

Arthouse Partnership

**Old Deptford Library**

**Archive Consultant  
Tender Pack**



# SOUTH EAST ARTS LONDON LIMITED

company no: 08796019 charity no: 116273900

*Dear Bidder,*

This tender pack for the role of Archive 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 3 sides of A4).
- 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	22 <sup>nd</sup> April 2026
Deadline for questions/ clarifications	13th May 2026
Deadline for responses	20 <sup>th</sup> May 2026 5pm
Clarification Meetings	Wk. 25 <sup>th</sup> May 2026
Appointment	Wk. 25 <sup>th</sup> May 2026

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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](mailto: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 of archive and heritage 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 archive and heritage 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](mailto:administration@focus-consultants.com).

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

Nick Haseltine  
Trustee