



**Staffordshire**  
Wildlife Trust



Invitation to Quote for: Trent Valley Past & Present;  
Catholme Ceremonial Complex digital reconstruction  
film

Quote Reference: TVPP CCC

Quote Return Date: 30<sup>th</sup> April 2026

Quote Returned to:

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Staffordshire Wildlife Trust  
The Wolseley Centre  
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Registered with  
**FUNDRAISING**  
**REGULATOR**

Looking after Staffordshire's Wildlife

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Registered Charity 259558, Limited company 959609 in England and Wales

## BACKGROUND

### About Staffordshire Wildlife Trust

Staffordshire Wildlife Trust is part of The Wildlife Trusts, the largest UK voluntary organisation dedicated to conserving the full range of the UK's habitats and species whether they be in the countryside, in cities or at sea.

Staffordshire Wildlife Trust carries out conservation projects all over the county to protect our special landscapes and wildlife. Our vision is of a thriving natural world, with our wildlife and natural habitats playing a valued role in addressing the climate and ecological emergencies, and everyone inspired to get involved in nature's recovery.

We work in many different areas to achieve our vision.

- Our Nature Recovery team carries out conservation work to protect threatened species and habitats, keep up-to-date records of wild species populations and safeguard wild places from development.
- We manage 45 nature reserves across the county for the benefit of wildlife and people. Our reserves include lush wetlands, wild open moorlands and peaceful woodlands. We are working to create links and corridors in the wider landscape between these areas of high-quality habitat, so wild populations do not become isolated and can expand and thrive.
- Our people engagement staff work with people of all ages and backgrounds to encourage them to explore, learn about and take action to protect the natural world. We visit schools, run hundreds of family events, help communities 'green up' their local areas and stage walks, talks and volunteering events so people can get involved in local wildlife.

We bring people and wildlife together in harmony. We educate people on wildlife and create opportunities where people can get close to nature and feel inspired by their local wild places. Offering volunteering, educational and events programmes are a big part of our work.

### About The National Lottery Heritage Fund

Our vision is for heritage to be valued, cared for and sustained for everyone, now and in the future. That's why as the largest funder for the UK's heritage we are dedicated to supporting projects that connect people and communities to heritage, as set out in our strategic plan, Heritage 2033. Heritage can be anything from the past that people value and want to pass on to future generations. We believe in the power of heritage to ignite the imagination, offer joy and inspiration, and to build pride in place and connection to the past. Over the next 10 years, we aim to invest £3.6billion raised for good causes by National Lottery players to make a decisive difference for people, places and communities.

[heritagefund.org.uk](https://heritagefund.org.uk)

Follow @HeritageFundUK on Twitter/X, Facebook and Instagram and use #NationalLottery #HeritageFund

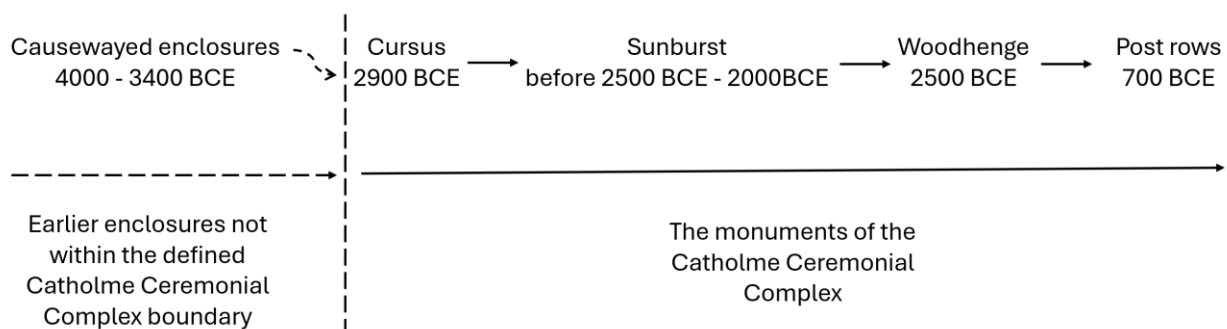
## OVERVIEW

The Trent Valley Past & Present project (TVPP) requires a creative consultant to support us in the design and delivery of creative digital interpretation of a site in the Staffordshire Trent Valley. This Invitation to Quote is for the generation of a digitally reconstructed view of the Catholme Ceremonial Complex, with a short film of the original creation/ construction of the site, how it might have looked over time, its possible uses, and its decline and disappearance, before its eventual rediscovery. The successful consultant will work closely with the Senior Cultural Heritage Officer (SCHO) to ensure the mood and feel of the film are what the project is trying to deliver.

## SECTION 1: CONTRACT SPECIFICATIONS

The successful consultant will deliver a short film reconstructing the Catholme Ceremonial Complex as it may have looked in the ancient past. We envisage this as a fly-through/over of the area showing it changing through time, as well as a first-person perspective walking through the monuments. The change through time could happen quite rapidly and then each monument separately from first person viewpoint to talk about each monument in detail. The three main monuments of the complex were developed consecutively, and the film will reflect this. Stage 1 the cursus monument, stage 2 the "sunburst" monument, and stage 3 the "woodhenge" monument. Images from our previous digital visualisations will be supplied to the successful applicant for information purposes. All three monuments were visible in the landscape until they were finally enclosed by post rows in the Iron Age, following which they went into decline. They were rediscovered by post-war aerial photography and subjected to intrusive archaeological works in the early 2000s and again in 2023. A ground penetrating radar survey (GPR) is planned for this summer (2026) and will complete the story, and this could be reflected in the film, along with still photographs from the 2023 COSMIC archaeological interventions. The narrative will be written by the Senior Cultural Heritage Officer, who will also contract a voice artist for the project.

### Catholme Ceremonial Complex Timeline



### Funding and acknowledgements

The Trent Valley Past and Present project has been funded by The National Lottery Heritage Fund. Between October 2025 and September 2027, we will be undertaking work within the Staffordshire Trent Valley to connect people, landowners and custodians of heritage with the historic landscape and explore how we can protect and conserve our valuable heritage for future generations.

It is important that we acknowledge our funder in all our outputs and ensure we fulfil our conditions of grant. This includes ensuring appropriate acknowledgement of The National Lottery Heritage Fund on digital outputs, including the logo.

This project is part of an ongoing series of projects commonly badged as 'Transforming the Trent Valley' and, as such, there is a common brand that will need to be followed. Our brand guidelines will be shared with the successful consultant.

This project is delivered by Staffordshire Wildlife Trust and so must include the Trust logo and acknowledgements in the outputs. Final sign off will require approval from SWT Marketing and Communications team.

### Context and background to works

This film project aims to tell the story of the Catholme Ceremonial Complex in a visual way (including a voiceover) to provide an 'everyman' version of the story that is accessible for the general public. No above ground archaeology or trace of any of the monuments remain visible today beyond crop marks from aerial photography.

### What is required

The generation of a digital reconstruction of how the site might have looked from its first development as a single cursus monument in the Neolithic, through the creation and erection of the sunburst and woodhenge monuments in the late Neolithic and early Bronze Ages, to its final 'closure' with post rows in the Iron Age. The contractor will work closely with the Senior Cultural Heritage Officer to create a film that accurately reflects our archaeological understanding of the site and to ensure as accurate a visible representation as possible.

### Location and Access

Maps will be provided upon award of the contract. Access to the site is not necessary but an invitation to the GPR survey(s) will be extended to the consultant.

### Plans or research to date

Research information and site maps will be provided separately upon award of the contract. The book *Where Rivers Meet* by Simon Buteux and Henry Chapman is a useful starting point and a copy will be lent to the successful consultant, or relevant sections will be copied to the successful consultant.

## Creative Commons or open licences

Outputs from this contract will be shared under Creative Commons Attribution 4.0 International (CC BY 4.0)

### Deed - Attribution 4.0 International - Creative Commons

The successful consultant will be required to sign their agreement to the content being published under this license.

## Method

The methodology should include consultation with the SCHO wherever necessary to complete the brief as accurately as possible. It must also take in to account the archaeological and historical data conveyed. Consider different techniques to presenting the information to ensure the film is visually engaging, informative and as accurate as possible.

## Partners

Additional information and input may come from other interested parties such as Historic England, Staffordshire County Archaeologist, Staffordshire Archaeological and Historical Society and others. Their views will be sought by the Senior Cultural Heritage Officer who will act as go-between and will filter comments. All instruction will come via the SCHO.

## Completion dates

Completion by 29<sup>th</sup> April 2027

## Other information

The final deliverable is a linear video, comprising primarily of CGI animation portraying, as close as possible, the various stages of the site's environment through its history, using artistic license in visualising the changes. It should be suitable for broadcast over social media sites (YouTube etc) and as a standalone video for showcasing at events, talks etc.

## SECTION 2: ITEMISED COSTS

Provide a breakdown of the costs of your quotation and clearly state the total quoted value for all works. All costs must show VAT clearly as a separate value.

The maximum budget available for this work is **£10,000** exclusive of VAT. It is essential that your quotation does not exceed the total budget available. We welcome quotations that explore what can be offered based on the brief within the budget available.

The successful consultant will be required to submit detailed invoices clearly stating the type of expenditure with the net, VAT and gross costs. This is a requirement of our funding.

## SECTION 3: EVALUATION CRITERIA

Eligible quotations must provide qualitative information as set out in the table below, drawing on the information provided in section 1. Eligible quotations will be scored as shown in the table below.

<b>Criteria</b>	<b>Details</b>	<b>Weighting</b>
Timeframe	All quotations must adequately demonstrate that they can complete the work within the specified timeframe and produce a timetable work works clearly showing key milestones.	PASS / FAIL
Previous experience	Given the nature of the project, evidence of previous work is essential, though not necessarily in this field (prehistory) as professional guidance will be given.	45%
Specifications and methodology	Using the information from the specification, discuss the steps you will follow to fulfil the brief and complete the work to time and within budget. Include details about the techniques you will employ and the length of video you could reasonably expect to deliver. You may have suggestions about what might be achieved within the available budget; please feel free to indicate what could be delivered and how this could help us achieve the overall interpretative outcome.	45%
Added value and additional offer	Please explore any added value that can you offer to the project or additional information or proposals that exceed the contract specification. You may want to include here any environmental, ethical or sustainable considerations that set you apart.	10%

#### SECTION 4. CONTRACT CONDITIONS

Your quotation for the above works, along with any other accompanying information or evidence, signed by an appropriate signatory, should be emailed to Mark Knight by 12 noon on Thursday 30<sup>th</sup> April 2026

Only quotations submitted in accordance with the details given within this document will be considered. Any quotations that are incomplete or received after the time indicated may be disregarded.

If you have any queries relating to this invitation to quote prior to submitting your quotation, please email Mark Knight clearly stating the nature of your query. The deadline for queries is COB Wednesday 18<sup>th</sup> March 2026

If you do not wish to provide a quotation, please let us know.

Deadline for all queries	COB 23 <sup>rd</sup> April 2026
Quotation submission deadline	12 noon 30 <sup>th</sup> April 2026

Contract awarded	7 <sup>th</sup> May 2026
Project initiation meeting	w/c 11th May 2026
End of contract	29 <sup>th</sup> April 2027

### Terms and conditions

The Trust's standard contract conditions will be applied to the contract resulting from this quotation process (see Appendix 1).

### Award of Contract

The successful consultant will be required to promptly execute and return to the Trust the Contract in the form attached following which a purchase order will be provided.

No invoices will be paid unless they quote the relevant Purchase Order number.

### Confidentiality

All information supplied by the Trust in connection with this Invitation to Quote shall be regarded as confidential by the consultant except that such information may be disclosed for the purpose of preparing the Quotation.

### Additional requirements

The consultant must provide on successful award of contract:

Provision of Insurance: Minimum £5,000,000 (Five million) public liability cover
Provision of Risk Assessments and Method Statements for all aspects of work
Demonstration of appropriate licences, qualifications and competencies required to undertake the contract.
Sustainability/Environment Policy

### Sub-contracting

When submitting its quotation, the consultant must notify the Trust of any parts of the supply that it proposes to sub-contract. Failure to do so may invalidate any quotation.

The Trust may require documentation or other evidence of the subcontractor's relevant experience to undertake the assigned portion of work, and other relevant information.