



Property: The Southgate, Launceston

National Grid Reference - SX 33241 84537

Project: High Level Repair and Maintenance Works

Project Value - not stipulated

Invitation to Tender

Known locally as the Southgate Arch, the property is listed as Grade 1, is located on a scheduled monument site, and is owned and managed by Launceston Town Council. The council is seeking tender submissions from suitably experienced and qualified companies to undertake repair and maintenance of the property.

Briefly, the scope of works is to include:

Site Preparation and Set-up	Stripping Works	Masonry
Carpentry	Leadwork	Slating
Weather vane	Rainwater Goods	

Prospective tenderers should refer to the '**Specification of Works**' document (attached) which stipulates the project's requirements/specifications in explicit detail.

The project is being jointly funded by Launceston Town Council and Historic England and as such, all works, procurement procedures and processes, must meet the regulations and protocols of these organisations. Both Launceston Town Council and Historic England, require **fixed-price costs/quotes** for each aspect of the work and tenderers should complete the costings' grid on page 50 of the Specification of Works document.

Contact Details:	
Employer: Launceston Town Council Launceston Town Hall Western Road, Launceston PL15 7AR 01566 773693	Professional Advisers: Scott & Company 3 Lemon Villas Truro TR1 2NX Tel: 01872 263939
Town Council Contact: Martin Cornish (Estates & Properties' Manager) Email: martin@launceston-tc.gov.uk	Professional Point of Contact Christopher Hunter Email: chris@scottandco-buildingconservation.co.uk
Principal Contractor: The successful tenderer on appointment	

- Procedural and process enquiries should be directed to Martin Cornish.
- Technical and enquires related to the specification, should be directed to Chris Hunter

Prior to tender submissions, potential tenderers should refer to the additional attached documents including:

1. Specification of Works
2. Proposed Roof Plan and Elevations
3. Further information about the property may be found at:
<https://historicengland.org.uk/listing/the-list/list-entry/1298820>

Tender submissions should be **in writing**, to the above town council address and include a flash drive containing all information within the submission.

Please mark the envelope as '**Confidential – Southgate Arch Tender**'

TENDER SUBMISSIONS SHOULD BE RECEIVED NO LATER THAN MIDDAY, 24/11/25

Whilst potential tenderers can view the location remotely, site visits can be arranged by contacting Martin Cornish, who will liaise regarding visits.



EVALUATION & ASSESSMENT OF TENDERS

Through the tender process, suppliers must demonstrate their experience of similar projects:

Tendering suppliers are asked to submit:

1. Brief details of two recent (within last 36 months) similar projects undertaken by the company, noting the selection criteria below. (Max 1000 words/2 sides of A4)
2. The completed business questionnaire and declaration below.
3. The costings' columns in the Specification of Works document – page 50 (attached)
4. Not a requirement, but include any relevant links to websites/social media pages

Note: Failing the business questionnaire will automatically result in exclusion from the tender process.

Selection Criteria:

The successful tenderer will be selected on an 80%/20% proportion with 80% being on quality and 20% on cost. Each submission will be scored against the following criteria:

- Proven experience of similar projects
- Financial Capability
- Evidence of excellent Health & Safety
- Availability to commence work
- Business Questionnaire
- Cost

Scoring Outcomes: The following table explains how applications are scored, and the council will seek advice from the professional adviser.

“Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.”

“The council shall not be obliged to accept the lowest or any tender, quote or estimate.”

(Source – LTC Financial Regulations 2025)

Criteria for Assessment:

0-3	Completely unsatisfactory response – limited or no relevant experience and/or evidence. Respondent would have serious difficulty delivering the outputs to the required standard.
4	Fair response – Respondent would only meet some of the requirements of the brief.
5-6	Acceptable response – Respondent would likely meet basic standards but further work required to ensure all criteria are consistently met.
7-8	Good response – clearly Respondent has fully understood the brief and can apply and deliver all the required outputs to the necessary standard.
9-10	Excellent response - clearly Respondent has fully understood the brief and experience shows they can deliver all the required outputs to a standard in excess of expectation.

Project Timetable

Tender Announcement:	30/10/25
Last date for Questions:	14/11/25
Closing Date:	24/11/25
Tender Decision/Award of Contract:	01/12/25
Project Start:	To be agreed with Town Council/Principal Contractor

Submissions will be scrutinised by the professional adviser and their view(s) shared with the relevant committee of the council. However, to fulfil the requirement of the council's finance regulations, the decision regarding the appointment of the successful tenderer will be made by the appropriate council committee.



BUSINESS QUESTIONNAIRE & LEGAL OBLIGATIONS

Tenderers must answer the following questions in complete honesty and the council reserves the right to confirm any information that is relevant. Any discrepancies may invalidate the submission or the post-contract award.

All questions in this section are mandatory.

Tenderers failing the business questionnaire and legal obligations will be excluded from progressing further in the tendering process.

FINANCIAL INFORMATION					
Please confirm your average turnover over the last 3 years				£	
INSURANCES HELD					
The successful supplier must have the following insurance:					
- Employer's liability insurance (minimum of £5 Million) - Public liability insurance (minimum of £5 Million)					
Type	Yes	No	N/A	Value of Cover	
Employer's Liability				£	
Public Liability				£	
Professional Indemnity				£	
Any Other Certification					
<i>Please attach copies of any relevant certificates</i>					
PROFESSIONAL & BUSINESS STANDING					
				Yes	No
Has your organisation during the last 3 years, been in a state of bankruptcy, insolvency, compulsory winding up, administration or receivership?					
Has your organisation, its directors or any other person with power of representation, ever been convicted of a criminal offence related to business or professional misconduct?					
Does your organisation hold all relevant licences and memberships, if required by law?					
Please include/attach your organisation's terms and conditions of Business Terms and Conditions including billing processes and the procedures regarding any upfront payment.					
DISPUTES					
Has your organisation been involved in a tribunal in relation to any similar service in the last three years, which has resulted in a judgement being made against you?					
LEGAL OBLIGATIONS					
Does your organisation conform to the Equalities Act 2010?					
Does your organisation have a policy which conforms to the Health & Safety at Work Act 1974?					
Has your organisation, its directors or any other person who has the power of representation been convicted of slavery, forced or compulsory labour, child labour or human trafficking					



NON-COLLUSION AND NON-CANVASSING

To: Launceston Town Council –

Note to tenderers: As a public body, it is important that the council receives fair, genuine and competitive offers from tenderers. Tenderers are therefore required to sign the following statements.

STATEMENT OF NON-CANVASSING

I/we hereby certify that I/we or anyone acting on behalf of the company, has/have not canvassed any councillor, employee of Launceston Town Council and/or the Professional adviser (Scott & Company) in connection with this tender.

STATEMENT OF NON-COLLUSION

Public procurement processes need to be fair and transparent and the council must ensure this happens.

I/we hereby certify that this is a genuine, competitive offer, and that I/we have not fixed or adjusted the amount with any agreement or arrangement with another person/organisation. This **does not** include any sub-contractors, which is permitted.

I/we undertake not to:

1. enter into any arrangement or agreement with any other person/company meaning they shall refrain from tendering to the council
2. inform any person, other than the council or the Professional Adviser (Scott & Company), the details of this tender, **except** to obtain business information such as establishing the cost of necessary insurance premiums, the hire of equipment or scaffolding etc.
3. commit any offence in relation this project.

Signed:.....

Name:

Position:.....

DECLARATION

I declare that to the best of my knowledge, the answers submitted in this tender, as well as any supporting documents, are correct. I understand that the information will only be used to evaluate this tender. Should the council discover any discrepancies or that I have been dishonest, this will result in the tender being rejected from the process or, if post-contract, will have the contract terminated with immediate effect. The signatory should be someone of standing within the business who has the authority to act upon or represent the company.			
Business Name:			
Business Address:			
Name:		Position in the Business:	
Telephone:		Email:	
Website if applicable:			
Date:		Signature:	

Launceston Town Council thanks you for the time and effort you will have taken in the completion of this tender and wishes you well in the process.

Martin Cornish
Estates and Properties' Manager
Launceston Town Council

October 2025



For official use only:

This page to be completed by the Professional Adviser (Scott & Company) and promulgated to Launceston Town Council to aid selection in establishing the preferred supplier and to award the contract.

Selection Criteria:

The submissions will be scored against the following criteria:

- Proven experience of similar projects
- Financial Capability
- Evidence of excellent Health & Safety
- Availability to commence work
- Business Questionnaire
- Cost

Scoring Outcomes: The following table explains how the council scores applications.

0-3	Completely unsatisfactory response – limited or no relevant experience. Respondent would have serious difficulty delivering the outputs to the required standard.
4	Fair response – Respondent would only meet some of the requirements of the brief.
5-6	Acceptable response – Respondent would likely meet basic standards but further work required to ensure all criteria are consistently met.
7-8	Good response – clearly Respondent has fully understood the brief and can apply and deliver all the required outputs to the necessary standard.
9-10	Excellent response - clearly Respondent has fully understood the brief and experience shows they can deliver all the required outputs to a standard in excess of expectation.

Name of Business		Please tick √		
		Pass	Fail	Score
Proven experience of similar projects				
Financial Capability				
Evidence of excellent Health & Safety				
Availability to commence work				
Business Questionnaire				
Cost				
Overall Pass/Fail				
Total Score				

Preferred Supplier?

Yes	No
Any remarks:	