# Invitation to Tender (Enabling Works)

# for

# EES Building the Future Project

# for

# Egypt Exploration Society

# Supported by

# The National Lottery Heritage Fund

## November 2026

**Definitions table**:

| | |
|---|---|
| Opportunity | The requirement that EES is seeking a quotation for via this ITT |
| ITT | Invitation to tender |
| EES | The Egypt Exploration Society (Client) |
| SB | Studio Becoming<br>(Architect, Principal Designer & Lead Designer) |
| CPL | Chana Projects Limited<br>(Project Manager & Contract Administrator) |
| TNLHF | The National Lottery Heritage Fund (Principal Funder) |
| Suppliers / contractors / tenderers | Any organisation providing a response to this ITT |
| PC | Principal Contractor |

# Part 1 – Introduction

## Background and Context

Founded 143 years ago, the Egypt Exploration Society (EES) has a long-standing commitment to supporting, exploring and promoting Egypt's rich cultural heritage. Over this time, the Society has undertaken archaeological exploration at more than 150 sites and monuments, published over 350 volumes of scholarly research, and engaged thousands of people around the world in the study and appreciation of Egypt's history and heritage.

The EES is now embarking on an exciting and ambitious redevelopment project, 'Building the Future', which has recently been awarded a Delivery Phase grant by The National Lottery Heritage Fund.

The project aims to safeguard the Society's unique and internationally significant collections while transforming its existing premises at 3 Doughty Street, London, WC1N 2PG, into an accessible, sustainable and welcoming heritage centre. The redeveloped building will provide an appropriate and secure home for the collections, significantly improve public access to them, and create a focal point for a new programme of activities, learning and engagement.

Through Building the Future, the EES seeks to secure the long-term future of its collections, broaden access to Egypt's cultural heritage, and create a sustainable resource that will support the Society's work and engage diverse audiences for generations to come.

This ITT is to support the procurement of a Principal Contract for the Enabling Works contract. The Main Works contract refurbishment works, will follow and are subject to a separate procurement process.

CPL is supporting the client, EES with the procurement of both contracts.

## Conditions of this ITT

i. By submitting a response to this ITT, it is understood that you accept all the provisions including these conditions.

ii. This ITT sets out EES's requirements, and seeks competitive quotations, for the supply of the goods and services, as described fully in Part 2.

iii. This ITT does not form a purchase order or other commitment to purchase. EES do not guarantee to award any order or contract as a result of this process.

iv. For any order or contract entered as a result of this ITT process, EES's standard Terms and Conditions will apply. Further information is available in Part 4.

v. Participating companies will bear their own costs and seek appropriate advice, for the preparation of their quotation.

vi. The information contained in this ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue, however, EES will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of EES.

vii. You may submit, **by no later than 12.00 pm / noon, on 20th November 2026**, any queries that you have relating to this ITT. Please submit such queries by email to ryan@chanaprojects.co.uk.

- As far as is reasonably possible CPL, SB and EES will respond to all reasonable requests for clarification of any aspect of this ITT and supporting documents if made before the above deadline. We will aim to provide its response within two working days.
- No queries received after the above deadline will be answered.
- EES reserves the right to issue the response to any query raised by you to all participating suppliers.
- In support of compiling a response to this ITT, tenderers are afforded the opportunity to undertake a tender site visit **on the 4th, 11th or 18th November 2026.** Please follow the booking link below to book your preferred time slot (note this is on a 'first come, first served' basis, no further dates will be available for a visit associated with this procurement process):

  **Click this link to book your time slot**

  If there are any issues with this or all time slots are no longer available, then please contact ryan@chanaprojects.co.uk for assistance.

viii. It is intended that the remainder of this procurement will take place in accordance with the provisions of this ITT, however, EES reserves the right to terminate, amend or vary the procurement process or timelines by notice to all participating suppliers in writing. Unfortunately, EES cannot accept any liability for any losses caused to you because of this.

**Instructions for Quotation**

Quotations must be sent by email to peter@chanaprojects.co.uk no later than the stated tender return deadline date.

**Statement of Confidentiality**

The contents of this document together with all other information, materials, specifications, or other related documents provided by EES shall be always treated by tenderers as confidential information.

Tenderers shall not disclose any such information, materials, specifications, or other related documents to any third parties or any other part of its group or use any such documents and materials for any purpose other than for the preparation and submission of a response to this document.

Tenderers should not publicise the existence of this Opportunity without the prior written consent of EES.

EES confirms that it will treat all information provided to it by tenderers as confidential and further confirms that such information shall not be disclosed by it to any third parties other than its advisers and consultants. All intellectual property rights in this document and all materials provided by EES or its professional advisers unless specifically stated otherwise are and shall remain the property of EES and are protected by copyright.

**Proposed programme**

The estimated key dates for the remainder of the procurement procedure are set out in the table below. Please note these dates are subject to change:

| **Activity description** | **Anticipated Dates (subject to change)** |
|---|---|
| ITT issued | Monday 2nd November 2026 (live on EES website) |
| Tender site visits dates (booking required) | Wednesday 4th November 2026<br>Wednesday 11th November 2026<br>Wednesday 18th November 2026 |
| Tender enquiries deadline | Friday 20th November 2026 at 12.00pm / noon |
| Return of tender deadline | Friday 27th November 2026 at 12:00pm / noon |
| Post-tender interviews | W/C 30th November 2026 (dates TBC) |
| Award contract | W/C 7th December 2026 |
| Mobilisation period & CMP | W/C 14th December 2026 |
| Planned start-on-site date | January 2027 (tba with appointed PC) |
| Practical completion & Handover | March 2027 (tba with appointed PC) |

## Part 2 – Requirements

This procurement is solely for the Enabling Works element of the Building the Future Project for EES. The planned works already have consent, with some pre-commencement conditions to discharge with support of the appointed contractor(S).

In support of the above, EES would like to appoint a Principal Contractor to undertake the following services and works:

| No. | Services and works |
|---|---|
| 1 | The proposed enabling works scope of works comprises of the following:<br><br>• **Site Establishment and Preliminaries**: Establish site facilities, welfare arrangements, security, temporary protection and access provisions, including necessary health and safety documentation.<br>• **Asbestos Survey and Removal**: Undertake necessary asbestos surveys, safely remove identified asbestos-containing materials and provide appropriate clearance certification and disposal records.<br>• **Internal Strip-Out**: Remove existing floor, wall and ceiling finishes, redundant joinery, kitchen and bathroom fittings, fixtures and other internal finishes as identified on the demolition drawings.<br>• **Internal Demolition**: Carefully demolish designated non-load-bearing partitions, remove existing staircases and associated enclosures, and make safe all affected areas.<br>• **Mechanical and Electrical Services**: Safely isolate and remove redundant mechanical, electrical and plumbing installations, retaining and capping incoming services for future reconnection.<br>• **Protection of Existing Building Fabric**: Protect retained structural elements, roofing, windows, external doors and adjoining properties throughout the works, maintaining weatherproofing and site security.<br>• **Salvage and Storage**: Carefully dismantle, protect, label and transport identified furniture, shelving, fixtures and other retained items to an agreed off-site storage facility, in accordance with the Salvage Register.<br>• **Waste Removal and Disposal**: Remove and appropriately dispose of all demolition waste, redundant materials and unwanted contents, providing relevant waste transfer documentation.<br>• **Making Good and Handover**: Make safe all exposed surfaces, openings and disturbed areas, undertake a final site clean and provide relevant completion records and certification.<br><br>Please refer to SB's Pricing Schedule for a full breakdown of these elements. |
| 2 | Using your knowledge to procure all materials required to complete the project requirements. |
| 3 | Allow for all necessary temporary welfare facilities for the construction and project team for the duration of the Enabling Works. Allow for all skips and safe removal of all waste. |
| 4 | Prepare the site within EES's boundary as set out within the tender drawings, specifications, pricing schedule and prelims documents. |
| 5 | General site clearance as required, note the client / pedestrians / residents will be using the roads / pavements to and from site and, areas within the building during the construction works. |

## Part 3 – Information required from tenderers in response of this ITT

**Please provide the following information as part of your tender response by the stated deadline:**

| | | |
|---|---|---|
| **1** | Q | Please provide a statement summarising your company's current Health & Safety accreditations, Considerate Contractors Scheme, and any other relevant licenses or certifications.<br><br>Provide copies of all certificates as part of your response. |
| | A | |

| | | |
|---|---|---|
| **2** | Q | Provide copies of all your current insurance certifications. |
| | A | |

| | | |
|---|---|---|
| **3** | Q | Provide a project team organogram, CV's and contact details (limited to 2 No. A4 pages per CV) of all key members of your proposed project team to evidence your company's ability to deliver the works scope.<br><br>Response should include confirmation and details of any key sub-contractors you intend to use on this contract. |
| | A | |

| | | |
|---|---|---|
| **4** | Q | Reflecting on the tight Mews site, please confirm your proposed welfare arrangements for the project. |
| | A | |

| | | |
|---|---|---|
| **5** | Q | Describe your approach to the project including any specific methodology and phasing you recommend for the delivery of the works.<br><br>Within your response demonstrate how will you ensure that all works are fully co-ordinated, both prior to commencement, and whilst on site (limited to 3 No. A4 pages). |
| | A | |

| | | |
|---|---|---|
| **6** | Q | Include your proposed target programme for the project as a separate document, clearly illustrating the critical path. |
| | A | |

| | | |
|---|---|---|
| 7 | Q | Please include three examples' / case studies of projects you have undertaken, within the last 3 years, ideally demonstrating work with listed buildings and in challenging logistical locations. |
| | A | |

| | | |
|---|---|---|
| 8 | Q | Complete and return the attached pricing schedule and form of tender. |
| | A | |

## Part 4 – Terms and Conditions of Contract

EES's legal team will prepare a JCT Intermediate agreement for countersignature by the appointed contractor prior to works commencing on site.

The appointed PC will be required to support the project team in producing / updating the Camden Council's Construction Management Plan, which must be approved prior to works commencing on site.

*<End>*

## Part 5 – Appendices

A) EXISTING DRAWING SET

B) DEMOLITION DRAWING SET

C) LOCATION PLAN

D) PHOTOGRAPHIC SCHEDULE

E) PRICING SCHEDULE & PRELIMINARIES

F) PRE-CONSTRUCTION INFORMATION

G) SURVEY INFORMATION

H) 'HEALTHY STREETS' LETTER

I) PROGRAMME