**Regulated Below-Threshold Tender**

Invitation to Tender – Statement of Requirements

Isles of Scilly Cultural Centre and Museum café fit out

CIoS20250905\_cafe-fit out

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| Responsible Officer: | Head of Economy and Procurement |  |

Version History

Related Documents

|  |  |  |
| --- | --- | --- |
| Document Number | Document Name | File Location |
|  | ITT Instructions for Bidders – Below Threshold |  |
|  | ITT Tender Response – Below Threshold |  |
|  | ITT Response Pricing Matrix – Below Threshold |  |
|  | Guidance - Below-Threshold |  |

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# Introduction

## This Invitation to Tender (“ITT”) has been issued by the contracting authority who are seeking to award a **below-threshold works contract** for the supply and installation of commercial kitchen fixtures and fittings for the Cultural Centre and Museum café.

## We are seeking tenders from single suppliers for the supply and installation of kitchen fixtures and fittings as outlined in the attached specification. Alternate bids that meet the required performance outcomes will be accepted. The requirement will be advertised as a single lot on Find-Tender.

## The anticipated commencement date of the contract is 17/10/2025. Any changes to this commencement date will be communicated to all Bidders via e-mail

## Tenderers should note that there is potential for some change to the equipment currently specified, which may include omitting some items of currently specified equipment.

## At contract formation stage, the client will clarify which items of equipment will be instructed immediately for procurement, and which will be held in abeyance.

## Tenderers are encouraged to propose alternative, but similar, products from those specified, passing on cost savings to the client. Should tenderers wish to propose alternatives:

* The proposed alternative specification(s) should be clearly indicated within the tenderer’s bid;
* These alternatives will be assessed by the consultant team and, provided they are confirmed as similar in terms of performance, the tenderer’s bid will be deemed ‘compliant’ and assessed accordingly.”

# Background

## The project will create a high quality, welcoming and accessible Cultural Centre and Museum (CCaM) for the Isles of Scilly in the transformed Grade II listed Town Hall on St Mary's. In brief, the scope of the project will deliver:

## The full restoration and repair of the heritage building Grade II Listed Town Hall, the main building will provide visitor welcome and museum display galleries, together with the restored main hall returned to use as the principal place of gathering, community, entertainment and arts activity on the island.

## The removal and replacement of a detrimental and failing 1970s extension which will provide principal museum galleries, archives, learning spaces and ancillary and visitor facilities.

## A new extension to provide a ground floor café/bar that will serve both the museum and performance-going audience and be open to the public and providing a revenue stream for the building upkeep and operations.

## The Council of the Isles of Scilly as contracting authority are working in partnership with the newly formed Scilly Arts and Heritage to undertake the renovation and re-purposing of the Town Hall on the Island of St. Mary’s. Part of the multi-function use of the building will include the requirement for the venue to operate as a theatre, music venue and streaming hub/ cinema. The building will also house the Island’s Museum and accompanying café bar.

## The successful tender will be required to work in partnership with the Council, Scilly Arts and Heritage, Stepnell as main contractor and other contractors on site engaged in the museum fabrication and fit out and kitchen installation.

## There are several risks associated with this project that tenderers should be aware of. These relate to challenges associated with working in a remote Island community 28 miles from Land’s End.

# Social Value

## We want to use the opportunity to drive economic growth and strengthen supply chains by giving SMEs and VCSEs a fair chance at public contracts, creating high quality jobs and championing innovation:

## Deliver social and economic value that supports the Government’s missions including by working in partnership across organisational boundaries

## Ensure the right commercial capability and standards are in place to procure and manage contracts effectively and to collaborate with other contracting authorities to deliver best value.

## Promotion of work force equality

## Increase in skills development and community outreach

## Awareness and safeguards of modern slavery

# ope, drawings and Specification

**Drawings and specification**

Halton 34958-00-01 B (1) Ventilation Canopy drawing

Purcell IOS-PUR-01-00-DR-A-2001 Proposed GA Ground Floor Plan

Kendrick Hobbs KH 407 121223 402 (Elevations)

Kendrick Hobbs KH 407 121223 402 (Plan)

**Currie and Brown**

Preliminaries

CC&M Catering Equipment priced response

JCT MWD 2024- Conditions of Contract

**Preconstruction Management limited**

Attendances Schedule Kitchen Package Rev 0 14.9.25

Kitchen Package Programme Notes, 14th September 2025

**Stepnell**

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AI-generated content may be incorrect.**

Please see attached the Specification. Tenderers are able to make alternate specifications that meet the performance requirements.



# Pricing

## Bidders must complete the pricing schedule document within the tender pack.