

Arthouse Partnership

Old Deptford Library

Activity, Engagement and Interpretation Plan Tender Pack



SOUTH EAST ARTS LONDON LIMITED

company no: 08796019 charity no: 116273900

Dear Bidder,

This tender pack for the role of Activity, Engagement and Interpretation Plan Consultant for Old Deptford Library includes:

- Details on the application process and response requirements
- Information about the Arthouse Partnership
- Information about the Project
- The brief and project timescales

To Apply

Please read this pack carefully and submit your response to the email below. Your response should include:

- Examples of up to three relevant projects demonstrating your experience (max 3 sides of A4).
- CVs of your proposed team (1 side of A4 per team member).
- Methodology setting out how you would approach the Brief (max 5 sides of 4).
- Details of two referees who would be able to provide a reference concerning your/your team's performance on a project of a similar nature.
- Form of Tender which sets out Fees including VAT and expenses.
- Proof of required insurance to deliver the project.

n.b. please make sure electronic submissions are 8MB or less.

The Arthouse aims to represent its communities in all their diversity. We therefore value varied perspectives and experiences, encouraging open conversations and active listening. We believe that everybody is entitled to feel welcome and safe at the Arthouse. We are actively working to achieve diversity across our staff, board, participants/volunteers and audiences, to reflect the area.

We are therefore interested in applications from people from backgrounds which are under-represented in the heritage, arts and cultural sectors, including people from low-income backgrounds and people from Black, Asian and ethnically diverse backgrounds.

The Arthouse is committed to environmental sustainability and so we are interested in hearing about how you work with us as environmental responsibility at its heart.

Timetable

Brief live	22nd October 2025
Deadline for questions/ clarifications	13 th November 2025
Deadline for responses	18 th November 2025
Clarification Meetings	27 th / 28 th November 2025
Appointment	3 rd December 2025
Commencement	Dec 2025
Dev Phase: Review Meeting (tbc)	October 2026
Dev Phase: RIBA 2 sign off	April 2026
Dev Phase: RIBA 3 sign off	Sept 2026
Del Phase: start RIBA 4	April 2027
Del Phase: RIBA 4 sign off	Oct 2027
Del Phase: Capital Works start	Early Summer 2028
Del Phase: Completion date	Late Summer 2029

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Site visits

We welcome bidders to come and visit the site in advance of putting a tender in and visits can be arranged on the dates indicated in the timetable. If you are interested in visiting, please contact the email address below.

Shortlisting & evaluation

Shortlisted candidates will be contacted by email and invited to attend an interview. The selection process will include a review of responses and a panel interview. If you require any special arrangements at any stage of the selection process (this may be due to a disability, neurodivergence or another need) please contact Florence Andrews at administration@focus-consultants.com

Each proposal and interview will be evaluated using the following evaluation framework:

Quality	Methodology setting out how you would approach the Brief	To what extent does the proposal demonstrate an understanding of and an ability to meet the Brief and Programme? To what extent is the methodology appropriate to the requirements set out in the Brief?	30%
Quality	Relevant experience and track record – please provide 3 data sheets of similar projects	What degree of similar scale heritage, NLHF and community experience does the bidder demonstrate in order to successfully complete the work? How well has the bidder demonstrated they could deliver the services to the quality standards, budget and timetable required?	20%
Quality	Team CVs	What experience of similar scale heritage and community experience does the team have, specifically the day to day contact?	20%
Price		Price will be scored by awarding 30% to the lowest bid, then comparing that lowest figure as a percentage of the other bids.	30%

Questions and queries

If you have any queries regarding the process or the brief please contact Florence Andrews at administration@focus-consultants.com.

Thank you for your interest in Old Deptford Library. We look forward to receiving your tender.

Nick Haseltine
Trustee