



Invitation to Tender (ITT)

Celebration Bournville – Appointment of Project Manager

Version: v0.2 Date: 13.02.2026

Client / Contracting Authority: Bournville Village Trust (BVT), a registered charity and the accountable body for Celebration Bournville.

Project: Celebration Bournville (Feasibility and Programme Definition Phase)

Tender for: Project Manager

ITT issue date: 31st March 2026

Deadline for return: 2pm on 22nd April 2026

Submission email: Procurement@bvt.org.uk

Clarification deadline: 15th April 2026

Budget cap / fee envelope: £48,000 incl. VAT. Eligible/ approved expenses are extra.

1. Introduction

BVT invites tenders for the appointment of a Project Manager to support the Celebration Bournville programme.

Celebration Bournville is being developed and delivered in partnership between BVT (as accountable body) and Mondelez International as a principal stakeholder and owner of assets within scope. Tenderers should anticipate working with both organisations through the agreed joint governance arrangements described in the Project Information for Tenderers.

This ITT must be read alongside:

- Project Information for Tenderers.
- Delivery Consultancy Brief.
- Any additional attachments listed at Section 10 of this ITT.

The Project Information for Tenderers document provides the core project description and should be treated as the authoritative source for project context. The Project Manager Brief sets out the scope, outputs and management expectations for this appointment.

2. Procurement approach

BVT is a charity and will run a proportionate, transparent procurement process designed to demonstrate value for money, fair competition and appropriate governance.

BVT may have undertaken limited soft market engagement prior to issuing this ITT. Any learning from that engagement will have been reflected in the published ITT/brief and made available to all tenderers on equal terms. No supplier will receive an advantage.

3. Contract and appointment details

- **Form of contract:** Simple consultancy agreement.
- **Contracting party:** BVT (the contract will be between BVT and the appointed supplier).
- **Interfaces:** the appointed supplier will work day-to-day with BVT and will engage with Mondelez representatives as required through joint governance meetings and agreed working groups. The contract will be held by BVT.
- **Start date:** 1 May 2026
- **Duration:** 13 months
- **Location:** Hybrid, with in-person attendance in Bournville for key workshops/meetings as set out in the Project Manager Brief.
- **Expenses:** Reimbursable with prior approval.
- **VAT:** Tenderers must state whether they are VAT registered. Fees must be presented excluding VAT, with VAT shown separately. Evaluation will be on the total cost to BVT, as stated in Section 7.

4. Scope and outputs

The scope of services, outputs and acceptance criteria are set out in full in the Project Manager Brief.

Tenderers must confirm they can deliver all minimum outputs and meet the working arrangements described in that Brief.

Where relevant to the appointment, tenderers should assume that key stages (for example workshops, reviews and presentations) may involve BVT and Mondelez participants together.

5. Eligibility and key requirements

Tenderers must confirm:

- Ability to undertake the work within the stated budget and timetable.
- Capacity and availability across the period.
- No conflict of interest that would compromise fair delivery (see Section 6).
- Ability to handle information appropriately (confidentiality and data protection).
- Where engagement activity is involved: ability to operate ethically and inclusively, and to comply with safeguarding expectations where relevant.
- Ability to work effectively in a mixed-ownership partnership context, including contributing to clear records of decisions, actions and evidence suitable for joint governance and funder scrutiny.

6. Conflicts of interest and confidentiality

Tenderers must declare any actual or potential conflicts of interest, including relationships with BVT, Mondelez International (Mondelez), or other stakeholders connected to the project.

Tenderers must treat all information provided by BVT as confidential and use it solely for the purpose of preparing a tender submission.

7. Evaluation methodology

BVT will evaluate tenders using the criteria and weightings below (unless amended in an addendum):

Quality: 70% Price: 30%

Quality will be assessed against:

- Understanding of the appointment and requirements in the Project Manager Brief.
- Methodology and approach (including how outputs will be delivered and quality assured).
- Relevant experience and track record.
- Capacity and availability.
- Approach to working with stakeholders and partners (and, where relevant, inclusion/access/participation).

Price will be assessed on:

- Clarity and realism of the fee proposal.
- Value for money.
- Transparency of assumptions and resourcing.

VAT / comparability: Tenderers must submit a fee excluding VAT and show VAT separately. BVT will evaluate price on the submitted fee inclusive of VAT.

BVT is not obliged to accept the lowest priced tender.

8. Tender submission requirements

Your submission must include the items below and must not exceed the stated limits:

1. **Method statement:** maximum 2 sides of A4 covering: approach to scope/outputs; ways of working; quality assurance; key risks and mitigations.
2. **Resourcing and personnel:** Clear CV (2-3 pages, clearly indicating dates, relevant experience, the managing organisation and principal achievements).
3. **Relevant experience:** 2 case studies (max 1 page apiece), with client references. The case studies must be recent (less than 5 years old).
4. **Fee proposal:** fee excluding VAT with VAT shown separately; day rate and estimated days; assumptions and exclusions; confirmation of whether expenses are included.

9. Clarifications and addenda

Clarification questions must be submitted to Procurement@bvt.org.uk by 15th April 2026.

BVT will respond to clarification questions within 2 working days. Responses may be shared with all tenderers (anonymised where appropriate) to ensure fairness.

BVT reserves the right to issue addenda to this ITT. Tenderers are responsible for ensuring they have received all addenda.

10. Attachments

The following documents form part of this ITT pack:

- Project Information for Tenderers
- Project Manager Brief
- Delivery Programme
- Project Management Structure

11. Tender return instructions

Submit your tender by email to Procurement@bvt.org.uk no later than 2pm on 22nd April 2026.

Email subject line: "ITT Response Celebration Bournville Project Manager – [Supplier Name]".

Submissions must be in PDF and must be readable without specialist software.

Late submissions may be rejected.

12. Conditions of tendering

- BVT is not liable for any costs incurred by tenderers in preparing or submitting a tender.
- BVT may seek clarification of information provided.
- BVT may choose to interview shortlisted tenderers.
- Appointment is subject to contract, satisfactory references, and confirmation of availability.

Tenderer Declaration

I/we confirm that the information provided is complete and accurate, and that I/we accept the conditions of tendering set out above.

Signed: XXXXX

Name: XXXXX

Role: XXXXX

Organisation: XXXXX

Date: XXXXX