Company Building Inspection Report dated 8 July 2021 reference CHG/8095	Enclosure 7 - Building Inspection Report as inspected July 2021	-	8 July 2021	Enclosure 7
Cornwall Council Grant of Listed Building Consent reference number PA25/06181	Enclosure 8 - PA25-06181 Approval	-	15 December 2025	Enclosure 8
Bright Environment Bat and Nesting Bird Visual Survey Preliminary Roost Inspection dated 17 July 2025 reference BE2325	Enclosure 9 - Bat and Nesting Bird Report	-	17 July 2025	Enclosure 9
Letter drop from Cormac reference Camborne Renew Scheme	Enclosure 10 - Cormac Renew	-	Not dated	Enclosure 10
Town Deal Publicity and Branding Agreement	Enclosure 11 - Town Deal Publicity and Branding agreement V7.0	V7.0	September 2023	Enclosure 11
NLHF Acknowledgement Toolkit	Enclosure 12 Acknowledgement Toolkit	V1	No Date	Enclosure 12
DTC Phase 5 Pricing Document	Enclosure 12 - Pricing Document	-	No Date	Enclosure 13
Form of Tender	Enclosure 13 - Form of Tender	-	No Date	Enclosure 14

3.0 Site Visits

3.1 Site visits can be arranged through Create (Cornwall) CIC, where they will be booked in. You will need to be accompanied for your site visit.

3.2 Please note, a site visit must be requested via email from: angela@createcic.co.uk
One hour will be available per contractor for a site visit. Please note that the site is an operational contemporary crafts hub and clients may be on site. Any

clarifications raised and answered on site will be noted and included in the clarifications posted on Contracts Finder in accordance with Section 9.

4. **Context**

Contract, Contracting Authority and Agents

4.1 The delivery contract will be a JCT Minor Works Building Contract and will be executed between Create (Cornwall) CIC and the successful contractor.

The successful tenderer will be expected to undertake the following activities:

4.2 The project is being funded as part of The National Lottery Heritage Fund and The Town Deal. As a result, to comply with all related requirements and guidance in delivery of the project the contractor will need to adhere to the Branding and Publicity Requirements. (see Enclosure 11 and 12).

4.3 Operate as the Principal Contractor of the site under both the current CDM Regulations, and the Building Regulations.

4.4 Operate as the Principal Designer for the purposes of the Building Regulations.

4.5 Complete the refurbishment to the required specification.

4.6 Work in accordance with the Building Regulations. A copy of the Full Plans Approval will be provided when obtained.

4.7 Work with the contractor currently on site undertaking Phase 4 of the programme which is the creation of the glass studio in the west (rear) hall. Details can be produced on request but there will be some crossover of the work programmes. Full cooperation is required.

4.8 Note that the site will need to be decanted and vacated between 31st March – 11th April 2026, and for 2 weeks at the end of July 2026 (final dates to be agreed) for opening and other high profile events. The contractor will need to make suitable allowances for these closures within their tender programme and no applications for any extensions of time will be granted due to a failure to consider these dates at this stage.

5.0 Tender and Commission Timetable

The anticipated timetable for the project is set out below.

Activity	Date
Date ITT available	16 January 2026
Contractor site visits	19 – 23 January 2026
Last date for raising queries	23 January 2026
Clarifications to queries	28 January 2026
Deadline to return ITT	30 January 2026 (12 noon)
Evaluation of ITT	6 February 2026
Preferred supplier is notified	9 February 2026
Award of Contract	13 February 2026
Target date for works to commence	1 March 2026
Target date for works to complete	31 July 2026

6. Budget

The budget available for this commission is £264,000 (including VAT) and inclusive of all expenses. It is expected that payments will be at recognised stages of the construction.

The budget will be reviewed as part of the tender evaluation detailed in Section 10.

7. Tender submission requirements

Please include the following information in your Tender submission.

7.1 Covering letter (two sides of A4 maximum) to include:

- a. A single point of contact for all contact between the tenderer and Create (Cornwall) CIC 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 will adhere to the Publicity Requirements (see section 4.1)
- d. Confirmation that the tenderer accepts all the Terms and Conditions of the JCT Minor Works Building Contract
- e. Confirmation that the tenderer will be able to meet the Corporate Requirements (see Section 8) to include confirmation that Equality and Diversity, Environmental and Data Protections policies are in place and, if successful, supporting documentation will be provided as evidence.
- f. Provide a Conflict of Interest statement (section 8.7).
- g. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence (section 8.9)

7.2 Programme. Please provide a detailed construction programme that illustrates your anticipated start and completion dates based on contract award date as per Section 5. Your response should be clearly presented, have clear and realistic timeframes and inclusion of all Key tasks and Milestones. By submitting this document, you hereby confirm the deliverability of the programme and commit to doing so as per your submission which will form part of any resulting contract. Your programme must include:

1. Tasks required to be undertaken during construction period.
2. Critical long lead in items requiring early placement of orders.
3. Tasks required to be undertaken during commissioning and handover.
4. A critical path for the overall programme

7.3 Suitability Statement. The Contractor shall provide a Suitability Statement setting out how they will provide the works in accordance with the Works Information.

The Suitability Statement will need to be specific to the extent and scope of the works. The Contractor shall be evaluated with respect to the following sub criterion:

1. Relevant experience – Provide details of 3 examples of having provided similar works and services to that proposed that demonstrates your

competence, relevant knowledge, skills and experience. (One page of A4 maximum per example)

2. Please provide details of your proposed key project personnel to include the project manager. The contractor must demonstrate their ability to provide suitable experienced and sufficient resource to ensure project success. You should provide a top level organogram and associated CVs (no more than 1 sides of A4 per CV and no more than 5 in total)

7.4 Social value, environmental and sustainability. The funders of this project require a strong focus on environmental sustainability, equality and diversity (in the form of accessibility). The information you provide should demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. The document should address such points as:

- a. How you will reduce energy and fuel consumption in the provision of the contract
- b. How you will re-use resources
- c. How you will increase recycling levels and reduce the amount of waste
- d. How you will use environmentally friendly and ethically sourced goods
- e. How you will contribute to reducing the carbon footprint
- f. How you will contribute to pollution reduction
- g. How you will promote initiatives which retain, protect, enhance and/or promote the character of the local natural environment for the benefit of local people and wildlife

7.5 Contract Sum (See also Enclosure 13 and 14)

8. Corporate requirements

Create (Cornwall) CIC wishes to ensure that its contractors, suppliers and advisers comply with its corporate requirements when facilitating the delivery of its services. It is therefore necessary to ensure that the contractor can evidence their ability to meet these requirements when providing the services under this commission. What does this mean?

8.1 Equality and Diversity

Create (Cornwall) CIC is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful tenderer will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-

discrimination legislation. The tenderer will be required to provide a copy of their Equality and Diversity Policies/Practices if successful in securing this contract.

8.2 Environmental Policy

Create (Cornwall) CIC is committed to sustainable development and the promotion of good environmental management. It is expected that the successful tenderer will be committed to a process of improvement with regard to environmental issues. The tenderer will be required to provide a copy of their Environmental Policies/Practices if successful in securing this contract.

8.3 Prevention of Bribery

Tenderers are hereby notified that Create (Cornwall) CIC is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to antibribery and anti-corruption including, but not limited to, this legislation.

8.4 Exclusion

Create (Cornwall) CIC shall exclude the tenderer from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant's company, has been the subject of a conviction by final judgment of one of the following reasons:

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

8.5 Content ownership

All material issued in connection with this ITT shall remain the property of Create (Cornwall) CIC and shall be used only for the purpose of this procurement exercise. All Due Diligence Information shall be either returned to Create (Cornwall) CIC or securely destroyed by the Tenderer at the conclusion of the procurement exercise. By submitting a tender application, the tenderer acknowledges that the copyright to all material produced during the programme will be the property of Create (Cornwall) CIC

8.6 Document Retention

All documentation (electronic and hard copy) produced and provided as part of this contract will need to be returned to Create (Cornwall) CIC at the end of the contract so that we can retain them for future reference/audit. The contractor will not be expected to store these documents for future reference.

8.7 Conflicts of Interest

8.7.1 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 Create (Cornwall) CIC 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.

8.7.2 Receipt of this statement will permit Create (Cornwall) CIC 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.

8.8 Sub Contractors

The Tenderer shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Tender.

8.9 Indemnity and Insurance

The contractor must effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the contractor's obligations and liabilities under this contract, including but not limited to:

- Public liability insurance with a limit of liability of not less than £5 million;
- Employers liability insurance with a limit if liability of not less than £5 million

All insurances shall cover for any one occurrence or series of occurrences arising out of any one event during the performance of this contract. The tenderer will be required to provide a copy of their insurance policies if successful in securing this contract.

9. 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:

angela@createcic.co.uk

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded to Contracts Finder and will be viewable 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 Create (Cornwall) CIC 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.

10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

Tender returns will be assessed on the basis of the following tender award criteria

Ref 7.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 8	Pass/ Fail

Ref 7.2 Programme	
<p>7.2 Programme. Please provide a detailed construction programme that illustrates your anticipated start and completion dates based on contract award date as per Section 5. Your response should be clearly presented, have clear and realistic timeframes and inclusion of all Key tasks and Milestones. By submitting this document, you hereby confirm the deliverability of the programme and commit to doing so as per your submission which will form part of any resulting contract. Your programme must include:</p> <p>7.2.1 Tasks required to be undertaken during construction period. 7.2.2 Critical long lead in items requiring early placement of orders. 7.2.3 Tasks required to be undertaken during commissioning and handover. 7.2.4 A critical path for the overall programme</p>	Pass/ Fail
Ref 7.3 Suitability Statement	25
<p>The Contractor shall provide a Suitability Statement setting out how they will provide the works in accordance with the Works Information. The Suitability Statement will need to be specific to the extent and scope of the works. The Contractor shall be evaluated with respect to the following sub-criterion:</p> <p>7.3. Relevant experience – Provide details of 2 examples of having provided similar works and services to that proposed that demonstrates your competence, relevant knowledge, skills and experience. (One page of A4 maximum per example), particularly in relation to historic and listed buildings.</p> <p>7.3.2 Please provide details of your proposed key project personnel. The contractor must demonstrate their ability to provide suitably experienced and sufficient resource to ensure project success. You should provide a top level organogram and associated CVs (no more than 1 sides of A4 per CV and no more than 5 in total).</p> <p>7.3.3 Please provide details of how you would manage undertaking the works with another contractor already on site (1 page A4 maximum).</p>	

Ref 7.4 Social Value, Environmental and Sustainability	20
<p>The funders of this project require a strong focus on environmental sustainability and equality and diversity (in the form of accessibility). The information you provide should demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. The document should address such points as:</p> <ul style="list-style-type: none"> a) How you will reduce energy and fuel consumption in the provision of the contract b) How you will re-use resources c) How you will increase recycling levels and reduce the amount of waste d) How you will use environmentally friendly and ethically sourced goods e) How you will contribute to reducing the carbon footprint f) How you will contribute to pollution reduction <ul style="list-style-type: none"> g) How you will promote initiatives which retain, protect, enhance and/or promote the character of the local natural environment for the benefit of local people and wildlife 	
	55
<p>A fixed price for this work (excl VAT) including travel and other expenses</p> <p>The lowest bid will be awarded the full 55 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = $55 \times \text{lowest bid} / \text{bid}$</p>	

11. Assessment of the Tender

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation

100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Create (Cornwall) CIC reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above. Create (Cornwall) CIC is not bound to accept the lowest price or any tender. Create (Cornwall) CIC will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Create (Cornwall) CIC internal procedures and The EU CLLD grant being able to proceed. TOWN DEAL NOT CLLD!

12. Tender returns

Tenders can be returned by email.

Tenders are to be returned in accordance with section 5

Emailed tenders should be sent electronically to:

angela@createcic.co.uk

with the following message clearly noted in the Subject box, “**Create (Cornwall) CIC – Tender submission**”.

Tenderers are advised to request an acknowledgement of receipt of their email.

13. Disclaimer

The issue of this documentation does not commit Create (Cornwall) CIC 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 Create (Cornwall) CIC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Create (Cornwall) CIC and any other party (save for a formal award of contract made in writing by or on behalf of Create (Cornwall) CIC).

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 Create (Cornwall) CIC or any information contained in Create (Cornwall) CIC’s 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 Create (Cornwall) CIC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Create (Cornwall) CIC 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 Create (Cornwall) CIC liable for any costs or expenses incurred by tenderers during the procurement process.

Enclosures:

1. Specification of Works
2. Block Plan showing extent of external works

3. Existing Elevations
4. Proposed Elevations
5. Proposed Ground Foor Plan Showing Extent of External Works
6. Scott and Company (Cornwall) CGH/8095 Method Statement (Limework Specification Supporting PA25/06181)
7. Scott & Company Building Inspection Report dated 8 July 2021 reference CHG/8095
8. Cornwall Council Grant of Listed Building Consent reference number PA25/06181
9. Bright Environment Bat and Nesting Bird Visual Survey Preliminary Roost Inspection dated 17 July 2025 reference BE2325
10. Letter drop from Cormac reference Camborne Renew Scheme
11. Town Deal Publicity and Branding Agreement
12. NLHF Acknowledgement Toolkit
13. DTC Phase 5 Pricing Document
14. Form of Tender