Buying goods, works and services using public money

Procurement stages

What should you look for in a quote?

Where should you advertise for professionals?

Current advertisements

There are some circumstances where you will be required to go through a formal tendering and procurement process.

It is also a good idea to follow these processes if even you are not required to, as it ensures that you know you are getting good value for money.

The process to procure goods, and to recruit consultants and contractors must be fair and open.

We can guide you through the requirements.

Download our guidance

Procurement stages (209.2 KB)
You have to tender for services by a professional adviser if your project is funded by more than 50% of public money, even if your project is divided into stages over several years.

Public funds include:

- Listed Places of Worship Grant Scheme
- National Lottery Heritage Fund grants
- Any other public-sector grants

**Procurement stages**

Procurement involves five main stages:

1. Scoping: understanding the needs of the work
2. Scoping people: understanding why you require certain types of people and skills
3. Shortlisting: inviting a short list of people or companies with the required skills
4. Tendering: People or companies offering evidence of their efficiency to complete the work
5. Contracting: awarding the contract to the best tender

**What should you look for in a quote?**

The tendering process is not just about the price.

You should also look for:

- Quality of the proposal or service
- Experience, qualifications and resources of the professional adviser
- Communication skills
- And an understanding of your needs
This means that if the current church architect is the best person to do the work, according to reasonable and clear criteria, then you can award them the contract, even if their costs are a little higher than those of a less suitable candidate.

**Where should you advertise for professionals?**

You can advertise in:

- Local or regional newspapers
- Trade journals
- [Contract finder website](#) (register as a buyer)
- On our website (complete our online form and send it to us via our email)

**Download the online form**

- [Advertisement for professionals form (Word)](#) (33.5 KB)
- [Advertisement for professionals form (PDF)](#) (26.49 KB)

**Current advertisements**
St Lawrance's Church LN11 0XW - Architect or surveyor (w/ appropriate conservation accreditation)

1. Name and address of organisation:

St Lawrance's Church
Churchthorpe
Fulstow
Louth
Lincolnshire
LN11 0XW

2. Work needed:

Services of an architect or surveyor with appropriate conservation accreditation.

3. Details of project:

The services of an architect/surveyor with conservation accreditation to:

- Carry out all investigation works necessary to design and install a new servery, toilet and improved vehicle/pedestrian access.
- Prepare specifications and drawings up to RIBA stage 4 and put out to tender.
- Deliver contract through to RIBA stages 5-7 subject to successful grant funding.

4. Who to contact:

Name: Dr Matthew Godfrey – Historic Churches Support Officer (acting on behalf of Fulstow DCC)

For any queries and a copy of the tender pack, please email:
matthew.godfrey@lincoln.anglican.org

5. Closing date for expressions of interest:

N/A

6. Anticipated closing date for tenders:

5 August 2024, 1700hrs

St John’s Church, DY14 0HL - Main Contractor (w/ ecclesiastical and conservation experience) *DEADLINE EXTENDED*

1. Name and address of organisation:

St John’s Church
Doddington
Hopton Wafers
Kidderminster
DY14 0HL

2. Work needed:

Services of a Main Contractor with ecclesiastical and conservation experience.

3. Details of project:

Expressions of Interest are sought from suitably skilled and experienced contractors for the following works:

Creation of Lobby, WC and smaller Vestry in the Tower ground floor. New interpretation area and catering facility at the west end of the Nave. Refurbishment of the
cast iron windows and the Chancel East window ferramenta. Associated stonework repairs.

Approximate Cost of Building Works - £240,000.

Approximate start on site August 2024, completion December 2024.

4. Who to contact:

Name: Mr David Arnold MSc MRICS

Address: Arnold Bartosch Ltd, Chartered Surveyors and Historic Building Consultants, 1 Bath Mews, Bath Parade, Cheltenham, GL53 7HL

For questions telephone/email: 01242 522061; office@arnoldbartosch.co.uk

5. Closing date for expressions of interest:

21 June 2024

Expressions of interest to be emailed to office@arnoldbartosch.co.uk

6. Anticipated closing date for tenders:

To be confirmed on expression of interest

All Saints’ Parish Church, CV31 1AA - Main Adviser (w/ conservation accreditation)

1. Name and address of organisation:

All Saints’ Parish Church (Leamington Parish Church)
Victoria Terrace
Leamington Spa
CV31 1AA (Nearest postcode)

2. Work needed:

Services of a main professional adviser with conservation accreditation for a Major Church, Grade II* listed.

Note: The person appointed must be accepted onto the DAC list of approved professional advisers for the Diocese of Coventry for work of this category.

3. Details of project:

Quinquennial Inspection (due this year).
Major & minor repair works as funds permit.
Grant applications for the next phase of major repair works to be made in the short term; order of magnitude £1/4m+.

4. Who to contact:

Name: Fr Christopher Wilson (Vicar)

Address: The Parish Office All Saints’ Parish Church PO Box 163 Leamington Spa CV31 1GF

For questions telephone/email:
01926 424016
vicar@allsaintschurchleamington.org.uk

5. Closing date for expressions of interest:

3 July 2024, 1700hrs
6. Anticipated closing date for tenders:

26 July 2024, 1700hrs

Want more help?

Professionals and public money

Get advice from Historic England

Advertising tenders

Find out more about procurement regulations

Also of interest

Appoint an architect

What should you look for in a professional adviser?

Quinquennial inspections

Everything from regulations to processes

Source URL: https://www.churchofengland.org/resources/churchcare/procurement