



**Environment, Roads & Facilities**

**Venue Cymru Futures Project**

**Project Director and Project Manager**

**RIBA Stage 3 - 6**

**Volume 3**

**Scope & Pricing**

**ECEC2506.2**

**June 2026**

G.B. Edwards BEng (Hons) CEng FICE  
Head of Environment, Roads & Facilities,  
PO Box 1,  
Colwyn Bay,  
LL29 0GG

Tel. (01492) 575337

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# SCOPE

## 1. Introduction

Conwy County Borough Council (CCBC) is seeking to procure a Project Director, Project Manager and NEC4 Supervisor with specialist knowledge and expertise in cultural buildings.

The Venue Cymru Futures Project represents a significant investment in the cultural infrastructure of the region, with an estimated construction value of £10 million.

Prior to this Appointment, the Client will have appointed a Lead Consultant and Multidisciplinary Design Team to deliver the design portion of the works for the Venue Cymru Futures Project. The project is split into workstreams. Programmes for the two workstreams differ based on the Client's scheduling requirements and funding deadlines.

It is anticipated that construction works for the two workstreams will be delivered independently however the shared project team will sit across both projects to support a coordinated and cohesive approach with awareness of any crossovers in design and construction.

Whilst the same project team will take forward both workstreams, the design process for the auditorium and ventilation will progress ahead of the Culture Hub, to support the delivery of these works in 2027.

### 1.1 Auditorium Seating, Ventilation and Associated Works

Theatre Consultant Charcoalblue published a feasibility study in 2022 which considered options to improve seating arrangements in the auditorium whilst maintaining capacity, alongside various other proposed refurbishment works. A preferred auditorium seating solution has been established involving removal of the existing retractable seating structure in the stalls (which is no longer used for a flat floor) and replacing this with a fixed seating structure from an extended balcony projecting closer to the stage. The ventilation system will be re-configured seeking to reverse the existing air path direction and supply air from low level via a new plenum below the stalls seating, and extract at high level, to improve audience comfort. This format of scheme will include replacement of the air handling units, controls, the chiller and air distribution as required. This approach is explained in the feasibility study and forms a core part of the brief. It should be noted that at least some structural interventions are anticipated as part of these changes.

Various other improvements are also proposed, including the replacement of seating and carpets, improved auditorium finishes and balcony rails, various acoustic enhancements, a foyer bar extension, alterations to the pit platform lifts, upgrade of stage smoke ventilation and a new lobby for the get in doors. The full design scope is explained in more detail in Charcoalblue's report included in Appendix III. Note this wider report dated 2022 also captures the auditorium specific feasibility work completed in 2020.

Further feasibility and briefing work on auditorium and seating layouts is currently being undertaken, which will then be taken on by the Integrated Design Team to progress into RIBA Stage 2. For the purposes of fee quotes, the scope should be assumed to be as per the Charcoalblue report.

### 1.2 New Culture Hub & Refurbishment of Existing Foyers

This workstream comprises of a new build extension of approximately 1,250sqm (GIA) to the south of Venue Cymru on a footprint of existing paved car park. The Culture Hub will extend out from and join the existing foyer space built in 2007 which will be re-configured and refurbished to provide a cohesive design solution linking through. The new build and refurbishment areas are shown

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indicatively on the Pre-App scheme drawings included in Appendix II. The outline accommodation mix and area schedule can be taken from these drawings however it should be expected they will evolve over the course of design development. Note this scheme is indicative of the building footprint, site location and massing of the planned extension however should be taken as an initial concept which can be re-visited by the incoming Design Team.

As a final solution, the new Culture Hub is proposed to house Llandudno library relocated from its current town centre site, tourist information facilities, a shared front desk/ box office, an extended and more open atrium space, a community stage, re-modelled café bar, staff offices, meeting rooms, a rehearsal studio and film production spaces.

## **2. Scope of works for the Project Director**

- Act as lead client-side consultant and principal contacts for all work relating to the development and delivery of the Venue Cymru Futures project.
- Lead the Client Team; set project strategy, policy and direction; provide senior governance and assurance.
- Report to the Client's Executive/Board/sub-committees; ensure the Client is aware of all key issues and developments.
- Establish effective communication systems and meeting regimes across client, design and construction teams; attend/ chair meetings and ensure accurate records.
- Prepare/maintain an outline control programme for the whole project, including decant, commissioning and re-occupation.
- Provide periodic and monthly reports covering statutory approvals, design, costs/feasibility, programme/progress, decisions made/required, quality, risk and forward look.
- Coordinate professional appointments, warranties and bonds; liaise with the Client's legal advisers to secure prompt execution.
- Coordinate preparation of tender packs and construction documents; assist tender analysis and oversee contractor procurement; act as primary senior contact with the contractor post-award.
- Arrange commencement of works with PM/QS; review the contractor's programme; monitor site progress through regular visits.
- Chair stakeholder meetings; approve and issue minutes; and submit monthly progress and commercial status reports, including variations and any cost or schedule overruns, to the Client.
- Liaise with QS/PM on valuation certificates; coordinate practical completion/handover to the Client.
- Support the Client's fundraising strategy and liaise with any funder-appointed teams where applicable.
- Assist design in progress but do not assume liability for design/specification or performance of others.
- Maintain a close day-to-day working relationship with the VCF Project Executive; provide timely, forward-looking briefings and decision lead-times.

## **3. Scope of works for the Project Manager**

- Develop, baseline and control the master programme (RIBA 3 to 6) including, approvals, procurement, construction, commissioning and re-occupation.
- Plan and manage phasing for a live public building, including decant strategies, temporary facilities and operational continuity.
- Maintain day-to-day delivery controls: schedules, action/decision logs, dependencies and interface management.

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- Operate risk, issue and change control processes; maintain registers and early-warning mechanisms with mitigation plans.
  - Manage Multidisciplinary Design Team appointed under the NEC4 Professional Service Contract (PSC) on behalf of the Client.
  - NEC4 professional services contract on behalf of the client.
  - Monitor design progress against the Client's brief and coordinate design reviews.
  - Procure the Principal Contractor and Contractors.
  - Undertake the NEC4 ECC Project Manager for the Client, administering the contract (communications, early warnings, programme acceptance, compensation events, payment certification, Completion).
  - Ensure Client readiness for all statutory requirements under CDM 2015; highlight potential Health & Safety concerns.
  - Manage cost and cash-flow reporting with QS and CCBC; track budgets, commitments, forecasts and payments.
  - Lead preparation of project execution plan (PEP), decision calendar, communications plan and information protocols.
  - Coordinate procurement tasks with PD/QS: scopes, tender documentation, clarifications and evaluation support.
  - Plan the specialist fit-out procurement and delivery.
  - Prepare meeting agendas/papers and accurate minutes; drive actions to closure.

#### **4. Scope of works for the NEC4 Supervisor**

- Undertake the role of NEC4 Supervisor for the RIBA Stage 5 and 6.
- Maintain an appropriate supervision to check that workmanship, materials and methods comply with the Scope, applicable law and design.
- Plan, witness and record tests and inspections; arrange/record additional tests where non-compliance is suspected and provide factual inspection/test evidence to support the Project Manager's decision
- Use the project's agreed communication system to submit/track test and inspection notifications and maintain records.
- Notify Defects when found, maintain the Defects Register and monitor correction against the stated Defect Correction Period(s).
- Instruct a search for a suspected Defect where there is good reason to believe one exists.
- Continue Defects management after Completion: receive notifications, monitor correction within the applicable period(s), and update the register until all notified Defects are cleared.
- Issue the Defects Certificate at the defects date if all notified Defects are corrected, or otherwise when they are all corrected.

#### **5. Shared Scope**

- Advise on development and implementation of the master programme and project phasing aligned to outcomes and operational requirements.
- Prepare, monitor and deliver the Project Execution Plan (PEP), defining roles and responsibilities for all parties.
- Monitor design progress and compliance with Client requirements; organise and run briefing workshops as needed.
- Drive viability insight on specific scheme areas; advise on the need for further research, specialist expertise or surveys.

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- Prepare, monitor and update the project risk assessment/register and brief the VCF Project Executive and stakeholders on changes.
  - Develop and maintain a project-wide client budget covering consultant fees, FF&E, specialist fit-out, phased decanting, temporary facilities and reopening costs.
  - Advise on the construction phase budget, including inflation and contingencies; maintain the master cost plan with CCBC accounts.
  - Prepare/maintain cash-flow forecasts and expenditure statements with CCBC for ongoing financial control.
  - Liaise with Venue Cymru Operation team to maintain service levels during phased delivery; plan vacating and re-occupation of areas and manage client-side fit-out processes.
  - Liaise with Library and Tourist Information teams on phasing/re-occupation dependencies.
  - Monitor and advise the Project Board on impacts of any brief changes (programme, cost/viability, quality, function).
  - Prepare agendas and board/committee papers; chair meetings when required.
  - Perform such other duties as may reasonably be required by the Client to secure project completion.

### **Site Address**

Venue Cymru  
The Promenade,  
Penrhyn Cres,  
Llandudno  
LL30 1BB

## **6. RIBA Requirements**

### **Stage 3 – Spatial Coordination**

**Stage Outcome:** at the end of the stage

Architectural and engineering information, Spatially Coordinated.

**Core Tasks during the stage Project Strategies might include:** – Conservation (if applicable) – Cost – Fire Safety – Health and Safety – Inclusive Design – Planning – Plan for Use – Procurement – Sustainability See RIBA Plan of Work 2020 Overview for detailed guidance on Project Strategies.

Undertake Design Studies, Engineering Analysis and Cost Exercises to test Architectural Concept resulting in Spatially Coordinated design aligned to updated Cost Plan, Project Strategies and Outline. Specification Initiate Change Control Procedures, Prepare stage Design, Programme.

**Core Statutory Processes during the stage: Planning Building Regulations, Health and Safety (CDM)**

Review design against Building Regulations, Prepare and submit Planning Application See Planning Note for guidance on submitting a Planning Application earlier than at end of Stage 3.

**Procurement Route:** Traditional Contract

**Information Exchanges:** at the end of the stage

Signed off stage report, project Strategies, Updated Outline Specification, Updated Cost Plan, Planning Application

### **Stage 4 – Technical Design**

**Stage Outcome:** at the end of the stage

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All design information required to manufacture and construct the project completed Stage 4 will overlap with Stage 5 on most projects.

**Core Tasks during the stage Project Strategies might include:** – Conservation (if applicable) – Cost – Fire Safety – Health and Safety – Inclusive Design – Planning – Plan for Use – Procurement – Sustainability See RIBA Plan of Work 2020 Overview for detailed guidance on Project Strategies.

Develop architectural and engineering technical design. Prepare and coordinate design team Building Systems information. Prepare and integrate specialist subcontractor Building Systems information. Prepare stage Design, Programme. Specialist subcontractor designs are prepared and reviewed during Stage 4.

**Core Statutory Processes during the stage: Planning Building Regulations, Health and Safety (CDM)**

Submit Building Regulations Application, Discharge pre-commencement Planning Conditions, Prepare Construction Phase Plan. Submit form F10 to HSE if applicable.

**Procurement Route:** Traditional Contract

Compilation of Tender information to feed into tender documents.

**Information Exchanges:** at the end of the stage

Manufacturing Information, Construction Information, Final Specifications, Residual Project Strategies, Building Regulations Application.

### **Stage 5 – Manufacturing and Construction**

**Stage Outcome:** at the end of the stage

Manufacturing, construction and Commissioning completed. There is no design work in Stage 5 other than responding to Site Queries.

**Core Tasks during the stage Project Strategies might include:** – Conservation (if applicable) – Cost – Fire Safety – Health and Safety – Inclusive Design – Planning – Plan for Use – Procurement – Sustainability See RIBA Plan of Work 2020 Overview for detailed guidance on Project Strategies.

Finalise Site Logistics, Manufacture Building Systems and construct building, Monitor progress against Construction Programme, Inspect Construction Quality, Resolve Site Queries as required, Undertake Commissioning of building, Prepare Building Manual. Building handover tasks bridge Stages 5 and 6 as set out in the Plan for Use Strategy.

**Core Statutory Processes during the stage: Planning Building Regulations, Health and Safety (CDM)**

Carry out Construction Phase Plan, Comply with Planning Conditions related to construction.

**Procurement Route:** Traditional Contract

**Information Exchanges:** at the end of the stage

Building Manual including Health and Safety File and Fire Safety Information, Practical Completion certificate including Defects List, Asset Information. If Verified Construction Information is required, verification tasks must be defined.

### **Stage 6 – Handover**

**Stage Outcome:** at the end of the stage

Building handed over, Aftercare initiated and Building Contract concluded.



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**Core Tasks during the stage Project Strategies might include:** – Conservation (if applicable) – Cost – Fire Safety – Health and Safety – Inclusive Design – Planning – Plan for Use – Procurement – Sustainability See RIBA Plan of Work 2020 Overview for detailed guidance on Project Strategies.

Hand over building in line with Plan for Use Strategy, Undertake review of Project Performance, Undertake seasonal Commissioning, Rectify defects, Complete initial Aftercare tasks including light touch Post Occupancy Evaluation. Building handover tasks bridge Stages 5 and 6 as set out in the Plan for Use Strategy.

**Core Statutory Processes during the stage: Planning Building Regulations, Health and Safety (CDM)**

Comply with Planning Conditions as required.

**Procurement Route:** Traditional Contract

**Information Exchanges:** at the end of the stage

Feedback on Project Performance, Final Certificate, Feedback from light touch Post Occupancy Evaluation.

## 7. Skills

The team shall possess exceptional design and technical expertise in the delivery of arts and cultural buildings, coupled with strong project management capabilities. They shall excel in stakeholder communication and display a meticulous attention to detail, fostering project success throughout the project life cycle.

The Project Director shall be a Chartered Member of one of the following RICS, CIOB, ICE, or RIBA, or an equivalent recognised professional body.

The Project Manager shall be a Chartered Member of one of the following professional institutions: RICS, CIOB, ICE, or RIBA, or an equivalent recognised professional body.

The NEC4 Supervisor shall hold NEC4: ECC Supervisor Accreditation and be a Chartered Member or working towards (e.g., MICE/MRICS/MCIOB/RIBA or equivalent professional body).

## 8. Project Timetable

Date	Activity
23/07/2026	Contract award date.
10/08/2026	Contract commencement date.
21/12/2029	Contract completion date.

## 9. Data to be supplied by the Client

The Client provides the following data and information as part of this contract package:

- Proposed Project Programme.
- Preapp scheme drawings.
- Feasibility reports.

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## PRICING

### 1. Submitted Prices

The Prices submitted in this Pricing Document shall be deemed to be the full inclusive lump sum value of the Services covered, including but not limited to the following, and any costs in connection therewith, unless expressly stated otherwise:

- Labour (including for example such costs as: overtime, standby payments, subsistence, insurance, pensions, accommodation, profit etc.)
- Establishment charges, administration costs, overheads, cost of postage, telephone, fax etc; costs of any design documents, Eurocodes, British Standards and Codes of Practice etc; and profit.
- Computer hardware and software.
- Small tools and equipment.
- Administration, supervision and liaison with Sub-Consultants.
- The handover of all databases, drawings, design calculations, reports and the like, required under the Contract, consequent upon any service(s) provided under the Contract.
- Management of the Contract.
- Compliance with the covenants and other obligations in the Conditions and any other Contract Documents.
- Costs of completing activities and discussions with the Client prior to the issuing of orders signed by the Client.
- Attendance at meetings with the Client including travel expenses and disbursements.

### 2. Work Outside Normal Working Hours

There shall be no enhanced payments for working either during or outside normal office hours, regardless of the method of payment.

### 3. Expenses and Disbursements

Expenses and disbursements shall not be payable separately under the Contract and must be allowed for within the Consultant's tendered lump sum prices.

### 4. Completion of Pricing Document – Activity Schedule

The Activity Schedule on the following page shall be used by the Consultant to submit lump sum prices for Services associated with the Contract. The Activity Schedule lists the core requirements of the Heritage Architects' works as identified by the Client. Consultants are free to supplement the core requirements with further priced activities or sub-activities they envisage, based on their specialist knowledge, understanding of the task and experience, will be required to ensure successful delivery of the Contract.

For the purposes of tender appraisal the prices submitted against all activities shall be totalled to provide a single total lump sum value for use in comparison with the estimated cost. This procedure is detailed further within Section 6 – Selection of Consultant.

### 5. Completion of Pricing Document – Hourly Rates

In addition to the prices submitted against the Activity Schedule, Consultants are requested to provide hourly rates for each team member who is envisaged shall work on the Contract. The submitted hourly rates shall not form a part of the tender appraisal for this Contract; however shall be submitted by the Consultants in order that, should additional work beyond the scope of the Contract be required (which the Client may consider commissioning on a time charge basis), agreed

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time charge rates are in place. The time charge rates shall be value tested by the Client against similar rates forming part of the Environment, Roads & Facilities existing Consultancy Framework Agreement before any time charge works are commissioned by the Client using the submitted time charge rates.

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## 6. Activity Schedule

Consultants shall submit their prices for undertaking the core activities and activities required by the Client detailed in the Activity Schedule below as well as prices for supplemental activities or sub-activities they envisage necessary to ensure successful completion of the Contract. Complete pricing in the accompanying Excel: "ECEC2506.2 – Activity Schedule.xlsx" and upload it with your tender.

"Day" means a period of eight (8) working hours. Price must be stated exclusively of VAT. Day Rate is a fully loaded rate (includes overheads & profit). Travel, subsistence and disbursements are to be included.

Do not add or remove rows. If proposing alternates, provide them separately. Keep this schedule intact for evaluation.

Rates are fixed for the tender validity period and through the contracted stages unless otherwise agreed with CCBC.

Named personnel must align to submitted CVs. Substitutions require CCBC approval.

### Hourly Rates

Consultants shall submit hourly rates for the staff designated below. Consultants shall supplement the designated staff identified in the table with any further staff designation envisaged will be required to undertake the Contract.

Name/Designation	Qualification	Hourly Rate	Cost £

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## Form of Tender

Conwy County Borough Council  
Environment, Roads and Facilities

### Form of Tender For

Venue Cymru Futures Project  
Project Director and Project Manager, RIBA Stage 3 - 6

Conwy County Borough Council  
Environment, Roads and Facilities  
Coed Pella  
Conway Road  
Colwyn Bay,  
LL29 7AZ

Dear Sirs,

I/We the undersigned do hereby undertake and agree to execute and complete the Works in accordance with the Tender Documents, Conditions of Contract and good industry practice for the following:

£..... Exclusive of VAT

(.....pounds and  
.....pence)

I/We confirm that the works will be undertaken in accordance with the dates included in the tender documents unless otherwise agreed by the parties.

I/We confirm that should computation errors be discovered in this offer before acceptance, I/We confirm or withdraw this offer.

I/We confirm that the amount of this offer has not been communicated or adjusted by agreement or otherwise with any person or persons.

I/We confirm that this offer will remain open for acceptance for a period of 3 months from the date of this offer.

As WITNESS

My/Our hand, this .....day of .....20.....

Signed by:.....

For and on behalf of:

Name.....

Address.....

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## Form of Agreement

Conwy County Borough Council  
Environment, Roads and Facilities

### Form of Agreement

For

Venue Cymru Futures Project  
Project Director and Project Manager, RIBA Stage 3 - 6

This AGREEMENT is made on the .....day of  
.....20.....

BETWEEN:

.....  
of: **Conwy County Borough Council** whose registered offices are at Coed Pella, Conway Road,  
Colwyn Bay, LL29 7AZ

(hereinafter called "the *Client*")

and:

.....  
of: .....whose registered office is at

.....  
(hereinafter called "the *Consultant*")

Registration Number

The *Client* wishes to have the following works provided

### Venue Cymru Futures Project

The *Consultant* will provide the *works* in accordance with the *conditions of contract* identified in the Contract Data.

1. The *Client* will pay the *Consultant* the amount due and carry out duties in accordance with the *conditions of contract* identified in the Contract Data.
2. The documents forming part of this agreement are:
  - the *Consultant's* quotation
  - the Contract Data – Part 1
  - the Contract Data – Part 2
  - the *conditions of contract*
  - the Scope
  - the Supporting Information
  - the priced Activity Schedule

(Form of Agreement continued overleaf)

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**Conwy County Borough Council  
Environment, Roads and Facilities**

**Form of Agreement (Continued)**

**For**

**Venue Cymru Futures Project  
Project Director and Project Manager, RIBA Stage 3 - 6**

IN WITNESS whereof the parties hereto have caused this agreement to be executed the day and year first above written. EXECUTED AS A DEED by applying the Common Seal of Conwy County Borough Council (*the Client*), attested by

.....(signed)

.....(Head of Law and Governance)

EXECUTED AS A DEED BY .....

.....(signed)

.....(Name of Director)

.....(signed)

.....(Name of Director/ Company Secretary)

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## Freedom of Information Declaration

Conwy County Borough Council  
Environment, Roads and Facilities

Venue Cymru Futures Project  
Project Director and Project Manager, RIBA Stage 3 - 6

### Freedom of Information Act 2000 Declaration

The Freedom of Information Act 2000 applies to all the activities of Conwy County Borough Council (CCBC).

As a supplier of goods and services to CCBC, you should be aware of CCBC's obligations and responsibilities under the Freedom of Information Act 2000 to provide on request access to recorded information held by it. One of the consequences of those new statutory responsibilities is that information CCBC holds about your organisation may be subject to disclosure in response to a request, unless CCBC decides that one of the various statutory exemptions applies.

Where you provide any information to CCBC that you regard as confidential and / or commercially sensitive then you must make it clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as "commercial in confidence" will no longer be appropriate and a clear indication as to what material is to be considered confidential and reason why should be given.

CCBC cannot accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.

In certain circumstances where information has not been provided in confidence, CCBC may still wish to consult with you as to the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party. However the decision as to what information will be disclosed will be reserved to CCBC.

NOTE: Detailed cost information within the pricing document is considered to be of commercial interest and will not be disclosed.

If you require any advice on what the Freedom of Information Act 2000 involves, please contact the Information Governance Unit on 01492 577215, E-mail: [info-gov.unit@conwy.gov.uk](mailto:info-gov.unit@conwy.gov.uk).

**List below any items you consider confidential or commercially sensitive:**

Signed by:.....

For and on behalf of:

Name.....

Address.....

Date:.....



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## **Anti-Collusion Certificate**

**Conwy County Borough Council  
Environment, Roads and Facilities**

**Venue Cymru Futures Project  
Project Director and Project Manager, RIBA Stage 3 - 6**

### **Anti-Collusion Certificate**

I/We certify that this tender is made in good faith, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement with any other person. I/We also certify that we have not and I/We undertake that we will not before the award of any contract for the work:

- (i) disclose the tender price or any other figures or other information in connection with the tender to any other party (including any other company or part of a company forming part of a group of companies of which I am/We are a part) nor to any sub-consultant (whether nominated or domestic or howsoever appointed) nor supplier (whether nominated or domestic or howsoever appointed) or any other person to whom such disclosure could have the effect of preventing, restricting or distorting competition in this tendering exercise;
- (ii) enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender to be submitted;
- (iii) otherwise collude with any person with the intent of preventing, restricting or distorting competition;
- (iv) pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work any act or thing of the sort described at (i), (ii) or (iii) above.

I/We further declare that I/We have no knowledge either of the sum quoted or of any other particulars of any other tender for this work by any other party.

I/We further certify that the principles described above have been, or will be, brought to the attention of all sub-Consultants, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-consultants, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

I/We acknowledge that any breach of the foregoing provisions shall lead automatically to this tender being disqualified and may lead to criminal or civil action.

Conwy County Borough Council shall treat any tender received in confidence but reserves the right to make same available to any relevant Department of the Council, other Local Authority Trading Standards Department, the Director General of Fair Trading, and/or any other statutory regulatory authority either having jurisdiction over the work or who may now or at any time in the future have statutory power to require disclosure of this tender.

In this certificate, the word 'person' includes a body of persons corporate or unincorporated and any undertaking for the purposes of The Competition Act 1998; any agreement includes any

**(Anti-Collusion Certificate continued overleaf)**

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**Conwy County Borough Council  
Environment, Roads and Facilities**

**Venue Cymru Futures Project  
Project Director and Project Manager, RIBA Stage 3 - 6**

**Anti-Collusion Certificate (Continued)**

transactions, formal or informal and whether legally binding or not; and the 'work' means the work or goods or services in relation to which this tender is made.

Signature.....

capacity of.....

Date.....

(Capitals ..... ) (E.g. Director, Secretary etc.)

Duly authorised to sign tenders and acknowledge the contents of the anti-collusion certificate for and on

behalf of:- ..... (Name of firm)

Full postal address .....

.....

.....Post Code.....

Signed by .....

For and on behalf of: .....

---

## Certificate of Good Standing

### Venue Cymru Futures Project Project Director and Project Manager, RIBA Stage 3 - 6

#### Declaration

**In this certificate, any reference to person or persons shall mean and include businesses, associations or corporations and any reference to arrangements or agreements shall mean any and all transactions, formal or informal, lawful or otherwise.**

I / We certify that:

1. We have not been convicted of nor are currently under investigation for any acts of conspiracy, corruption, bribery, fraud, money laundering, such acts as defined by the relevant UK law, nor any other offence within the meaning of Article 45(1) of the Public Sector Directive.
2. We are not bankrupt nor have had a receiving order or administration order or bankruptcy restrictions order made against us nor are in the process of or about to commence any composition or arrangement with or for the benefit of our creditors or, if registered as a partnership under Scots law have not been granted a trust deed or is subject of a petition for sequestration of our estate.
3. We have not, nor are about to, be subject of a resolution or order for winding up, nor have has a receiver, manager or administrator.
4. We have not been convicted of a criminal offence relating to the conduct of our business or (being an individual) not been guilty of grave misconduct in the course of its business.
5. We have fulfilled our obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established and/or the United Kingdom.
6. We have not been found guilty of serious misrepresentation in providing any information under Section 57 to 60 of the Procurement Act 2023 (as amended) within the last three (3) years.
7. We have not suffered a deduction for liquidated or ascertained damages in respect of any contract nor had a contract cancelled, or not renewed, for failure to perform nor been the subject of a claim (contractual or otherwise) based upon a failure of quality in design, work, materials or services within the last three years.
8. None of the senior personnel of the organisation have been involved (in a similar position) in any company which has gone into insolvent liquidation, voluntary arrangement, receivership or administration or been declared bankrupt.
9. We comply with the requirements of the Equalities Act 2010.

I / We confirm and attest that the foregoing information and declarations are accurate to the best of my / our knowledge and that I / We acknowledge and accept that any false information could result in our application being rejected, or, in the event that any false declaration is discovered after the award of any contract, may lead to the rescission of any contract awarded.

Dated.....

Signature.....

Name (printed).....

Capacity / Title.....

For and on behalf of .....