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Tender

Spode 1F Works - HDG/2025/962

Stoke on Trent City Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-081508

Procurement identifier (OCID): ocids-h6vhtk-05f2c4

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Scope

Reference

HDG/2025/962

Description

To appoint a principle contractor to undertake exterior repair and internal refurbishment of building 1F for use by the Spode Museum Trust.

Scope:

- Roof repair
- Window repair/replacement
- M&E

- Small amount of asbestos removal
- Internal refurbishment

Total value (estimated)

- £200,000 excluding VAT
- £240,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 2 February 2026 to 31 July 2026
- 5 months, 27 days

Main procurement category

Works

CPV classifications

- 45210000 - Building construction work
- 45220000 - Engineering works and construction works
- 45260000 - Roof works and other special trade construction works

Contract locations

- UKG23 - Stoke-on-Trent

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

19 January 2026, 12:00pm

Submission address and any special instructions

<https://supplystokeandstaffs.proactishosting.com/>

Tenders may be submitted electronically

Yes

Award criteria

The tender evaluation is divided into two stages - the Procurement Supplier Questionnaire and the Award Stage evaluation, as detailed below.

The standard PSQ Evaluation pertains to the evaluation of Parts 2, 3 & 4 (Qualification Questionnaire) of the tender document. Your self declaration element of this selection stage will only be checked for the winning supplier before award, unless it is necessary to check at an earlier stage to ensure the proper conduct of the procedure.

There are a number of project specific selection stage questions which are deemed relevant and proportionate to this contract. To ensure proper conduct of the procedure they will be assessed prior to the second stage evaluation for all bidders.

PLEASE NOTE: With regards to the PSQ (Qualification Questionnaire) which relate to Parts 2, 3 and 4 it should be noted that you must achieve a PASS for each part of these evaluations in order for your tender to be compliant. A FAIL for 1 or more of these questions will result in your tender submission being disqualified.

The Award Stage Evaluation will be based on the tender award criteria Most Advantageous Tender (MAT). This pertains to the Technical Questionnaire Section of the tender document in respect of the qualitative evaluation and the Commercial Questionnaire section of the tender document in respect of the pricing evaluation.

Technical (Quality) Evaluation

The maximum MAT score of 100 marks is broken down into 60 marks for the Technical (QUALITY) evaluation and 40 marks for the Commercial (Price) evaluation. Tenderers are required to complete the Technical and Commercial Questionnaire sections of the tender document accordingly.

The 60 marks available for the Technical (Quality) evaluation is further broken down into a number of sub- criteria as follows:

17 marks - Ensuring the safety of and minimised disruption to other site users

17 marks - Programme of works

16 marks - Heritage related issues will be considered

10 marks - Social Value

The score for each of the above technical criteria will be arrived at by applying the mechanism detailed below:

Scoring mechanism

Score 5 marks - where the evidence demonstrates that all of the tender requirements have been met. Response provided is excellent.

Score 4 marks - where the evidence demonstrates that most of the tender requirements have been met. Response provided is good.

Score 3 marks - where the evidence demonstrates that some of the tender requirements have been met. Response provided is satisfactory.

Score 2 marks - where the evidence demonstrates clear gaps in meeting the tender requirements and is not comprehensive. Response provided is below average.

Score 1 mark - where the evidence demonstrates a significant flaw in meeting the tender requirements. Response provided is poor

Score 0 marks - where no information is provided for the relevant criteria.

Commercial evaluation

The 40 marks applicable to the Commercial (Price) evaluation will be calculated using the following formulae: $\text{Lowest total tender price} \div \text{bidders total tender price (ie the bid under consideration)} \times 40 = \text{marks awarded}$.

(For clarity the total commercial score will be to 2 decimal places)

Total Score

The Technical and Commercial scores will then be added together to give an overall score out of 100 marks to provide the overall ranking.

(For clarity, the total M.A.T score will be to 2 decimal places)

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://supplystokeandstaffs.proactishosting.com/>

Contracting authority

Stoke on Trent City Council

- Public Procurement Organisation Number: PDQZ-1442-RZTZ

Civic Centre, Glebe Street

Stoke-on-Trent

ST4 1HH

United Kingdom

Contact name: William Stuart

Email: categorymanagement@stoke.gov.uk

Region: UKG23 - Stoke-on-Trent

Organisation type: Public authority - sub-central government