

Business Plan, Development Appraisal and Valuation Consultant

Period of contract: Development and Delivery Phase - RIBA 1 to RIBA 7;



**Invitation to Tender (ITT)
for
St Osyth Priory and Parish Trust
Business Plan, Development Appraisal and Valuation
Consultant**

Submission of Tenders: 25th July 2025, 5pm

Any queries relating to this tender should be submitted via the
St Osyth Priory and Parish Trust email - tenders@stosythpriorytrust.org.uk

Issue date: 3rd July 2025



1.0 PROJECT OVERVIEW AND CONTEXT	3
1.1 INTRODUCTION	3
1.2 BACKGROUND INFORMATION	3
1.3 PROGRAMME TIMELINE	4
2.0 REQUIRED SERVICES	5
2.1 BUSINESS PLAN CONSULTANT	5
2.1.1 ROLE, SCOPE AND RESPONSIBILITIES	5
2.2 SCHEDULE OF SERVICES	6
2.2.1 DEVELOPMENT PHASE	6
2.2.2 DELIVERY PHASE	7
3.0 INSTRUCTIONS FOR TENDERING	7
3.1 GENERAL TENDERING INFORMATION	7
3.2 CONFIDENTIAL NATURE OF TENDER DOCUMENTATION	8
3.3 CONDITIONS	9
3.4 COMMUNICATION AND QUESTIONS	9
3.5 EVALUATION CRITERIA	10
3.6 TENDER CONTENTS AND SCORING METHODOLOGY	10
3.7 INTERVIEWS / PRESENTATIONS	13
3.8 INDICATIVE PROCUREMENT TIMETABLE	13

1.0 PROJECT OVERVIEW AND CONTEXT

1.1 INTRODUCTION

St. Osyth Priory and Parish Trust is currently in the development phase of a National Lottery Heritage Fund which will focus on the redevelopment of the Tithe Barn and Old Dairy and into hireable event and community spaces.

St Osyth Priory and Parish Trust wishes to appoint a suitably qualified and highly experienced Business Planning, Development Appraisal and Valuation Consultant to work on the Development and Delivery Phases - RIBA 1 to RIBA 7 of this aspect of the project.

This ITT sets out the background to the project, the tender process, timescales and management arrangements.

There is, however, no guarantee that Delivery Phase services will be required, and bidders should take account of this.

The Trust are also looking to appoint a Evaluation, Economic and Social impact Consultant, and would welcome submissions from those interested in both opportunities.

1.2 BACKGROUND INFORMATION

St. Osyth Abbey (originally and still commonly known as St. Osyth Priory) was a house of Augustinian canons in the parish of St. Osyth (then named Chich) in Essex, England in use from the 12th to 16th centuries. Prior to the Reformation, it was the third wealthiest abbey in the country. After falling into private ownership by the Darcy family following the reformation, the abbey was severely damaged in the English Civil War, and the house and 6,800-acre estate was owned privately throughout its history.

The house was requisitioned during the Second World War and then sold in 1948 to the Loyal and Ancient Order of Shepherds who founded a convalescent home here. Five parts of the priory are Grade I listed buildings. In 1954 Mr Somerset de Chair, a popular novelist and MP, purchased the property, allowing the convalescent home to remain in the main building for many years (closed 1980), and converting the Gatehouse into a separate residence. De Chair developed the gardens and opened the property to the public. He also gradually sold off parts of the estate and allowed large scale gravel extraction to disfigure much of the surrounding landscape. After his marriage in 1974 to Lady Juliet Wentworth Fitzwilliam, the Wentworth Woodhouse art collection, which she had inherited, was displayed here. On de Chair's death in 1995 the property was put up for sale by his widow, and it was eventually purchased by the present owners, the Sargeant family, in 1999. It is part of the Historic Houses Association but is privately owned by the Sargeant family.

The site is used for events, open for walking tours, and there is an existing education and training centre.

St. Osyth Priory is an exceptional collection of heritage assets comprising 16 separate Grade I, II* and II listed buildings set within a Grade II registered historic park and garden. The vision for this mesmerising collection of buildings and landscape, is to fully revitalise and restore the historic assets to their former glory. By utilising many different options, the estate will have a new long term and viable future that engages with the community and brings new economic prosperity to the local area. The vision is that the Tithe Barn and Old Dairy buildings will deliver a wedding and venue that can be leased and potentially run by a private operator - with the buildings used by the community to meet the Trusts charitable purposes when not rented out commercially.

1.3 PROGRAMME TIMELINE

Below is an approximate timeline of the programme:

RIBA Stage 2 – July 2025 – December 2025

1. Pre-planning Application Submitted – September 2025 to November 2025
2. Ongoing SOPPT Meetings

RIBA Stage 3 – December 2025 – August 2026

1. Coordinated Designs & costs Approved – May 2026
2. Match Funding for Delivery Phased secured and in place, agreements in place - May 2026 to August 2026
3. Planning/LBC Applications – April 2026 – May 2026
4. Delivery Phase Application Prepared – June 2026 – July 2026
5. Delivery Phase Application Submitted - August 2026
6. Planning/LBC Decision – TBC
7. Ongoing SOPPT Meetings

End of Development Phase

RIBA Stage 4 – January 2027 to June 2027

1. Decision on Delivery Phase Application – December 2026 (TBC)
2. Estimated Permission to Start Received (Delivery Phase) – January 2027
3. Discharge Pre-Commencement Planning/LBC conditions – February 2027 to May 2027
4. Ongoing SOPPT Meetings

RIBA Stage 5 – November 2027 to January 2029

1. Construction - December 2027 to October 2028
2. Fit out and interpretation installation period – November 2028 to January 2029
3. Ongoing SOPPT Meetings

RIBA Stage 6 Handover of sites & testing for close out – January 2029 – March 2029

1. Ongoing SOPPT Meetings

RIBA Stage 7 In use and open for Autumn - March 2029 – May 2029

1. Ongoing SOPPT Meetings
2. Project Evaluation Submitted - March 2029 to May 2029
3. Activity period and programme ends – May 2029

2.0 REQUIRED SERVICES

2.1 BUSINESS PLAN CONSULTANT

2.1.1 Role, Scope and Responsibilities

The Business Planning Consultant will be required to work with the Project Team towards the development and successful completion of the National Lottery Heritage Fund Delivery Phase Application in 2026. The Business Planning Consultant will work with St Osyth Priory and Parish Trust and other consultants to research, understand, model and present the financial and other business matters of the project.

The Business Plan will look at the market for the Tithe Barn and Old Dairy project and detail revenue, governance, management and staffing implications, as well as assess risk, for the project outcomes. The Plan will need to include organisational and financial models that will support a sustainable delivery of the project. This will include the potential for income generated through retail, employment, catering and possibly accommodation opportunities on the site. The Business Plan will be in compliance with the 2019 National Lottery Heritage Fund guidance (Strategic Framework 5).

We anticipate the Business Planner will liaise with key stakeholders including the incumbent operator for weddings and events:

- To research, understand and prepare a Business Plan & Development Appraisal for the Tithe Barn and Old Dairy project that adheres to current National Lottery Heritage Fund guidance;
- To understand the current marketplace and potential and target markets as part of the market appraisal
- To detail the management, governance, staffing and volunteering structure necessary to deliver the project outcomes;
- To undertake any events, retail and catering planning;
- To support the Client Project Director in developing match funding applications;
- To develop a sustainable revenue statement that has clearly evidenced assumptions, based on sensitivity and competitor analysis;
- To produce a forecast project income and expenditure account and a forecast project cash flow statement;
- To assess risk for the development and operation of the project;
- To assess the impact of the project on the wider organisation;
- To undertake stakeholder consultation as required;
- To provide an updated Valuation Report in line with National Lottery Heritage Fund Development Appraisal guidance;
- To liaise with the wider project team and fully participate in the project development;
- Prepare a RIBA 3 level presentation for the National Lottery Heritage Fund mid development phase review;
- To set up all job descriptions, detailed action plans for delivering the project and operational planning;
- To make recommendations on skills gaps and incorporate training needs into the project delivery phase;
- Keep full and proper records of all meetings and negotiations conducted in connection with this work;
- Work closely with stakeholders, the Project Board and staff at the National Lottery Heritage Fund and attend all application advice workshops as necessary;
- Any other items appropriate to the position and grade.

The Valuation report should conform to RICS Valuation – Professional Standards (the 'Red Book') in order that they are accepted as evidence of value by the National Lottery Heritage Fund. These figures are key to the development of a Conservation Deficit calculation, and a supporting Viability Appraisal for the project.

The National Lottery Heritage Fund expects that as the appointed valuer, you will have a minimum of five years' experience as a RICS qualified valuer in order to undertake this brief.

The Valuation report should present a clear and concise valuation report detailing the property's market value based on income generation. The report should include a comprehensive analysis of the property, rental market research, financial projections, comparable market analysis, and the valuation methodology employed.

The Valuation may be completed by a third party.

2.2 SCHEDULE OF SERVICES

2.2.1 Development Phase

The following services are expected:

- Consultants are required to work in partnership with the Client to build on the existing Outline Business Plan, and help answer the following key questions:
 - What is the existing status of the organisation and the current policy context?
 - What is the strategic context across all relevant themes?
 - What is the socio-economic context and the audiences for the site?
 - What is the market context in terms of the local, regional and international markets and how they relate to proposed and existing services provided?
 - Who are the key comparator organisations and how do they compare?
 - What are the lessons learnt from comparator organisations that can be translated to the project?
 - What is the audience development context and how does this relate to the Activity Plan for the project?
 - What is the Strategic Development Plan for the organisation, including aims and objectives going forward?
 - What are the future visitor number projections, including the calculation basis?
 - What is the capacity analysis for the future?
 - What is the income generation potential of the site, what pricing policies can be developed?
 - What are the future expenditure assumptions for the site?
 - How can a sustainable business model be developed?
 - What is the sensitivity analysis for the business model?
 - What are the key risks to the business case and how can these be mitigated?
- Advise on process of marketing St Osyth Priory and Parish Trust;
- Look at current income and expenditure levels of St Osyth Priory and Parish Trust, and develop a strategic plan for improvements;
- Consider key visitor flow routes, flow rates, staffing and commercial response needs in respect of the site;
- Consider the future staffing options, approaches and responses in close consultation with the Client and other key consultants;
- SWOT analysis with Client Teams and key stakeholders;
- Undertake a full market appraisal for the site, involving a wide range of qualitative and quantitative methods and exploring the market breakdown and context;
- Analysis of competitors and local need for spaces for hire;
- Consultation and engagement with operator;
- Collaborate with the Activity Planning consultant who will provide information on existing visitor numbers;
- Forecast the future income and expenditure projections from operator and space hire for 10 years post completion;

- Undertake a full financial appraisal of the project, examining, analysing and producing:
 - The existing financial health check
 - Ten-year income projections
 - Ten-year expenditure projections
 - Ten-year financial plan
 - Robust and fully tested sensitivity analysis
 - Key milestones within the financial plan.
- Develop a comprehensive risk assessment for the Business Plan and identify mitigating measures across the proposed activities;
- Prepare a fully integrated Business Plan compliant with National Lottery Heritage Fund requirements <https://www.heritagefund.org.uk/funding/good-practice-guidance/business-plan>;
- Feed findings into 10-year Maintenance and Management Plan and SOPPT Activity Plan (documents to be shared upon approval on contract);
- Undertake a Development Appraisal and Conservation Deficit Appraisal with the QS to National Lottery Heritage Guidelines <https://www.heritagefund.org.uk/funding/heritage-enterprise/appraisals>;
- Prepare or otherwise commission a property valuation for Heritage Enterprise by a RICS qualified surveyor in accordance with HM Treasury Red Book Guidance.

2.2.2 Delivery Phase (subject to successful funding)

The following services are expected:

- Business Plan implementation consultancy;
 - Setting clear objectives: Defining specific, measurable goals that align with the overall business strategy.
 - Resource allocation: Ensuring that financial, human, and technological resources are appropriately distributed to support the plan.
 - Timeline management: Creating a detailed timeline with milestones to track progress and ensure timely completion of tasks.
 - Risk management: Identifying potential risks and developing mitigation strategies to address them proactively.
 - Performance monitoring: Regularly reviewing progress against objectives and making necessary adjustments to stay on track.
- Testing and Quality checking;
 - Conducting tests: Performing tests to validate the effectiveness and efficiency of the plan's components.
 - Quality assurance: Implementing quality control measures to ensure that all deliverables meet the required standards.
 - Feedback integration: Collecting feedback from stakeholders and making necessary improvements based on their input.
- Oversight of recruitment of project staff, supporting the Board of Trustees;
- Marketing support and delivery, including but not limited to;
 - Market research: Conducting research to understand the target audience, market trends, and competitive landscape.
 - Marketing plan development: Creating a comprehensive marketing plan that outlines objectives, strategies, and tactics.
 - Campaign execution: Implementing marketing campaigns across various channels, such as social media, email, and traditional media.
 - Performance analysis: Tracking the effectiveness of marketing efforts and making data-driven decisions to optimize future campaigns.

3.0 INSTRUCTIONS FOR TENDERING

3.1 GENERAL TENDERING INFORMATION

- 3.1.1 These instructions are designed to ensure that all Tenderers are given equal and fair consideration. It is important therefore that you provide all information asked for in the format and order specified in the tender documents. If you have any doubt as to what is required or will have difficulty in providing the information requested, please submit a question via tenders@stosythprioritytrust.org.uk
- 3.1.2 St Osyth Priory and Parish Trust reserves the right to contact and take up references. Tenderers are required to provide details of three references for work of similar scale and nature in the ITT submission.
- 3.1.3 Tenders shall be submitted in accordance with these instructions.
- 3.1.4 Tenders that do not comply with any mandatory requirement (i.e. where the words “shall” or “must” are used) will be rejected.
- 3.1.5 This ITT does not constitute an offer and St Osyth Priory and Parish Trust does not undertake to accept any tender. St Osyth Priory & Parish Trust reserves the right to accept a Tender in part, rather than in full.
- 3.1.6 Whilst the information contained in this ITT is believed to be correct at the time of issue neither St Osyth Priory & Parish Trust, nor its advisors, will accept any liability for its accuracy, adequacy or completeness nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from this ITT (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise available) to any Tenderer. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of St Osyth Priory & Parish Trust.

3.2 CONFIDENTIAL NATURE OF TENDER DOCUMENTATION

- 3.2.1 Documentation in relation to this Invitation to Tender and any Tenders received by St Osyth Priory & Parish Trust in response to it shall be treated as a private and confidential save where the disclosure is required by law.
- 3.2.2 Other than with professional advisers or sub-contractors that need to be consulted with regards to the preparation of the Tender, Tenderers shall not:
- a) Disclose that they have been invited to tender;
 - b) Discuss the Invitation or the Tender they intend to make;
 - c) Release any information relating to the ITT and/or the Tender that they intend to make;
 - d) Devise or amend the content of their Tender in accordance with any agreement or arrangement with any other organisation and/or person, other than in good faith with an organisation and/or person who is a proposed partner, supplier, consortium member or provider of finance;
 - e) Enter into any agreement or arrangement with any other organisation and/or person, other than in good faith with an organisation and/or person who is a proposed partner, supplier, consortium member, or provider of finance;

- f) Enter into any agreement or arrangement with any other organisation and/or person that has the effect of prohibiting or excluding that person from submitting a Tender;
 - g) Canvas directly or indirectly with any other Tenderer, Member or Officer of St Osyth Priory and Parish Trust (including its consultants and contractors) in relation to this procurement;
 - h) Attempt to obtain information from any of the employees or agents of St Osyth Priory and Parish Trust or their advisors concerning another Tenderer or Tender;
 - i) Pass the ITT documents to any other organisation.
- 3.2.3 If a Tenderer does not observe the points above, St Osyth Priory and Parish Trust will reject their tender and may decide not to invite the Tenderer to tender for future work.
- 3.2.4 St Osyth Priory & Parish Trust will consider only bona fide bids, which do not refer to any other bid. It shall be entitled to disqualify any application where collusive bidding is suspected.

3.3 CONDITIONS

- 3.3.1 St Osyth Priory and Parish Trust is not liable by way of contract, for any work undertaken or cost incurred by any respondent in connection with the preparation, submission or assessment of any tender. The Tenderer is responsible for independently checking and satisfying himself/herself of the accuracy of the information provided in this brief.
- 3.3.2 St Osyth Priory and Parish Trust reserves the right to retain all submission material, including that prepared for presentation purposes, and display or otherwise utilise the material as it may consider appropriate, at no cost to them.
- 3.3.3 Subject to satisfactory performance and funding being secured for the Delivery Phase, the Project Management and Cost Consultant team will also be commissioned through this tender to manage the implementation of all landscape and building works in the Delivery Phase. **There is, however, no guarantee that delivery stage services will be required, and bidders should take account of this.**

3.4 COMMUNICATION AND QUESTIONS

- 3.4.1 All formal communications (including, but not limited to, clarification questions, appointments for site visits and the submission of Tenders) to St .Osyth Priory and Parish Trust are to be made in writing using tenders@stosythpriorytrust.org.uk
- 3.4.2 It is the Tenderer's responsibility to ensure any verbal queries or clarifications they generate are confirmed in writing via email. In the event of any misunderstandings reliance on verbal communications will not be permissible.
- 3.4.3 If a Tenderer is in doubt as to the interpretation of any part of the ITT, or if they consider that any of its requirements are ambiguous or conflict with any other requirements, they should contact St Osyth Priory and Parish Trust via email.
- 3.4.4 No representation, explanation or statement made to the Tenderer or anyone else by or on behalf, or purportedly on behalf of St Osyth Priory & Parish Trust as to the meaning of the Tender documents, or otherwise in explanation as aforesaid, shall be binding on St Osyth Priory and Parish Trust in the exercise of its obligations under a subsequently awarded contract.
- 3.4.5 Should any Tenderer wish to clarify the interpretation of any part of the ITT requirements, they may submit clarification questions via email system. This opportunity exists until the deadline of 6th May

after which no undertaking is given to reply. St Osyth Priory & Parish Trust will use their best endeavours to respond as a matter of assistance to the Tenderer, but it shall not be construed to add to, modify or take away from the meaning and intent of the proposed contract and/or the obligations and liabilities of the Tenderer. Tenderers' messages are managed in standard business hours only, Monday to Friday.

- 3.4.6 Where an enquiry is beneficial to all Tenderers, both an anonymised copy of the clarification question and the response will be communicated to all Tenderers. If a Tenderer wishes St Osyth Priory & Parish Trust to treat a clarification as confidential and not issue a response to all Tenderers it must state this when submitting the clarification question. If, in the opinion of St Osyth Priory & Parish Trust, the clarification is not confidential, St Osyth Priory & Parish Trust will inform the Tenderer, and the Tenderer will have an opportunity to withdraw it. If the clarification is not withdrawn, both the question and response will be sent to other Tenderers anonymously.
- 3.4.7 St Osyth Priory and Parish Trust reserves the right (but shall not be obliged) to seek clarification of any aspect of a Tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Tenderers are asked to respond to such requests promptly.

3.5 EVALUATION CRITERIA

- 3.5.1 The final contract award will be to the Most Economically Advantageous Tender. The tender evaluation criteria will be based on a combination of Quality and Price which has been specified and weighted in the table below.
- 3.5.2 Once all evaluations have been completed St Osyth Priory and Parish Trust will add the quality and price scores together to provide a total score for each Tenderer. The Tenderer with the highest total score will be recommended to deliver the service.

Criteria		Weighting
Quality - 70%		
1	3 x relevant examples of experience (delivering NLHF Business Plans)	35%
2	Key Project Personnel	20%
3	Project Execution and social value	15%
Price - 30%		
	Cost Proposals	30%
Total		100%

3.6 TENDER CONTENTS AND SCORING METHODOLOGY

3.6.1 What to include

For additional guidance for how St Osyth Priory and Parish Trust would like you to respond, please see the recommendations below. Responses should be sent as an emailed PDF attachment.

1. **Case Studies.** To showcase yourself and/or your organisation, please include case studies covering the elements of the Role, Scope and Responsibilities as well as the schedule of services; this helps to demonstrate clearly how your previous experience contributes to your value proposition.

2. **Bios and CVs.** In addition to this, providing an overview of your proposed team’s individual bios, their responsibilities and brief examples of relevant past work is necessary to demonstrate how well you are suited to delivering the proposed works.
3. **Community and Stakeholder Engagement.** St Osyth Priory & Parish Trust is an organisation that works with, and across, a number of varied stakeholders. Please outline how you would engage those stakeholders in this project.
4. **Methodology and Timeline.** In addition, please provide a methodology, timeline & order of outputs. Tell us how you would propose delivering against the brief, and why.
5. **References.** Please provide three referees’ details and a description of similar contracts delivered over the past five years.
6. **Insurance.** Please confirm that you have:
 - a. Employer’s liability insurance
 - b. £5m Professional indemnity insurance, for each and every claim
 - c. £5m Public liability insurance

Proof of insurance will be required from the successful bidder.

7. **Social Value.** Finally, to strengthen your response further still, please provide examples of your social value.

3.6.2 Scoring

ITT – Quality (70%)

This element equates to 70% of the full mark and the scoring of each element of the requirement will use the scoring system as shown in table below.

Method Statements Question	Scoring Range	Weighting
Relevant examples of experience	0 to 5	35%
Project Personnel	0 to 5	20%
Project execution and social value	0 to 5	15%

The following scoring mechanism will be used to score the quality method statements responses:

Score	Rationale/Judgment	General Description
0	The response fails to comply with the requirements of this ITT or is otherwise incapable of evaluation.	Wholly unsatisfactory
1	The response does not demonstrate an understanding of St Osyth's Priory's requirements as defined in this ITT and is incomplete or is otherwise unconvincing in significant respects.	Unsatisfactory
2	The response demonstrates only a limited understanding of St Osyth Priory and Parish Trust's requirements as defined in this ITT, lacks detail or is not convincing in a some respects	Cause for concern
3	The response demonstrates an understanding of, and compliance with St Osyth Priory and Parish Trust's requirements as defined in this ITT.	Acceptable
4	The response indicates that the bidder would effectively deliver the project in accordance with St Osyth Priory and Parish Trust's requirements. The response is convincing, detailed and demonstrates a good understanding of St Osyth Priory & Parish Trust's requirements as defined in this ITT.	Good
5	The response indicates that the bidder would effectively deliver the project in accordance with St Osyth Priory & Parish Trust's requirements. The response is entirely convincing, highly detailed and demonstrates a complete understanding of and compliance with St Osyth Priory & Parish Trust's requirements as defined in this ITT.	Excellent

In order to ensure that the successful Tenderer has met minimum quality standards, any Tenderer whose score includes two or more answers that are awarded a score of 2 or less, or any awarded of a score of 0, will be deemed to have failed minimum quality standards and will be deselected from the tender process.

ITT – Price (30%)

The pricing schedules submitted will be worth 30% of the overall marks.

Please provide a breakdown for both the Development Phase and the Delivery Phase.

There is, however, no guarantee that Delivery Phase services will be required, and bidders should take account of this.

The Tenderer with the lowest price will receive the maximum points available.

Each remaining Tenderers' price will be awarded a score based on the percentage difference between their price and that of the most competitive price:

Score = Lowest Tender Sum / Contractors Tender sum x Max. Weighted Available Score

Please see an illustrated example of the calculation methodology below for clarity:

Tenderer A	Tenderer B	Tenderer C	Tenderer D
15,849	17,094	25,497	31,246
30%	27.81%	18.65%	15.22%

A = 15,849 and gets 30%

A divided by B = 15,849/17,094 = 0.92

Proportional score 30 x 0.927 = 27.81%

3.7 INTERVIEWS / PRESENTATIONS

3.7.1 As part of the tender evaluation process bidders may be required to make a presentation or attend an interview online. Bidders will be notified as soon as possible if they are required to give a presentation or attend an interview. Following the presentations /interviews the scores attained in the written submission may be moderated.

3.8 INDICATIVE PROCUREMENT TIMETABLE

3.8.1 Below is a table of indicative timescales for the procurement process. Please note that some of these dates may be subject to change. As time is of the essence for this project, only contractors who can meet the timetable set out below should submit a tender for this service contract.

MILESTONE	TARGET DATE
Invitation to Tender (ITT) available online	3 rd July 2025
Formal Site Visits	Upon request, subject to availability but not essential
Deadline for receipt of ITT Clarification Questions	9 th July 2025
Tender returns: ITT Submission Deadline	25 th July 2025, 5pm
Tender Evaluation Period and clarification meeting (if required)	w/c 28 th July 2025
Confirmation of appointment	w/c 4 th August 2025

3.8.2 The above dates are for guidance only and may be amended by written notice by and at the sole discretion of St Osyth Priory and Parish Trust.

3.8.3 By submitting a tender for the provision of the Services a Tenderer confirms that it is able to meet the dates above including the provision of all necessary personnel, facilities and information to deliver the Services.