



Invitation to Tender (ITT)

Celebration Bournville – Delivery Consultant

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: Delivery Consultant

ITT issue date: 31st March 2026

Deadline for return: 22nd April 2026 at 2pm

Submission email: Procurement@bvt.org.uk

Clarification deadline: 15th April 2026

Budget cap / fee envelope: £120,000 inclusive of VAT and expenses.

1. Introduction

BVT invites tenders for the appointment of a Delivery Consultant (including Masterplanning) to support Celebration Bournville.

This ITT must be read alongside:

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

The Project Information for Tenderers document provides the authoritative project description and context. The 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.

3. Contract and appointment details

- **Form of contract:** Simple consultancy agreement.
- **Contracting party:** BVT (the contract will be between BVT and the appointed supplier).
- **Start date:** 1st May 2026
- **Duration:** 13 months
- **Location:** Hybrid, with in-person attendance in Bournville for key workshops/site walkovers as set out in the Brief.
- **Expenses:** Included within fee.

- **VAT:** Tenderers must state whether they are VAT registered. Fees must be presented excluding VAT, with VAT shown separately.

This opportunity welcomes a lead consultant with specialist sub-consultants. The contract will be with the lead supplier, who remains accountable for all sub-consultants.

4. Scope and outputs

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

Tenderers must confirm they can deliver all minimum outputs and integrate effectively with the Project Manager, Consultation and Communications Consultant and Evaluation Consultant, without duplicating programme management, consultation delivery, communications production or evaluation.

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.
- Ability to deliver a proportionate masterplanning process and produce decision-ready spatial outputs.
- Ability to provide integrated recommendations across packaging, viability and funding pipeline planning.
- Ability to work collaboratively in a mixed-ownership partnership context and maintain clear assumptions and evidence trails.

6. Conflicts of interest and confidentiality

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

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

7. Evaluation methodology

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

Quality: 60% Price: 40%

Quality will be assessed against:

- Understanding of the appointment and ability to avoid duplication with other consultants.
- Strength of methodology, including options development, packaging, assumptions management and integration.
- Strength of relevant experience and case studies.
- Capacity and suitability of the proposed lead and specialist team.

Price will be assessed on:

- Clarity and realism of the fee proposal within the budget cap.
- Value for money and efficient resourcing.
- Transparency of assumptions and exclusions.

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

8. Tender submission requirements

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

1. **Method statement:** maximum 5 sides of A4 covering approach, integration method, assumptions management and quality assurance.
2. **Resourcing and personnel:** named day-to-day lead; team structure (including any sub-consultants) and short CV(s) (max 2 pages per person).
3. **Relevant experience:** up to three case studies with client references.
4. **Programme and availability:** high-level plan aligned to the project timetable and key touchpoints.
5. **Fee proposal:** fee excluding VAT with VAT shown separately; day rates and estimated days by role/person; key 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 within 2 working days. Responses may be shared with all tenderers (anonymised where appropriate) to ensure fairness.

BVT reserves the right to issue addenda. 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.
- Delivery Consultant Brief.

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 – Delivery Consultant – [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