



Invitation to Provide Quotations

Internal Alterations to Manor Office, 6 North Street, Credition EX17 2BT

Client: Credition Town Council

Project: Internal Alterations and Refurbishment Works to Manor Office (Council Offices)

Issue Date: 14 September 2026

Return Date: 09 October 2026

1. Introduction and Background Information

Credition Town Council (CTC) invites suitably qualified and experienced contractors to submit a quotation for the internal alteration and refurbishment works at Manor Office, 6 North Street, Credition, EX17 2BT.

The property is a historic building and the proposed works are subject to Listed Building Consent. The contractor shall be experienced in working within heritage and occupied civic environments and shall demonstrate an understanding of conservation-led construction techniques.

The works comprise internal alterations to the ground and first floors only and shall be undertaken in accordance with the approved drawings, Listed Building Consent, Schedule of Works, Building Regulations and all associated statutory requirements.

2. Project Overview

The project will enable the building to function as CTC offices, providing:

- Administrative office accommodation
- Public reception facilities
- Meeting and workshop spaces
- Staff welfare facilities
- Accessible WC provision.

The works are intended to preserve and enhance the heritage significance of the building whilst creating a practical and compliant workplace.

The full planning application is available to view: [24/01803/LBC | Listed Building Consent for alterations to ground and first floor layout to facilitate its reuse as offices. 26/00384/LBCDOC - Discharge of Conditions 5 and 6 approved 17.04.2026. | Manor Office 6 North Street Credition Devon EX17 2BT](#)

3. Scope of Works

The contractor shall provide all labour, materials, plant, equipment, management and supervision necessary to complete the works as detailed in associated appendices.

4. Contractor Requirements

Contractors shall demonstrate:

- Experience delivering projects within listed buildings
- Experience of heritage restoration and refurbishment
- Membership of relevant professional bodies
- Adequate financial standing
- Appropriate insurances
- Health and Safety competence
- CDM 2015 compliance.
- Ability to provide references.

5. Programme

Contractors shall provide:

- Proposed start date
- Construction programme
- Anticipated contract period
- Key milestones
- Lead-in periods for specialist items.

6. Site Visits

Contractors are encouraged to undertake a site visit before submission of their quote.

Site visits shall be arranged through:

Crediton Town Council

Rachel Avery – Town Clerk

r.avery@crediton.gov.uk / 01363 773717

7. Tender Submission Requirements

Tender submissions shall include:

Pricing

- Completed Form
- Breakdown cost plan
- Provisional sums where applicable
- Schedule of rates for variations.

Technical Submission

- Heritage working methodology
- Relevant project experience.

Compliance Information

- Insurance certificates
- Health and Safety policy
- Environmental policy
- References.

8. Award Criteria

Quotes will be assessed using the following weighted criteria:

Criteria	Weighting
Quality and Technical Ability	50%
Pricing	30%
Programme & Delivery	10%
Local Economic Benefit	10%

CTC reserves the right not to accept the lowest-priced tender.

9. Contract Conditions

The successful contractor shall:

- Comply with all statutory obligations
- Maintain site safety at all times
- Protect the historic fabric of the building
- Coordinate all specialist subcontractors where applicable
- Ensure all works are completed to the satisfaction of the Town Clerk.

Appendices

1. Schedule of Works Rev A (May 2025)
2. Listed Building Consent Documentation
3. Architectural Drawings
4. Heritage Statement
5. Return Forms
6. Pricing Schedule.



Internal Alterations to Manor Office, 6 North Street, Credition EX17 2BT

Quotation Instructions and Conditions

General

1. These Quotation Instructions and Conditions apply to the project for internal alterations to Manor Office, 6 North Street, Credition EX17 2BT, to ensure that all participants are treated equally and fairly. Failure to comply with these Instructions and Conditions may invalidate your quotation.
2. Please direct any queries to:

Rachel Avery
Town Clerk
Credition Town Council
Manor Office
6 North Street
Credition
EX17 2BT

Telephone: 01363 773717
E-mail: r.avery@credition.gov.uk
3. Credition Town Council (the "Council") recommends that participants take legal advice, prior to tendering, regarding any regulation or legislation that may affect them should they be successful.
4. The Council reserves the right to retain all and any of the information supplied to it by participants during this process.

Important Notices

5. Participants are required to submit a complete application as detailed in paragraph 18 below. This information will be used for evaluation purposes only.
6. It is the participant's responsibility to ensure the Council is not misled. The information provided in the tender application will be relied upon and taken to be complete, true and accurate. If it subsequently determined that any information supplied was inaccurate, incomplete or untrue and was relied upon for evaluation purposes the Council reserve the right to invalidate the participant's tender application.
7. The Council reserves the right to meet with or ask questions to any participant or relevant organisation mentioned in the participant's application.

8. All documents contained in the pack and the information contained within them has been prepared by the Council in good faith but does not purport to be comprehensive or to have been independently verified. Participants should not rely on the information and should carry out their own due diligence checks and verify the accuracy of the information.
9. The terms and any further documents that may be issued in relation to this contract are subject to contract and entirely without prejudice to the Council's legal position.
10. Canvassing of any Crediton Town Councillors, directly or indirectly, in relation to this quote shall invalidate your application and disqualify you from the process.
11. Any participant that engages in any collusion in relation to this process, including but not limited to fixing or adjusting the amount of their application by agreement or arrangement with any other participant, will be disqualified from the process.
12. Participants shall not undertake (or permit to be undertaken) at any time any publicity activity with any section of the media in relation to this process other than with the prior written agreement of the Council.
13. The issue of the pack in no way commits the Council to award any contract pursuant to this process. The Council is not bound to accept the lowest or any quote and reserves the right to accept any quote either in whole or in part or parts. Nothing in the pack shall oblige the Council to award any contract and the Council reserves the right to vary or amend the pack and process in general. The Council reserves the right, subject to relevant legislation, at any time to reject any application.
14. Following the completion of the participant's applications, the Council reserves the right to require further information or clarification from the participant.
15. Any participants related to any member of the Council or a member of its staff, are required to disclose the relationship in writing in their application. Failure to disclose this shall invalidate your tender application, and if appointed, may result in termination of the contract without notice.
16. A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a member may give a written testimonial of a participant's ability, experience or character for submission to the Council with an application.
17. The laws of England will apply to this tender process and any subsequent contract.

Quote Instructions

18. All quotations are required to be submitted in compliance with the following instructions:
- a) submitted in writing, in English and legible in ink or type
 - b) prepared in accordance with the specification (provided in the pack)
 - c) submitted with a fully completed contractor application form (provided in the pack)
 - d) set out all costs, rates and prices in pounds sterling and set out as an exact sum of money
 - e) signed and dated by the contractor
 - f) submitted to the Council in an envelope clearly marked 'Credition Town Council Quote Documents' or by email marked 'Credition Town Council Quote Documents'.

Closing date and time for receipt of tenders

19. The closing date and time for receipt of applications is **17.00** on Friday 09 October 2026.
20. Applications received after this time may not be considered and may be returned unopened. Extensions to the closing date and time may be granted but only at the sole discretion of the Council and only where the Council considers that such extensions are absolutely necessary.

Evaluation

21. All applications submitted will be opened, after the stated closing date and time detailed in paragraph 19, by the Town Clerk and at least one Member of the Council.
22. Applications will be evaluated by Full Council, against a pre-approved Evaluation Criteria, a copy of which is enclosed in the pack.
23. The Council's decision is final; there will be no appeal process.
24. The Council requires the contract to be signed within two weeks of acceptance by the successful contractor.



CONTRACTOR APPLICATION FORM

Principal Point of Contact	
Name	
Job Title	
Organisation/Company Name	
Main Address for Correspondence	
Postcode	
Telephone Number	Mobile
Email	
Type of Business (i.e. Sole Trader, Partnership etc.)	
Background	
Please provide details of current or recent contracts/provision of services relevant to this tender as well as two references below. The town council may contact these referees as part of the evaluation process any time following receipt of tender submissions and our permission to do so will be assumed:	
References	
Contact Name:	Contact Name:
Telephone:	Telephone:
Email:	Email:
Address:	Address:
Brief description of contract:	Brief description of contract:



CREDITON TOWN COUNCIL

Accreditations/Certification

Please list any trade, or professional association that you/the organisation belongs to, with names and registration numbers

What percentage of your workforce holds a current Health & Safety Awareness Certificate? _____ %

Training – qualified staff

Are you able to provide details of competence, training and/or qualifications held by any of your employees, if required to do so. Yes/No

Health & Safety

Who is the appointed Health & Safety Officer?

If successful, you will be asked to:

- provide a copy of your Health and Safety Policy
- prepare and submit full risk assessments and work safety method statements

The organisation agrees to prepare and submit the following if successful:

Health & Safety Policy	Yes/No
Risk Assessment	Yes/No
Work Safety Method Statement	Yes/No

Has the organisation been subject to any formal notices issued by the Health & Safety Executive? Yes/No
(If yes, please give details on a separate sheet)

Insurance Certification

Please provide details of your organisation's insurance protection in relation to public liability and employers liability.

Policy	Insurer	Value (£)
Public Liability		
Employers Liability		

(N.B. Cover of £5,000,000 minimum is required in all instances)

If successful, you will be asked to provide the above insurance and copies of the policy documents and certificates will be required by the Council on an annual basis.



CREDITON

TOWN COUNCIL

Legal information	
Are there any court actions and/or tribunal hearings outstanding against your business? Yes/No	
Has your business been involved in any court action and/or tribunal hearings over the last three years? Yes/No	
If you have answered YES to either question, please provide details on a separate sheet headed 'Legal Information'	
Declaration	
I certify that all the above information is correct.	
Signed	Date
Print Name	
CREDITON TOWN COUNCIL USE ONLY	
Approved by:	
Signed	Date
Print Name	

MANOR OFFICE QUOTATION PRICING SCHEDULE

Ref (SoW)	Location	Description of Works	Qty	Labour (£)	Materials (£)	Total (£)
P1	Preliminaries	Site setup, supervision, protection, waste and handover	1			
GF1	Entrance Hall	Repair platform/ramp including handrail and finishes	1			
GF2	Spare Office	Door refurbishment and secure redundant openings	1			
GF3	Reception	Door refurbishment and ironmongery	1			
GF4-GF7	Meeting Room	Door restoration, new FD30 doors, remove partition, remove fittings	1			
GF8	Lounge	Door refurbishment	1			
GF9-GF12	Kitchen	Door removal, step, kitchen installation,	1			

		services and extraction				
GF13-GF15	Accessible WC	Strongroom removal, partition, WC fit-out	1			
FF1	Landing	Reinstate and refurbish two doors	2			
FF2	Staff Lounge	Door refurbishment and close staircase door	1			
FF3-FF6	Staff Area	Partitions, kitchen, ventilation and WC refurbishment	1			
FF7-FF8	Town Clerk Office	Partition removal and making good	1			
FF9-FF11	Small Office	Door, fireplace, cupboards and insulated wall lining	1			
FF12-FF14	Large Office	Partition removal, infill opening and remove fittings	1			

Quotation Summary

Subtotal (£)	
Provisional Sums (£)	
VAT (£)	
Total Sum (£)	
Contractor Signature	
Contractor Name	



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EVALUATION CRITERIA

Credition Town Council outsources several services to outside contractors. To ensure the Council receives value for money whilst meeting its core objects it uses a standardised evaluation template and scoring criteria to support its decisions.

Evaluation

To ensure this is achieved it is proposed to adopt a weighted scoring system based on Quality, Price, Programme and Delivery and Local Economic Benefit.

Quality & Technical Capability (weighting 50%)

- Background – including quality accreditation
- Qualified Staff
- Level of detail in submission i.e. all points covered
- Assessment of final quality based on submission

Price (weighting 30%)

To ensure affordability and award the contract in line with the Town Council's financial regulations.

Programme and Delivery (weighting 10%)

To ensure the contractor demonstrates a clear, realistic and achievable programme for delivery of the works, minimising disruption whilst maintaining quality, safety and compliance requirements. Assessment will consider the contractor's proposed methodology, resource allocation, sequencing of works and ability to complete the project within the required timeframe, providing confidence that the project can be delivered efficiently and successfully.

Local Economic Benefit (weighting 10%)

To ensure the effects of the expenditure will have a secondary benefit in the local economy through the multiplier effect and increase the effectiveness of the spend within the local community.

Total 100%

The weighted score for each question is calculated by taking the final average score which is multiplied by the question weighting and divided by the maximum available score. Each evaluation question will be scored between 0 and 5 according to the following scoring system:

5	Meets exactly the specified standard.	Excellent
4	Meets the standard well but not completely.	Good
3	Mostly meets standard but fails in parts.	Fair
2	Mostly fails standard but meets in some.	Doubtful

1	Significantly fails to meet standard.	Poor
0	Completely fails to meet standard.	Reject

To work out the adjusted weighting on price, the lowest price submitted is divided by actual price submitted, multiplied by price weighting of 30.

Evaluation Form

Applicant Name _____

Trading Name (if any) _____

All tender applications will be evaluated on the Evaluation Criteria set out below. Each evaluation question will be scored between 0 and 5 according to the following scoring system:

5	Meets exactly the specified standard.	Excellent
4	Meets the standard well but not completely.	Good
3	Mostly meets standard but fails in parts.	Fair
2	Mostly fails standard but meets in some.	Doubtful
1	Significantly fails to meet standard.	Poor
0	Completely fails to meet standard.	Reject

Evaluation Criteria	Score
Quality & Technical Capability (50%)	
• Background & quality accreditation • Qualified Staff • Level of detail in submission i.e. all points covered • Assessment of final quality based on submission	
Local Economic Benefit (10%)	
To ensure the effects of the expenditure will have a secondary benefit in the local economy through the multiplier effect and increase the effectiveness of the spend within the local community.	
Price (30%)	£
To ensure affordability and award the contract in line with the Town Council's financial regulations.	
Programme and Delivery (10%)	
To ensure the contractor demonstrates a clear, realistic and achievable programme for delivery of the works, minimising disruption whilst maintaining quality, safety and compliance requirements. Assessment will consider the contractor's proposed methodology, resource allocation, sequencing of works and ability to complete the project within the required timeframe, providing confidence that the project can be delivered efficiently and successfully.	