

Clarification Responses

Following the invitation to tender for 'FULL CONDITION SURVEYS & MAINTENANCE REPORTS FOR ALL BUILDINGS UNDER THE NATIONAL MUSEUM OF THE ROYAL NAVY' the following clarifications have been sought and responded to:

N o.	Question	Response
1	Is an editable version of the ITT available?	Yes, an editable version in Word format can be sent to you on request. Email: Rachel.quick@nmrn.org.uk with the request.
2	Is an extension available for site visits and clarification questions?	Yes. Deadline for site visits now Wednesday 2nd December. Deadline for clarifications Friday 4th December. Please note that the deadline for tender submissions remains unchanged.
3	Do you have any preferred data collection/recording systems that are compatible with your CAFM system?	Details regarding the ability of our CAFM system are available as a download here: https://www.dropbox.com/sh/28yp0ez6meju0hy/AAA9a2gUVs2XJ50BKMK3GNvCa?dl=0
4	Are full drawings available for the buildings?	Due to the size of the files, PDF versions of the drawings are available to download. Please read the index document included as we do not have drawings for all buildings. The files are available here: https://www.dropbox.com/sh/opiqkxfpda22vdb/AAC7wFmzqn3LC1WbdY-9cKC_a?dl=0

5	Please can you confirm the programme to deliver the condition survey/ maintenance plans please. I note that the appointment is programmed for the end of this year, but when do you require the reports to be completed?	All reports are to be completed and invoiced for by 31 March 2021.
6	Is a QS/ cost consultant required on the proposed team?	The museum does wish to have an accurate understanding of maintenance costs going forward, but the precise constitution of the proposed team is a matter for tenderers.
7	Will the buildings be safe to access for survey from the outset of the commission?	Yes, all buildings are presently in use and have safe access.
8	Is the scope of the surveys intended to include MEP installations, and should we include MEP Engineer on our proposed team?	Yes, the surveys should include MEP installations.
9	<p>CAFM system -</p> <p>Are you able to provide the format / details of the CAFM system so we can understand how the surveys would need to feed into it?</p> <p>Is there a specific format the reports need to be in so they can be added to the CAFM system? Microsoft Word, Excel etc.</p> <p>Is there a specific format for the data capture or are we to provide a recommended format that will be approved / commented on prior to the surveys commencing?</p>	<p>Details of our CAFM system are available to download here:</p> <p>https://www.dropbox.com/sh/28yp0ez6meju0hy/AAA9a2gUVs2XJ50BKMK3GNvCa?dl=0</p>
10	Are there any access restrictions on any of the sites and buildings or are we to assume a free reign of access? e.g. is there any requirement to be escorted, out of hours work etc.	Portsmouth and Yeovilton are both situated on active MoD bases. Therefore out of hours work will need to be escorted by a member of the NMRN team. Deliveries and vehicle movements will also need escorting at any time of day. Escorts can be arranged with notice.

11	Are there any restrictions on the number of personnel that would be permitted to attend the surveys?	No
12	Are any security clearances required for any of the sites / buildings?	None are required. However, the exceptions are the sites at Portsmouth and Yeovilton, providing you undertake the work during the hours of 0900-1700 no escorts are required other than vehicle escorts to arrive at site. Outside of this time please see question regarding access.
13	Do we need to allow time for inputting the data onto the CAFM system or will we simply be providing the data in the form of the reports for someone else to input?	We are looking for data to be supplied in the Excel input format. NMRN will undertake the incorporation into the CAFM software.