



**Invitation to Tender:
Conservation repair works to nine monuments as part
of the Centenary Restoration Fund**

August 2026



1. Overview

Re-Form Heritage (<https://re-form.org/>) is a charity based in Stoke-on-Trent which transforms historic buildings at risk for the benefit of the local and wider community.

Re-Form Heritage is seeking tenders from contractors to carry out conservation repair works to nine heritage monuments across Stoke-on-Trent as part of the Centenary Restoration Fund (CRF), delivered in partnership with Stoke-on-Trent City Council and supported by The National Lottery Heritage Fund (NLHF).

This phase forms part of a wider programme to restore 20–24 small heritage sites and deliver community engagement activities. The programme aims to build community skills and understanding of local heritage whilst ensuring the long-term conservation of significant historic assets.

The nine monuments are included within a single tender process; however, contractors may submit bids for one, several, or all monuments. Re-Form Heritage reserves the right to appoint one contractor, multiple contractors, or not to appoint where suitable submissions are not received.

The total capital works budget for the full programme (up to 24 monuments) is £146,000. This tender relates only to nine monuments and will therefore use only a portion of that budget.

All works procured through this tender are expected to be delivered between November 2026 and January 2027.

The deadline for submission of tenders for a contractor is 23:59 on Sunday, 20th September 2026.

2. Methodology

Suppliers must provide a methodology for each monument they are tendering for, informed by the provided condition surveys and Works List for Tender.

Methodologies should:

- follow conservation best practice;
- specify proposed materials and techniques;
- identify any constraints relating to listed status, conservation areas or site access;
- highlight any areas where further investigation or clarification may be required;
- demonstrate understanding of heritage regulatory requirements, including listed buildings, conservation areas and circumstances where Listed Building Consent may be required.

3. Outputs and deliverables

Timeframe requirements

- All works must be completed by 22 January 2027;
- Bidders must provide a realistic timeframe for delivery of the works they are tendering for;
- The timeframe should identify key stages of delivery, anticipated completion dates and any dependencies, constraints or risks that may affect delivery.

Work standards

- All works must follow the conservation principles and requirements set out in the Works List for Tender and use appropriate materials and techniques;
- Contractors must ensure suitably skilled and qualified staff deliver the work;
- Required insurance cover must be maintained for the duration of the contract;

Documentation and handover

- Contractors must provide completion documentation including photographs, footage, materials records, and confirmation of compliance with conservation standards.

Community engagement

Contractors may be asked to participate in community engagement activities, such as demonstrations, site visits or other public-facing activities.

4. Management

Appointment will be made by means of a Purchase Order issued by Re-Form Heritage.

The Purchase Order, this Invitation to Tender, the associated tender documents and the successful tender submission(s) will form the basis of the agreement.

Bidders may submit or reference standard terms and conditions as part of their tender. Any such terms will be subject to agreement by Re-Form Heritage. Re-Form Heritage is not obliged to accept bidders' standard terms and conditions.

Bidders must propose a payment schedule as part of their tender submission. Re-Form Heritage expects that most of the contract value will be payable upon satisfactory completion of the works, although staged payments may be agreed where justified.

The appointed contractor shall nominate a single point of contact and notify Re-Form

Heritage promptly of any issue likely to affect cost, quality or delivery timescales.

Re-Form Heritage will monitor progress throughout the contract through site visits and progress meetings. Contractors will be expected to attend an initial mobilisation meeting, provide updates on progress against their methodology and timeframe, and facilitate reasonable access to sites for inspection of works. Any proposed changes to the agreed scope of works, methodology or timeframe must be discussed with and approved in writing by Re-Form Heritage in advance. Contractors must promptly notify Re-Form Heritage of any delays, risks or issues affecting delivery and outline proposed mitigation measures.

Re-Form Heritage may undertake site inspections during the works and a final inspection on completion. Any defects or incomplete items identified at final inspection may be recorded in a snagging list and must be addressed before the works are signed off.

5. Award criteria

We expect proposals for carrying out the work to include:

- Evidence of experience delivering conservation repair works on historic monuments or comparable heritage sites;
- A methodology for each monument being tendered for;
- A timeframe for delivery of the works, for example in the form of a Gantt chart;
- A breakdown of costs per monument;
- Details of how the contractor would support community engagement activities associated with the project, such as demonstrations, site visits or other public-facing activities, where requested by Re-Form Heritage;
- A proposed payment schedule;
- Proof of Professional Indemnity Insurance (£1,000,000 minimum);
- Proof of Public Liability Insurance (£5,000,000 minimum);
- Evidence of financial viability.

Proposals will be assessed against the criteria and weightings set out below.

Quality – 60%

Quality assessment will take into account:

- Experience, skills and team capacity;
- Strength, clarity and suitability of proposed methodology;
- Project timeframe;
- Quality and accuracy of tender response;
- Willingness to support community engagement activities.

Experience, skills and team capacity, methodology, quality and accuracy of response, and willingness to support community engagement activities will be assessed by an evaluation panel using a consistent 0-6 scoring scale. Project timeframe will be assessed quantitatively using a predefined formula that rewards shorter, achievable delivery timeframes.

Bidders must achieve a minimum quality score of 60% to be considered for appointment.

Price – 40%

Assessment of cost will take into account the overall cost of the proposed works.

Cost will be assessed proportionately using a numeric formula, with scores calculated objectively in relation to the lowest priced tender.

Mandatory eligibility requirements

The following requirements are mandatory conditions of eligibility:

- Proof of valid insurance, in accordance with the requirements set out in this Invitation to Tender;
- Evidence of financial viability.

Mandatory eligibility requirements will be assessed on a pass/fail basis. These requirements will not contribute to the overall score but must be met before an appointment can be made.

Re-Form Heritage reserves the right to appoint one contractor, multiple contractors, or not to appoint. Any appointment will normally be made on the basis of the highest overall score, subject to the successful bidder(s) meeting the mandatory eligibility requirements.

6. Procurement timetable

Proposals should be sent to Inês Jorge, Project Officer at Re-Form Heritage and the main point of contact for this tender, via email at ines.jorge@re-form.org, by 23:59 on Sunday 20th September 2026.

Tenders will be assessed following the submission deadline, and shortlisted bidders will be invited to interview on Monday 5th October 2026. Selection of a preferred contractor will be confirmed by Friday 9th October 2026.

If bidders require reasonable adjustments to support their participation in this process, they are encouraged to contact Re-Form Heritage in advance of the submission

deadline.

7. List of supporting documents

The following documents are supplied as part of this Invitation to Tender:

- Condition surveys
- Works list for tender
- Tender score sheet