

INVITATION TO TENDER
FOR
THE DESIGN & BUILD OF A FIRE DETECTION SYSTEM FOR THE
NATIONAL MUSEUM OF THE ROYAL NAVY HARTLEPOOL
(INCLUDING HMS *TRINCOMALEE*)

The National Museum of the Royal Navy
HMS Naval Base (PP66)
Portsmouth
PO1 3NH

ISSUE: 002

DEADLINE: 21/10/2019: 12.00 (Midday)



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10	Appendix 2 – Dropbox Link to drawings and documents on existing systems on HMS Trincomalee and NMRN Hartlepool Buildings: Please contact hst.procurement@nmrn.org.uk for these.
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Section 1

Instructions and information on tender process

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important, therefore, that bidders provide all the information asked for in the format and order specified.

1.1 Timetable and Administration Arrangements

The envisaged key milestones for the tender are shown in the table below.

No	Event	Date
1	Issue of ITT	27/08/2019
2	Final Date for receipt of any tenderer's questions	11/10/2019
3	Site visit for tenders at NMRN Hartlepool	23/09/2019 – 24/09/2019
4	Deadline for return of tenders	21/10/2019: 12.00 (Midday)
5	Desktop Evaluation of tenders	22/10/2019 – 25/10/2019
6	Award notice issues	25/10/2019
7	Commencement of contract	From the 5/11/2019

1.2 Submission of Tender Documents

1.2.1 Your completed response should be submitted by the due date and time required:

Date: 21/10/2019

Time: 12.00 (Midday)

Responses should be submitted in an electronic format addressed to: tenders@nmrn.org.uk. (Please note this email is different to the clarifications and correspondence email during the tender process (hst.procurement@nmrn.org.uk))

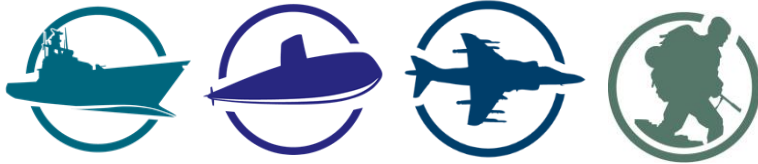
Email Subject: Historic Ships – NMRN Hartlepool Fire Detection System Design & Build

1.2.2 **Site Visits:** Site visits are available to both HMS Trincomalee in Hartlepool and HMS Victory in Portsmouth (where a recent Fire Detection and Suppression system has been installed). Two days are provided on the 23rd and 24th September 2019 during the tender period for site visits in Hartlepool. Please email the hst.procurement@nmrn.org.uk email to book a slot into one of these dates. Other dates are available to contractors for visits to HMS Victory.

1.2.3 It is the sole responsibility of the submitting company to deliver their response as specified.

1.2.4 Late responses will not be accepted.

1.2.5 The National Museum of the Royal Navy takes no responsibility for identifying any clerical errors or misunderstanding in any tenders submitted. Tenderers must therefore ensure that the content of any Tender submitted is complete and accurate.



1.3 Sufficiency of Tender

- 1.3 It is the responsibility of the Tenderer to obtain at their own expense all information necessary for the preparation of their tender.
- 1.3.1 The Tenderer shall be deemed to have satisfied themselves before submitting their Tender as to the correctness and sufficiency of the rates and prices stated by them in their Tender which shall cover all their obligations under the Contract.
- 1.3.2 If the National Museum of the Royal Navy suspects there has been an error in pricing or calculation in a Tender, it reserves the right to seek such clarification as it considers necessary from that Tenderer only.

1.4 Form of Tender

- 1.4.1.1 All entries entered by the Tenderer on the Form of Tender, and other submitted information, must be typewritten. All prices must be specified in pounds sterling, exclusive of VAT.
- 1.4.1.2 Tender submissions should be signed by the following:
- i. where the Tenderer is an individual, by the individual.
 - ii. where the Tenderer is a partnership, by 2 authorised partners.
 - iii. where the Tenderer is a Company by 2 directors of the Company or by 1 director and the secretary of the Company.

1.5 Validity of Tenders

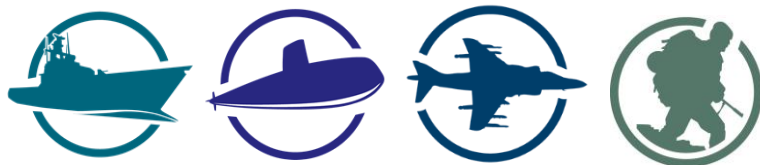
- 1.5.1 All Tenders will remain open for acceptance by the National Museum of the Royal Navy for 3 calendar months from the date fixed for lodgement of Tender. All Tenders must be submitted on this basis.

1.6 Amendments to the tender documents by NMRN

- 1.6.1 NMRN reserves the right to amend the enclosed tender documents at any time prior to the deadline of receipt of tenders. Where amendments are significant, NMRN may at its discretion extend the deadline for receipt of tenders.

1.7 Questions/Clarifications Arising during the Tender Process

- 1.7.1 In the event that you have any queries in relation to the Contract, you should submit a clarification request to hst.procurement@nmrn.org.uk in accordance with the provisions of this ITT by the Clarification Deadline (as defined in the Timescales section of this ITT). Following such clarification requests, the National Museum may issue a clarification change to the Contract that will apply to all potential suppliers submitting a tender response.
- 1.7.2 Answers to questions will be put on the NMRN Tenders website for tenderers to see during the tender process: <https://www.nmrn.org.uk/tenders>



- 1.7.3 The National Museum is under no obligation to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Tender Response Deadline (as defined in the Timescales section of this ITT). Any proposed amendments that are received from a potential supplier as part of its tender response shall entitle the National Museum to reject that tender response and to disqualify that potential supplier from this Procurement Process.

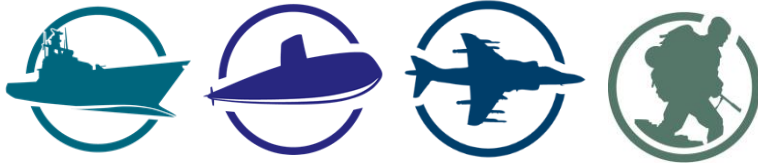
1.8 Acceptance of Tenders

- 1.8.1 The invitation to tender expresses the current intentions of NMRN with regard to this contract. It does not constitute an offer capable of acceptance. Its purpose is to obtain proposals from selected potential suppliers.
- 1.8.2 NMRN is not bound to accept the lowest tender and reserves the right to accept any Tender in whole or part. The NMRN reserves the right to discontinue this tender process at any time. Any Contract(s) awarded will be on the basis of the Tender Assessment and Evaluation in Part 5.
- 1.8.3 NMRN shall in no circumstances be liable for any costs involved in the preparation of a Tender.
- 1.8.4 A Tender shall only be accepted by NMRN by issue of a Contract Award Letter by the NMRN.

1.9 Collusive Tendering

Any Tenderer who:

- 1.9.1 makes an arrangement with any other person to refrain from tendering or sets or adjusts the amount of his / her tender, or
- 1.9.2 makes an offer or makes payment or other consideration or inducement directly or indirectly to any person in relation to any other tender or proposed tender for the Services, or
- 1.9.3 communicates either the amount or approximate amount of his / her tender (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance) to any person other than the National Museum in the formal tender submission, will be liable to disqualification without prejudice to any civil or criminal liability that such conduct may attract.



Section 2

Terms and Conditions applying to this tender

2.1 NMRN Standard Terms and Conditions of Contract

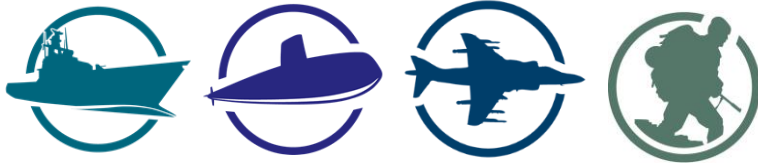
2.1.1 This contract will be awarded using the National Museum of the Royal Navy's standard terms and conditions, which will be implemented with the winning bidder. The NMRN Standard Terms and Conditions are included as Appendix 1 to this document. The NMRN's GDPR Privacy Notice can be viewed in Appendix 2.

2.2 Other Terms and Conditions

2.2.1 The Supplier agrees to indemnify the Purchaser fully and to hold it harmless at all times from and against all actions, proceedings, claims, expenses, awards, costs and all other liabilities whatsoever in any way connected with or arising from or relating to the provision or disclosure of information permitted under this Clause.

2.2.2 In the event that the information provided by the Supplier in accordance with this Clause becomes inaccurate, whether due to changes to the employment and personnel details of the affected employees made subsequent to the original provision of such information or by reason of the Supplier becoming aware that the information originally given was inaccurate, the Supplier shall notify the Purchaser of the inaccuracies and provide the amended information. The Supplier shall be liable for any increase in costs the Purchaser may incur as a result of the inaccurate or late production of data.

2.2.3 The provisions of this Condition 2.2 shall apply during the continuance of this Contract and after its termination howsoever arising.



Section 3

Specification

3. Summary of Project

3.1. Introduction

3.1.1. The National Museum of the Royal Navy (NMRN) spans a number of Museums across the UK, detailing the past, present and future of the Royal Navy. The Museum boasts the largest fleet of historic warships and submarines in the world, the most well-known being HMS *Victory*, HMS *Caroline*, HMS *Trincomalee* and HMS *Warrior*.

3.1.2. The National Museum of the Royal Navy Hartlepool tells the story of the Navy from the Georgian period through to the 21st Century. The site includes public exhibition spaces, event spaces, a café, staff offices, a number of workshops, a shop and reception, HMS *Trincomalee* within the historic Jackson Dock and RML 497 within a temporary building.

3.1.3. The NMRN are looking for a contractor to design, manufacture/procure, install, commission and maintain a new fire detection system for the NMRN Hartlepool site, including HMS *Trincomalee*.

HMS Trincomalee

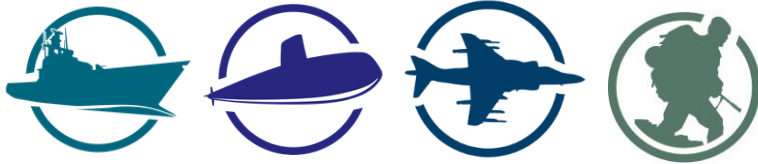
3.1.4. HMS *Trincomalee* was launched in 1817 and is a surviving example of a classic British frigate and recognised as part of the Core Collection of vessels on the Historic Ships Register. The vessel is owned and maintained by the National Museum of the Royal Navy and in 2014 was integrated within the Museum's fleet of ships alongside HMS *Victory*, HMS *Warrior*, HMS *Alliance* and HMS *Caroline*. The ship is the focal point within Hartlepool's Historic Quay attraction and is berthed afloat with the former graving dock of Jackson Dock in Hartlepool.

3.1.5. HMS *Trincomalee*'s current aspiration fire detection system is separate from the NMRN Hartlepool building fire detection system. The system is not working to its design capacity and requires replacement to a design more similar to the recent fire detection system installed within HMS *Victory*.

NMRN Hartlepool Buildings

3.1.5. The NMRN Hartlepool buildings run on a different fire detection system separate to HMS *Trincomalee*. This system also requires a supplier to design, manufacture/procure, install, commission and maintain a new fire detection system. The new system will connect with the newly designed HMS *Trincomalee* fire detection system.

3.1.6. Adjacent to the NMRN Hartlepool Museum is a temporary building housing the newly arrived RML 497, a coastal forces vessel which served during the Second World War. The building is temporary and will not require a new permanent fire detection system as part of this contract. The contractor will be asked to design a permanent system allowing for the easy "plug in" of temporary fire detection systems. This will directly apply to the RML 497 building.



3.2. Statement of Requirements

3.2.1. Overview

The client requires a contractor to design, manufacture/procure, install, commission and maintain a new fire detection system for the National Museum of the Royal Navy Hartlepool, including HMS *Trincomalee*. In order to install this new system, contractor will be required to decommission, remove and dispose of the existing fire detection systems at NMRN Hartlepool.

The contract for this Financial Year (2019/20) will include the full system install and commissioning on HMS *Trincomalee* followed by the buildings install the following Financial year (2020/21). The survey and proposal for both ship and buildings will take place this financial year.

3.2.2. Specification & Details of Works Requirement

Six stages are anticipated for the scope of work:

- (i) Design
- (ii) Remove Existing Systems
- (iii) Deliver materials On-site
- (iv) Install System
- (v) Test and Commission System.
- (vi) Maintenance

(i) Design

The NMRN requires the contractor to undertake a survey of the fire detection systems on the NMRN Hartlepool site, including HMS *Trincomalee*, and issue a report on the recommended fire system requirements and design necessary for the different areas.

A) HMS Trincomalee

In 2016 HMS *Victory* had a new fire detection system installed. This system was installed after extensive studies on the ship's structure and its interaction with fire. Off the back of these studies a design for a fire detection system was established. Due to the complex design of the ship and the use of the system in alerting members onboard to evacuate, the studies looked at a Category L5 design which offers an L1 performance, allowing for the ship's unusual construction characteristics. The system could not be "off the shelf" due to the heritage, construction and use of the ship.

For HMS *Trincomalee*, the contractor will be required to design, manufacture/procure, install, commission and maintain a fire detection system. The contractor will be offered the freedom to propose this design but must justify their design for the ship in a manner equal to the design justifications for HMS *Victory*. Such justifications and studies can be found in the 2013 BRE specification document written for HMS *Victory* (Appendix 1).

Like HMS *Victory*'s system, the purpose of the fire detection system for HMS *Trincomalee* is to alert all onboard and, if required, initiate evacuation of visitors from the ship. This means a Category L1 system performance is required



with the system coverage through all areas of the Ship. The complex construction and design of the Ship means the System will be an L5 system delivering an L1 performance.

The coverage of the system should include all decks, compartments and void spaces and will be linked to a new shore side Fire Control Panel (to be supplied under the contract) via a Wi-Fi link with a permanent connection, as there are no cable runs from the ship to the gift shop.

The design shall facilitate inspection, cleaning and repairs, and for operation in which continuity of service is the first consideration. All apparatus shall be designed to ensure satisfactory operation under the atmospheric conditions prevailing at the site, therefore all equipment is to be suitably IP rated to prevent water ingress. The conditions of the vessel range from 35% - 100% relative humidity and -15 – 45 degrees Celsius with frequent internal condensation build up.

The NMRN have the following documents on HMS Trincomalee:

- Line Drawing per deck showing the layout of the fire detection system
- The numbering of components for the fire detection system
- The DRAFT *Conservation Management Plan* for the ship, detailing the background and significance of the ship.
- HMS Victory fire detection and suppression system design document.

Detection system components

Point Detection

HMS Trincomalee, although smaller, is of similar period and design to HMS Victory. Tenderers are encouraged to review the HMS Victory documents to inform the design process of the HMS Trincomalee fire detection system. One part of this was testing the behaviour of smoke and fire on the decks. This informed the fire detector spacing throughout the decks. The tenderer is invited to use a similar approach to ascertain the appropriate space of fire detector heads on a new design for HMS Trincomalee. The use of wireless technology can be considered in areas where cabling would be obtrusive to visitors and the historic fabric of the ship.

Detectors – Automatic: Automatic detectors shall be of the locally resettable and detachable type, unless otherwise indicated. All automatic detectors shall include visual indication of operation; where detectors are located out of normal view, a remote indicator shall be mounted separately in the location. A low battery voltage alarm on each wireless device should be provided to generate an alarm on the control panel.

Detectors - Optical Smoke Detectors: Optical smoke detectors shall form the majority of the point detection within the development. In addition to the general areas the following areas shall have smoke detector coverage;

- Areas with travel distances, potentially, in excess of 15m
- On the bottom, top and main ladders.
- Ceiling voids with depths in excess of 800mm.

Detectors – Heat: HMS Trincomalee has areas where food is heated for events onboard. The contractor will be asked to recommend suitable measures to prevent the increase in false alarms.

The system shall be designed so removal of one detector indicates a fault but does not render other detectors inoperative. Provision shall be included so that testing of individual detectors can be made without sounding an alarm, shutting down plant etc. nor necessitating the complete system to be disabled to prevent an alarm being raised. It shall be possible to replace detectors of the same type without the need to reprogram the system.



Manual Call Points

Manual Call Points shall be provided to replace existing locations and agreed with the NMRN.

- Adjacent to all final exits from the ship;
- Adjacent to the final stair exits from each floor;
- Adjacent to each exit door in potentially hazardous mechanical and electrical plant rooms.

All manual call points shall be provided with key operated test facility and anti-tamper covers.

Fire Control Point (FCP)

The main Fire Control Point will be located in the dockside gift shop and will be used during an emergency situation to manage the controlled evacuation of the buildings and ships occupants and assist the subsequent local fire brigade emergency response operations.

The FCP shall contain the following:-

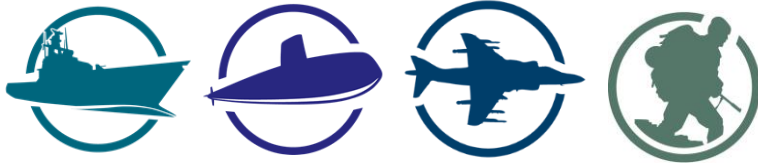
- Main Fire Alarm Panel
- Wireless/Electronic Fire Systems equipment
- Wireless control system.
- Battery Enclosures for the above equipment
- Building and ships drawings

Fire Alarm Panel

Primary Panel

The new panel will be located off the ship in the gift shop, where there is 24/7 staff presence. The new panel will service both the ship and the buildings. The panel needs, but is not limited to, the following features:

- The Fire Detection and Alarm System panel shall be of the multi-loop type. Each panel shall have a sufficient quantity of loops to serve the number of zones. Each loop shall have sufficient capacity to supply the quantities of devices shown on the layout drawings. Audible and visual alarms shall be raised if a loop becomes disconnected or a fault occurs on a loop. An alarm shall sound at the affected panel.
- Provide a clear indication of the zone and location of any detected signals.
- There will be a panel mounted printer. The PLC control panel should be able to be interrogated through connection to a laptop.
- The system shall display an event log including system amendments and provide a print out on request. It will be continuously self-monitoring and malfunctions shall be reported using the main display. This shall include monitoring for open and short circuits.
- Alarm silencing controls shall be operated by key switch or access control code and shall activate a second audible signal. Control sounders shall emit sounds which cannot be confused with fire alarm sounders.
- The system may be required to operate in different modes during visitor and non-visitor hours.
- There should be capacity to isolate zones for maintenance and during conservation.
- Wi Fi capability built in to link to the repeater panel located onboard by the port exit.
- Scope for increased capacity by a minimum of 20% to accommodate future upgrades and expansion of both temporary and permanent fire detection systems.
- The panel shall have coloured LEDs and LCD displays for system indication.
- The following connections shall be available on the panel (minimum specification);
 - Software Input Switches
 - 24V Auxiliary Outputs
 - Auxiliary Fire Changeover Contacts
 - Programmable Monitored Alarm Outputs



- Emergency Situations (Bomb Alert) Input
- Each panel shall have a test mode which shall provide the ability to test the devices on each loop independently from the other loops.
- The system shall also provide the facility for generating and storing configuration data off-line without disabling the system for more than a short time.
- The Fire Detection and Alarm Panel shall be supplied through a battery and charger arrangement. A single supply will be provided for the panel. The contractor will be required to demonstrate the continued working of the panel in the instance of mains power failure to the site, including specification on the length of time and functionality of the panel during this period.

Secondary Panel

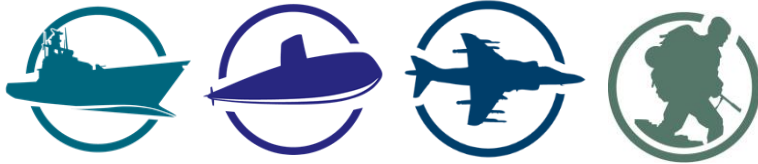
- The contractor will be required to provide a secondary repeater panel onboard HMS Trincomalee. The panel will only service the system on the ship. The repeater panel shall be sized to connect all the system devices onboard plus 20% spare capacity for future modifications/additions.

Batteries

- A battery and charger enclosure shall be provided at the Fire Detection Alarm panel. The enclosure shall contain a 24V dc battery and charger arrangement complying with EN54 Part 4. The batteries and charger shall be contained in a ventilated metal enclosure with locking doors supplied with suitable keys.
- Dual supply paths from the batteries, to the panel, shall be provided with an automatic changeover operation between the supply paths should a short circuit be detected. An alarm shall be raised, locally and centrally, if this fault is detected.
- Suitable links shall be included so that the battery may be disconnected without interrupting the supply from the charger to the Fire Detection and Alarm System.
- All wireless accessories are to have 5 year battery life cycle. Recommendations are to be renewed every 4 years.
- All apparatus and batteries shall be designed to obviate the risk of accidental short circuit due to persons, birds, vermin and dampness. Openings in ventilated structures shall be so constructed to prevent the entry of birds and vermin.

Cabling

- The Fire Detection and Alarm System shall be based upon the principle of a split wireless/hardwired system.
- The cable shall have a White Low Smoke and Fume sheath. The minimum size of conductor used shall be 1.5sq.mm.
- Where possible existing cable runs are to be used to reduce damage to the fabric of the vessel. All equipment installation and cable runs are to be agreed prior to installation. All fixing are to reflect and be sympathetic to the surrounding areas. Suitable backing plates are to be positioned and secured into the caulking seams as not to damage the deck planking on all decks. These are to be painted to match parent area.
- The network cabling is to adhere to current regulations and shall be sized to connect all the panels plus at least 20% spare capacity.
- All the system devices shall be connected to the system on a loop basis. No radial circuits shall be used, with the exception of devices integral to the panel.
- The Fire Detection and Alarm System loop cabling shall be the enhanced FP PLUS type complying with British Standards.



- Short Circuit Isolators shall be provided at the beginning of each leg of the loop, at zone boundaries and at suitable points along the loop to ensure the effects of a fault on the loop.
- Additional mechanical protection shall be applied where cables may be vulnerable to damage.
- Multiple signal paths, such as each leg of a loop circuit, shall not be run in a common multicore cable.
- All wiring is to be of the fire retardant type. The Fire Detection and Alarm System cabling shall be fixed to the surface using fire rated fixings with a rating equivalent to that of the cable itself.

Electronic Sounders

Electronic Sounders shall be used within all areas. The Contractor is required to demonstrate how they have calculated the sound level above the ambient noise level. These loop powered sounders shall be incorporated in combined units with the beacons and detectors, where possible, to minimise the quantity of ceiling mounted devices and optimise cost.

Power Supply

This supply will be derived from a local Landlords distribution board. The Fire Alarm Contractor shall be responsible for the supply and installation, including terminations, of this supply cable between the local switch disconnecter and the Fire Detection and Alarm Panel.

Any power supply used for the Electronic Fire Systems shall be monitored using appropriate auxiliary contacts and an FDA interface unit. This interface unit shall be connected into the nearest fire loop and have an adequate quantity of inputs to return all relevant power supply status conditions to the Fire Detection and Alarm system. Tenderer shall provide sufficient quantity of adequately sized interface units to cater for the proposed system and include these within the Tender return.

Any accessories that are supplied by 230 volts are to be unswitched and supported by a UPS system for at least 3 hours, so as that in the event of a mains outage the fire detection systems integrity is not compromised.

Referencing

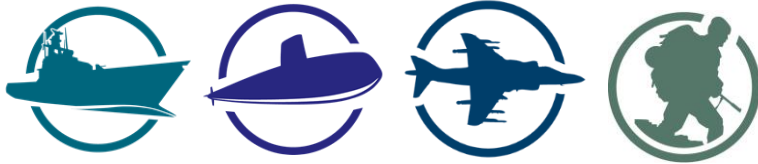
Each device shall be given a reference indicating at a minimum the device type, loop, address and zone assignment, plus its location consisting of floor level, room level and room number e.g. FIRE, OPTICAL DETECTOR, LOOP 1, ADDR 21, ZONE 3, DECK/1ST.

This text shall be displayed on the LCD alphanumeric panel displays in the event of a fire, fault or device isolation.

All fire components shall have an “address label” permanently fixed on completion of the works, showing the above reference. Spare labelling equipment shall be supplied by the Fire Alarm Trade Contractor and stored on-site. A reference schedule shall be prepared early in the Contract and submitted to the Project Manager for comment prior to installation.

Other Requirements

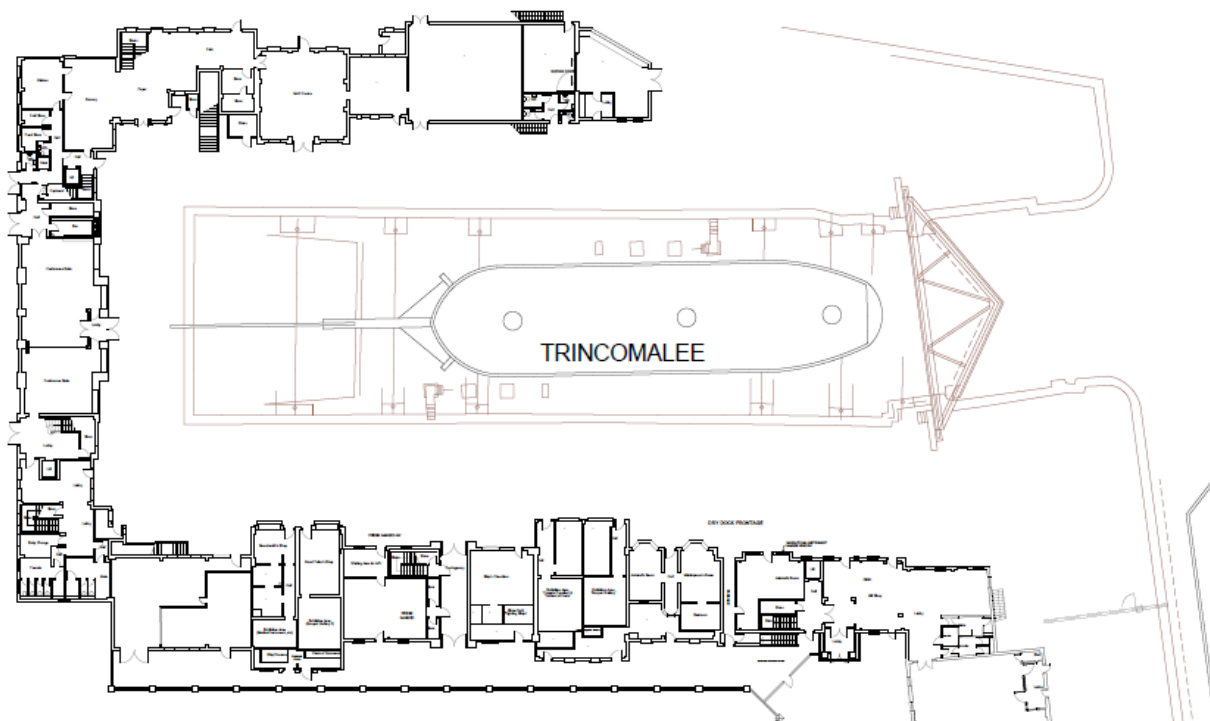
- All equipment liable to water damage shall be mounted within a minimum of 150mm above the floor. All alarm devices located externally shall be weatherproof and ingress protected to IP65. Weatherproof glands shall be used for cable entries on externally mounted equipment.
- All components in the system shall be compatible with each other and able to incorporate the installation of the building system if fitted at a later date, and should be installed in accordance with the manufacturer's recommendations.



- The Fire Detection and Alarm System shall use an Open Protocol, shall be fully modular and easily capable of expansion.
- The system shall have a proven track record of backwards compatibility. Manufacturers that cannot guarantee backwards compatibility between their existing and new equipment series will not be considered as acceptable for this project.
- HMS Trincomalee is part of the National Historic Ships Fleet, signifying its status as a rare and important historic vessel. The NMRN exercise historic best practice in the vessels care. The design must demonstrate any areas which show impact to the historic fabric of the vessel. The HMS Victory system used the caulking seams to fix to the decks. The Contractor will be required to demonstrate their use of heritage best practise in the design. The NMRN anticipate close communication with the contractor when designing the system.
- Warranties for all components will be provided within the design.

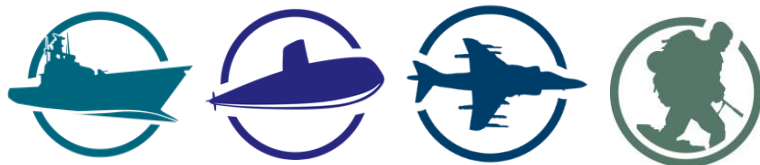
B) NMRN Hartlepool Buildings

The NMRN Hartlepool buildings surround the Jackson Dock where HMS Trincomalee is moored. The buildings include a café, kitchen, staff offices, shop, events rooms, exhibitions and galleries, workshops and storage. There is also a temporary building nearby housing the historic vessel RML 497.



The permanent buildings have a fire detection system which needs replacement. The new system needs to be compatible with the system on HMS Trincomalee, with control from a single Fire Control Panel in the gift shop.

The contractor is invited to provide a survey and proposed design for the new fire detection system in the NMRN Buildings. Within this design proposal the contractor is required to justify their decisions and metrics on the levels of



protection, speed of detection and alarm, coverage and overall design. The actions taking place within each space (eg. Office, kitchen, workshop) will be taken into account when calculating the metrics and design. This design proposal will be included with the HMS Trincomalee design to ensure maximum design integration.

(i) Remove Existing Systems, Deliver Materials On-site and Install

Remove Existing Systems

The contractor will remove the existing systems from the site and the ship. The following considerations need to be made when planning and undertaking this part of the project:

- The contractor will provide a schedule on the systems removal within buildings and the ship. This will include the locations and timeframes associated with removal.
 - There may be preparations for accessing specific areas which need to take place before removal. The Contractor will specify these preparations and identify if any NMRN support is necessary from the local NMRN Hartlepool team or from the Historic Ships team, if the actions are necessary on board HMS Trincomalee.
- The contractor will be required to demonstrate how they will reduce the level of disruption to staff, volunteers and visitors during the period of removal.
- There will be no period where a fire detection system on site and on the ship will not be in operation. The Contractor will be required to demonstrate how they intend to offer coverage during this change over period. For example, building the new system around the pre-existing system or installing a temporary system during the works.
- The Contractor will be required to demonstrate how they will conduct their disposals of the existing system. If a skip is necessary, identify its location and ensure it is covered and secure from the public. The Contractor will also be required to demonstrate the environmental impact and measures taken during this disposals process in line with current regulations.
- The contractor must demonstrate how they will prevent damage to the vessel during the removal of the fire detection system. If an area of the ship may be damaged then consult the NMRN.
- The buildings (not the ship) at NMRN Hartlepool are rented by the NMRN from the landlord, Hartlepool Borough Council. The Contractor will demonstrate how they will prevent damage to the buildings when removing the existing fire detection system.

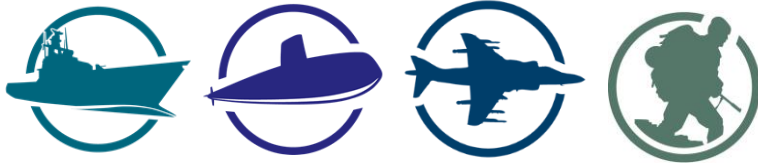
Delivery of Materials On-Site

NMRN Hartlepool has limited space for large storage of goods. There is a secure workshop which can store a few pallets. If the contractor intends to deliver a large quantity of equipment, they must demonstrate where this will be stored safely, securely and in the appropriate conditions. A security guard is present during the night, however, there have been instances of break-in.

If there is no space within the buildings, the contractor may be able to create a compound where storage can be accommodated. The contractor must be aware the NMRN will not accept responsibility for the security of this equipment when on site.

Install of the System

The Contractor will be required to install the system, either in one stage or in two phases; the ship followed by the buildings.



The Ship

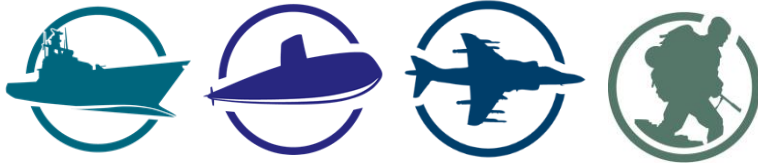
For the installation period, the contractor will be required to consider the following:

- Similar to the removal of the existing system, the contractor will provide a schedule for installation (whether undertaken before removal of the existing system, during or after). The schedule will include the areas contractors will be working on the ship, those conducting the work and any preparatory work which needs to take place before installation. If this includes the use of an NMRN Shipwright or Electrician, the NMRN can supply these services before the work takes place, removing the chance of delay.
- How the supplier will communicate progress of installation to the NMRN on a weekly basis, as well as document installation (through photos, reports etc.). This will include how the supplier will assure quality control of the installation process.
- How the supplier will communicate to the NMRN in the case of any potential impact to the historic fabric of the vessel. The supplier will be expected to not commence such works unless they have consulted the NMRN and received approval of such intervention. If hot works are required, prior approval with the NMRN is required.
- The contractor will be required to demonstrate how they will reduce impact to staff, volunteers and visitors during installation. Rates of out of hours working should be provided in case there are certain situations where the impact is too high for visitors or staff. The Contractor will be provided with dates from the NMRN for events which take place on the ship, reducing the chance of disruption.
- How the supplier will ensure the safety of the vessel, NMRN staff and visitors and themselves in the installation process. This will be through Risk Assessments provided to the NMRN before work commences on the full range of activities the supplier will undertake on board the vessel. These Risk Assessments must be approved and signed off by the NMRN. The supplier must demonstrate how they will comply with H&S best practise/IOSHH/COSHH in the preparation, installation, lunch breaks and finishing of work each day. The NMRN anticipate the need for barriers to be up to ensure no access is offered to the public in working areas. The supplier will be required to demonstrate how they will manage this.

The Buildings

For the installation period, the contractor will be required to consider the following:

- Similar to the removal of the existing system, the contractor will provide a schedule for installation (whether undertaken before removal of the existing system, during or after). The schedule will include the areas contractors will be working, those conducting the work and any preparatory work which needs to take place before installation. If this includes the use of NMRN staff, the NMRN can supply these services before the work takes place, removing the chance of delay.
- How the supplier will communicate progress of installation to the NMRN on a weekly basis, as well as document installation (through photos, reports etc.). This will include how the supplier will assure quality control of the installation process.
- The contractor will be required to demonstrate how they will reduce impact to staff, volunteers and visitors during installation. Rates of out of hours working should be provided in case there are certain situations where the impact is too high for visitors or staff. The Contractor will be provided with dates from the NMRN for events which take place in the buildings, reducing the chance of disruption.
- How the supplier will ensure the safety of the site, NMRN staff and visitors and themselves in the installation process. This will be through Risk Assessments provided to the NMRN before work commences on the full range of activities the supplier will undertake on board the vessel. These Risk Assessments must be approved and signed off by the NMRN. The supplier must demonstrate how they will comply with H&S best practise/IOSHH/COSHH in the preparation, installation, lunch breaks and finishing of work each day. The



NMRN anticipate the need for barriers to be up to ensure no access is offered to the public in working areas. The supplier will be required to demonstrate how they will manage this.

Further information

The ship is open to the public from 1000 to 1700 in peak season and 1100 to 1600 in the off season. Visitor experience staff are onboard the ship during opening hours. There are some events which take place outside of opening hours which include staff presence.

Outside of public opening hours there is a security guard presence on site. CCTV is installed around the site. Presence of the security guard means contractors can organise access to the site out of hours, in cases where installation may be difficult to achieve during opening times.

Any preparatory work necessary can be undertaken by the Historic Ships team on a site visit before work commences. Further visits will be planned during the project to ensure close communication.

(ii) Test & Commission

The Contractor will demonstrate how they will test the system in the ship and in the buildings before the system is live. This will include:

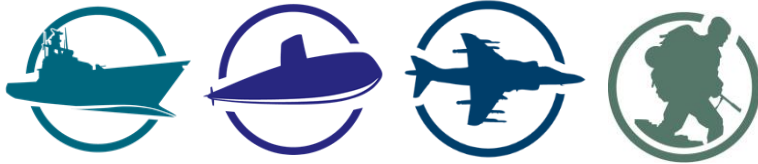
- Information on the metrics of the test in line with manufacturer's performance and the level of detail applied through the test.
- How the contractor will apply the specifications in this tender and within their design document to the test.
- If the test includes the full system or are random samples.
- Who will be undertaking the test? The installation team or another person within the company?
- Final certification.

All devices shall be fully functioning and operating correctly as specified in the manufacturer's guidance documentation at Practical Completion. Any devices found to be operating incorrectly, due to being damaged, dirty or faulty, after the initial installation and commissioning process shall be replaced by the Contractor before Practical Completion. A formal sign-off will only be given to the installation when all electronic fire systems equipment is operating correctly.

After the testing, the Contractor will be required to hand the system over to the NMRN. This will involve the following:

- A signed copy of the testing procedure
- Training for the Historic Ships representative and members of the NMRN team at Hartlepool on the system.
- Provision of the O&M Manual, including specification of the system (including design life) and valid warranties from the date of installation.
- Provision of the design document and printed out and laminated line drawings of the system on the ship and in the buildings.

On successful sign off from the NMRN the supplier will be required to provide:



- 2 x Deck plans showing layout of zones, devices and call point positions to aid fire response teams (plastic coated) in digital format, including the dates.
- Supply of spare parts and equipment to include detector heads, all types and call points
- As fitted drawings to be supplied on completion to include all power supply circuits, devices, call point positions and ancillary equipment.
- Specification and warranty information of system's components.
- O&M Manual.

(iii) Maintenance

The NMRN wish to receive guidance on the recommended maintenance of the system. This guidance will be for the design life of the system, including surveys, tests and certification.

The NMRN would like the contractor to provide their own costs for providing a three year maintenance agreement with the option prices for a further two, one year extensions. This should be broken down into the following;

- The type of maintenance
- Number of hours or days for the work to take place
- Costs for travel, if applicable, ensuring this is included within the price.
- Number of people who undertake the work.
- Payment schedule per year.

The NMRN requires the contractor to specify the way maintenance contractors are usually conducted by the contractor. This will include information on:

- Whether sites are assigned to specific people or if sites are on rotation and receive different people each site visit.
- The average response time to call outs and to repairs within the North East region.

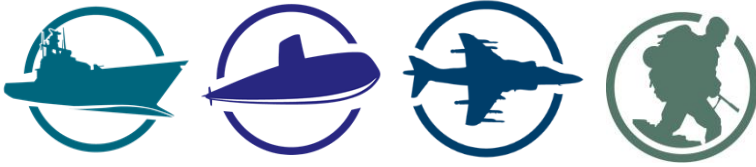
Design Standards

All designs, equipment specifications, installations and method statements shall comply with the latest editions of all relevant standards including statutory regulations and associated technical memoranda and in particular the following;

- British Standards (BSI)
- LPC incorporating BSEN 12845
- Factory Mutual Global (FM)
- National Fire Protection Association (NFPA)
- BS9251
- BS9990
- BS9999



- Harmonised European Standards (e.g. BSEN)
- BS 7671 Requirements for Electrical Installations, The IEE Wiring Regulations
- Guidance Notes on the IEE Wiring Regulations published by the Institution of Electrical Engineers
- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- HSE Publications and Guidance Notes
- Construction (Design and Management) Regulations 2015 (CDM)
- Electricity at Work Regulations
- Memorandum of Guidance on the Electricity at Work Regulations – Health and Safety Executive Booklet HS(R) 25
- Electricity Supply Regulations 1988
- Chartered Institution of Building Services Engineers – Guides and Publications
- BSRIA Technical Notes and Application Guides
- European Union Directives
- All relevant Electricity Association Engineering Recommendations and associated Guides
- Electromagnetic Compatibility Regulations
- Building Regulations and Amendments (England & Wales)
- Offices, Shops and Railway Premises Act
- Fire Safety in Section 20 Buildings – London District Surveyors Association
- EN54-25 Compliant. Wireless system.
- Ofcom Regulations for 868MHz wireless systems.
- BS 5839
- SCIDA MoD security.
- ISO 15004
- DOT 3AA2300 or 3AA2015+.



- NFPA 2001



Section 4

Tender Assessment and Evaluation

4.1 Evaluation of Tenders (Compliance)

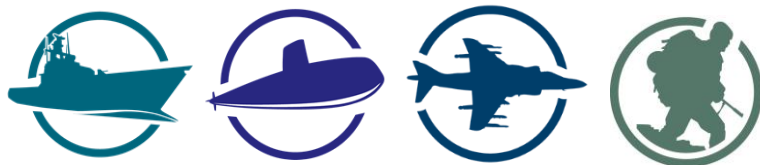
- 4.1.1 Submitted tenders will be subject to:
- 1) Compliance: A compliance check
 - 2) Selection: Quality and price evaluation
- 4.1.2 The initial compliance phase will include checks to ensure the documents have been properly completed and all required information has been provided.
- 4.1.3 If, during the initial compliance phase, it is apparent that a Tenderer has submitted a fundamentally non-compliant or incomplete tender then the NMRN reserves the right to reject that tender and continue to assess the other tenders as appropriate.
- 4.1.4 Tenders who pass this initial screening process will thereafter be subject to further assessment as detailed below.
- 4.1.5 The evaluation process will be systematic, thorough and fair.

4.2 Evaluation of Tenders (Selection)

- 4.2.1 The Selection stage will evaluate Tenderers on the following aspects of their responses to the questionnaire in Section 7 of the Tender document.

7.1	General Information	Not assessed – for information only
7.2	Consortia Information	Not assessed – for information only
7.3	Insolvency and Criminal Proceedings	Pass / Fail
7.4	Financial Information	Pass / Fail
7.5	Technical and Professional Capability	Pass / Fail
7.6	Equalities	Pass / Fail
7.7	Health and Safety	Pass / Fail
7.8	Information Security Policy	Pass / Fail

- 4.2.2 Only information provided as a direct response to the questionnaires will be evaluated. Information and details which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process.
- 4.2.3 All questions will be answered.



- 4.2.4 Please note that the NMRN may require clarification of the answers provided or ask for additional information.
- 4.2.5 The response should be submitted by an individual of the organisation, company or partnership who has the authority to answer on behalf of that organisation, company or partnership.
- 4.2.6 Should the response be found to be erroneous or in any other way incorrect, the NMRN reserves the right to disqualify the candidate from the tender.
- 4.2.7 Each of the above Selection stage aspects will be evaluated separately, with a mark of Pass or Fail. Tenderers will be required to pass all aspects in order to achieve an overall Pass for the Selection stage and therefore have their tender further assessed in the final evaluation phase which covers price.

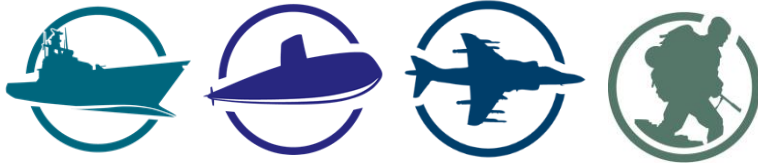
4.3 Evaluation of Tenders (Award)

4.3.1 Quality – 70%

The **Qualitative** assessment will be made by reviewing the tender against the requirements of this ITT. Any tender responses not meeting mandatory requirements will be rejected in full at this point and will not be assessed or scored further. Tender responses not rejected will be scored by an evaluation panel appointed by the National Museum for all criteria other than commercial using the following scoring model:

4.3.2 Each reply will be scored according to the assessment given in the table below:

Points	Interpretation
0	Very Poor (does not meet any of the requirement) or Very High/Extreme Risk The response is significantly below what would be expected because of one or all of the following: <ul style="list-style-type: none"> • The response indicates a significant lack of understanding • The response fails to meet the requirement
1	Poor (meets some of the requirement) or Above Average/High Risk The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following: <ul style="list-style-type: none"> • There is at least one significant issue needing considerable attention • There is insufficient evidence to demonstrate competence or understanding • The response is light and unconvincing
4	Fair (meets most, but not all the requirement) or Average Risk The response meets most of the requirement, but there is a least one significant issue of concern or several smaller issues. These would require some further clarification or attention later in the procurement process and may arise through lack of demonstrated capability and/or appropriate evidence. The response therefore shows: <ul style="list-style-type: none"> • Basic understanding of the requirements • Sufficient competence demonstrated through relevant experience • Some areas of concern that require attention
7	Good (meets the requirement) or Low Risk



	<p>The response broadly meets what is expected for the criteria. There are no significant areas of concern, although there might be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:</p> <ul style="list-style-type: none"> • Good understanding of the requirements • Sufficient competence demonstrated through relevant experience • Some insight demonstrated into the relevant issues.
9	<p>Very Good (exceeds the requirement) or Very Low Risk</p> <p>The response exceeds what is expected for the criteria. Leave no doubt as to the capability and commitment to deliver what is required. The response therefore shows:</p> <ul style="list-style-type: none"> • Very good understanding of the requirement • Considerable competence demonstrated through relevant experience • Considerable insight into the relevant issues <p>The response is also likely to propose additional value in several respects above that expected</p>

4.3.3 The Qualitative Method of Approach will consider:

- Relevant skills and experience of the contractor and sub-contractors in design and build of fire detection systems
- Experience in maritime sector and working with historic vessels.
- Understanding of the brief
- Quality of the method statement and approach
- Environmental Sustainability

4.3.4 Commercial evaluation – 30%

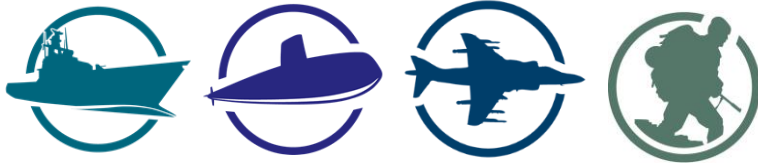
The **Commercial** evaluation will be based on your “Overall Price” as calculated in accordance with requirements of the Pricing Schedule and evaluated by the evaluation panel. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the National Museum. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the National Museum as part of the pricing approach, the National Museum may reject the full tender response at this point. The National Museum may also reject any tender response where the Overall Price for the services is considered to be abnormally low following the relevant processes set out under EU procurement rules. A maximum offer score will be awarded to the tender response offering the lowest “Overall Price”.

4.3.5 If further clarifications are required after the scoring the NMRN may contact shortlisted tenderers to arrange for further clarifications to be provided. This may be in the form of an interview, conference call or via email.

4.4 Variant Bids

4.4.1 Subject to the submission of a compliant tender, bidders may also submit an alternative price and method for provision of the services or goods which NMRN, at its sole discretion, may or may not pursue.

4.5 Confidentiality



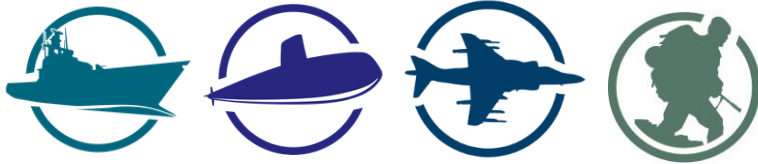
- 4.5.1 NMRN will not disclose to any third party information that is supplied in tenders that is marked as confidential. All other information supplied by bidders to NMRN will similarly be treated in confidence except that references may be sought from banks, existing or past clients, or other referees submitted by the Bidders.

4.6 Conflict of Interest

- 4.6.1 Bidders are required to confirm that they are not aware of any conflict of interest or any circumstances that could give rise to a conflict of interest in the performance of the proposed Contract.

4.7 Consortia

- 4.7.1 Bids from multi-disciplinary organisations and specially formed consortia are encouraged, but all organisations in specially formed consortia must be identified in the response to the ITT. Each group or consortium will be required to nominate a lead person with whom NMRN can contract or form themselves into a single legal entity before contract award. In the case of group bidders or consortia, each service provider will be required to become jointly and severally responsible for the contract before acceptance.
- 4.7.2 If the tenderer is a group bidder or consortium, each member of the consortium must be identified separately as part of the response to this ITT.
- 4.7.3 If the tenderer is a member of a group of companies they should provide information only about themselves and not the Group as a whole (except where Group information is specifically requested by the question).



Section 5

Structure and Format of Response

5.1 Introduction

5.1.1 Your response to this tender document should follow the defined structure as outlined. Your response will be used to evaluate and score the different sections of each proposal received. All parts of this section are deemed **Essential** and require response:

- 1) Pricing Proposals
- 2) Supplier Questionnaire
- 3) Consortia Information Insolvency & Criminal Proceedings
- 4) Financial Information
- 5) Technical or Professional
- 6) Capability
- 7) Equalities
- 8) Health & Safety
- 9) Information Security Policy
- 10) Form of Tender
- 11) Certificate of Non-Collusion

Please make reference to your guidance materials, service level agreements and standard documentation where applicable in your answers to this ITT. Please supply relevant documentation with your submission. You are asked to answer questions fully and where indicated in the format required. This is to allow easy comparison between the responses of different suppliers in making the assessment.

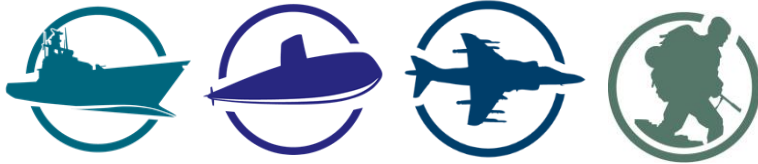
Any tender not conforming to this requirement is likely to be disqualified.

5.1.2 The response should be presented in A4 format with an easily readable font style and size.

5.2 Approach to the Contract (Quality Control)

5.2.1 Contractors should describe how they will approach the implementation and performance of this contract with particular regard to the requirements outlined in the Schedule of Requirements / Services (section 3.2). Contractors should outline their proposals for on-going quality control during the project and how they will remedy any failures.

5.3 Project Resourcing



- 5.3.1 Contractors should describe the resources that they will be deploying on this contract if they are successful, stating whether any staff resources are currently in place or will require to be recruited. They should also give indications as to the background and knowledge of key personnel who will be deployed in the delivery of this contract.
- 5.3.2 Explain any sub-contract arrangements that you will depend on to deliver the contract and explaining how you will manage this/these relationships with other stakeholders (if any).

Any Lead Times between award of Contract and start of Services should be highlighted.



Section 6

Pricing Proposals

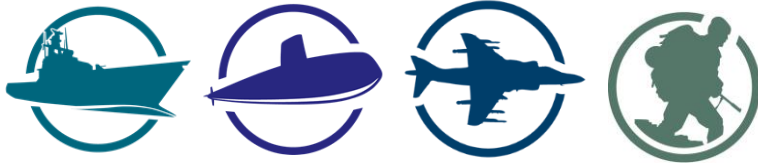
6.1. Cost Breakdown for Installation Project

6.1.1. Please confirm the cost breakdown within the below table. This includes the fee payment dates, resource allocation of team members throughout the project, costs per work item, timescale and your invoicing periodicity.

6.1.2 We require a cost breakdown for.

Design and build of only HMS Trincomalee in 2019/20 Financial year (By end of March 2020) followed by build of NMRN Hartlepool buildings in 2020/21 Financial Year (April 2020 – March 2021).

Item	Description	Staff Member	Days	Cost (£) (Lump Sum)	Program & Milestone
1	Stage 1: Design				
1.1	Provide further detailed design of fire detection system after tender is awarded		0.X	£X	Week commencing (w/c)
2	Stage 2: Removal of existing system				
2.1			-		w/c
2.2			-		w/c
2.3			-		w/c
2.4			-		w/c
3	Stage 3: Materials on-site				
	<i>Half-way stage invoice?</i>				
3.1			-		w/c
3.2			-		w/c
3.3			-		w/c
4	Stage 4: Install (Options 1 & 2)				
4.1					w/c
4.2					w/c
4.3					w/c
5	Stage 5: Test & Commission				
5.1					w/c



	<i>Final invoice?</i>				
TOTAL LUMP SUM (EXC. VAT)			X Days	£X	w/c – w/end

6.2. Day Rates for the installation project

6.2.1. Please confirm the day and hourly rates of members of the team, including travel, accommodation and subsistence.

Team – Rates			
Team Member	Hourly Rate (£)	Daily Rate (£)	Travel, Accom & Subsistence (Daily)
Lead			
Team Member [1]			
Team Member [2]			
Etc.			

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified.

Signature: _____

Designation: _____

Company: _____

Date: _____

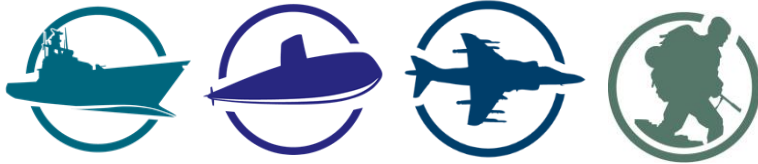
Note that **Pricing Proposals** should be completed in full and must be signed by a person properly authorised to do so on behalf of the bidding organisation

6.3. Cost Breakdown for Ongoing Maintenance

The NMRN wish to receive guidance on the recommended maintenance of the system. This guidance will be for the design life of the system, including surveys, tests and certification.

The NMRN would like the contractor to provide their own costs for provision of a maintenance agreement for the system. This should be broken down into the following:

- The type of maintenance and when it will take place.



- Number of hours or days for the work to take place.
- Costs for the planned visits including travel, accommodation and subsistence (if visits are undertaken over a number of days).
- Number of people who undertake the work from the company per visit
- The extent of NMRN presence needed during the visits and any preparation for access to specific areas of the system before the visits take place.
- Costs for non-planned call outs, both in working hours and out of hours.

The NMRN requires the contractor to specify the way maintenance contractor are usually conducted by the contractor. This will include information on:

- Whether sites are assigned to specific people or if sites are on rotation and receive different people each site visit. If applicable, please provide the CCs of those who will be delivering the maintenance agreement.
- The average response time to call outs and to repairs within the North East region over a three year period. Please provide at least two references for companies which have a maintenance agreement with you in the North East of the UK.



Section 7

Supplier Questionnaire

7.1 General Information

7.1.1 Full legal name, address and website of the Potential Provider in whose name the tender will be submitted (the Prime or Single contractor):

Company Name	
Address from which the contract will be delivered	
Town/City	
Postcode	
Country	
Website	

7.1.2 Name, position, telephone number and email address of the main contact for this project:

Name	
Position	
Telephone Number	
Fax Number	
Email Address	

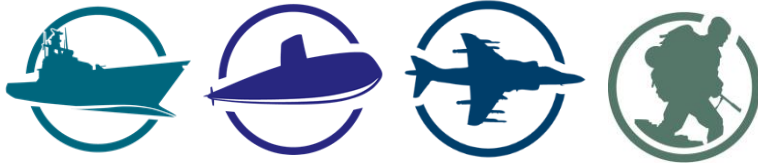
7.1.3 Current legal status of Potential Provider (e.g. partnership, private limited company, etc.)

	Please tick one box
Sole Trader	
Partnership	
Public Limited Company	
Private Limited Company	
Public Sector (including Registered Charities, NDPBs, Housing Associations)	
Other (please state)	

7.1.4 Date and place of formation of the Potential Provider and, if applicable, registration under the Companies Act 2006¹. Please provide copies of Certificates of Incorporation (where appropriate) and any changes of name, registered office and principal place of business.

Date of Formation	
Place of Formation	
Date of Registration	

¹ Potential Providers established outside the United Kingdom may provide equivalent information. For a list of acceptable equivalent information, please refer to Regulation 23(7) of the Public Contracts Regulations 2006.



Company Registration Number	
Certificates enclosed	
Registered VAT Number	
Registered Office	
Principal Place of business	

Ownership Structure

7.1.5 If the Organisation is a member of a group of companies, give the full legal name and address of the Parent/Holding Company, if applicable:

Company Name	
Address	
Town/City	
Postcode	
Country	
Company Registration Number²	

7.1.6 Full legal name and address of (ultimate) Parent/Holding Company, if applicable:

Company Name	
Address	
Town/City	
Postcode	
Country	
Company Registration Number³	

7.1.7 If the Potential Provider is a division or subsidiary, what is the relationship with the Parent Company (e.g. 100% owned subsidiary)

Relationship	
---------------------	--

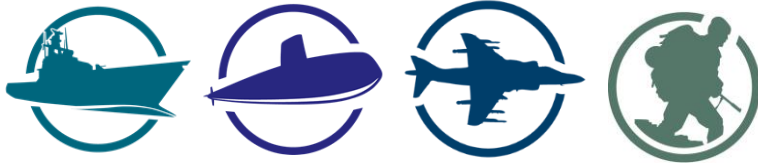
7.1.8 Please provide a one-page chart illustrating the ownership of the Potential Provider including relations to any parent or other group or holding companies.

Ownership structure enclosed (please tick ✓)	
--	--

7.1.9 Please provide a brief history of the Potential Provider’s organisation.

² Or, for parent companies established outside the United Kingdom, equivalent information as set out in Regulation 23(7) of the Public Contracts Regulations 2006.

³ Or, for parent companies established outside the United Kingdom, equivalent information as set out in Regulation 23(7) of the Public Contracts Regulations 2006.



<p>Brief history of the Potential Provider’s organisation, no more than 400 words, including details of any parent and associated companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures etc. which are currently in the public domain.</p>	
--	--

7.1.10 Is the Potential Provider a consortium joint venture or other arrangement? If so, and if it is available, please provide details of the constitution and percentage shareholdings.

Consortium	
<i>If yes, please complete the table below:</i>	
Organisation	Percentage Shareholding

7.1.11 Registration with a professional body.

Where applicable, is the Potential Provider registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex IX B of Directive 2004/18/EC) under the conditions laid down by that member state⁴).

Evidence of Registration with appropriate professional/trade body
<i>Either insert required details or state 'None'</i>

7.1.12 VAT registration number

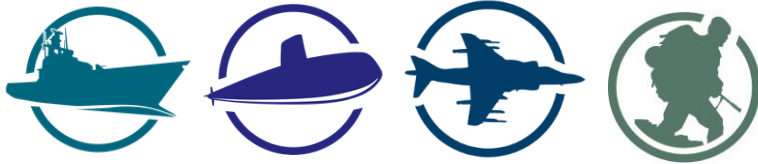
VAT Registration Number	
--------------------------------	--

7.1.13 I am able to confirm the following insurances are in place and provide a copy of said copy certificates upon commencement of any contract.

Public Liability (min 5 mil - please tick ✓)	
Company: -	Policy Number: -

Employers Liability Insurance (please tick ✓)	
Company: -	Policy Number: -

⁴ In the UK this condition is satisfied by registration with Companies House or a declaration on oath that the candidate is carrying on business in the trade in question in the UK at a specific place of business and under a specific trading name.



7.2 Consortia Information

All Potential Providers should answer question 7.2.1. Where a Potential Provider at this stage of the process intends to sub-contract they should answer questions 7.2.2 and 7.2.3 below. Where a Potential Provider becomes aware of the intention to sub-contract at later stages in the procurement they are required to notify NMRN of this and provide the information requested below at that time. Where a Potential Provider is a consortium, they should indicate which members are proposing to deliver the services.

7.2.1 Please tick the box below which applies:

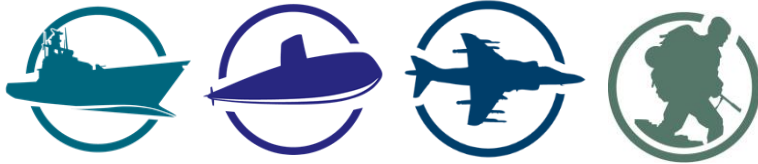
(a) Your organisation is bidding to provide all the services required itself (if ticked, go to Section 3)	
(b) Your organisation is bidding in the role of Prime Contractor and intends to use the third parties to provide some services	
(c) The Potential Provider is a consortium	

7.2.2 If your answer to 7.2.1 is (b) or (c), please indicate in the table below (by inserting the relevant company/organisation name) the role your partner organisation(s) will undertake or potentially undertake as part of this service.

Requirement	Company/Organisation	How much of the requirement and what will they directly deliver (%)

7.2.3 If your answer to 7.2.1 is (b) and you are unable to confirm all partners (complete a supply chain) at this stage, you will need to demonstrate a satisfactory methodology and track record of delivering a supply chain. Please give a brief outline on policy regarding the use of partner organisations and, if applicable, the extent to which it is envisaged they may be used in any contract.

Methodology for procuring supply chain (no more than 300 words)



7.3 Insolvency and Criminal Proceedings

7.3.1 Has the organisation or any of the directors, partners or proprietors been in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors or subject to relevant proceedings?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.3.2 Has the organisation or any of the directors, partners or proprietors been convicted of a criminal offence related to business or professional conduct?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If you are completing the questionnaire as a primary contractor, please confirm this in section 3 for all your proposed consortium members and any other third parties you are considering using to provide the service to the National Museum of the Royal Navy



7.4 Financial Information

7.4.1 Please provide the following financial information or an explanation as to why this information cannot be provided:

(a) A copy of the most recent audited accounts for your organisation that cover the last three years of trading or for the period that is available if trading for less than three years.

or

(b) A statement of the organisation's turnover, Profit & Loss and cash flow position for the most recent full year of trading (or part year if full year not applicable) and an end period balance sheet, where this information is not available in an audited form at (a).

or

(c) Where (a) and (b) cannot be provided, a statement of the organisation's cash flow forecast for the current year and a bank letter or statement from the relevant Director or Accountant outlining the current cash and credit facility position.

and

(d) If the organisation is a subsidiary of a group, (a) or (c) are required for both the subsidiary and the ultimate parent company. Where a consortium or association is proposed the information is requested for each member company.

and

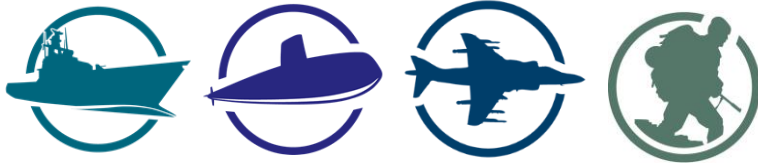
(e) Please provide a statement of the organisation's turnover that relates directly to the supply of this service for the past three years, or for the period the organisation has been trading (if less than three years) in the boxes below:

Year Ended	XX/XX/XXXX	XX/XX/XXXX	XX/XX/XXXX
Turnover (£)	£.....	£.....	£.....

7.4.2 Parent company and/or other guarantees of performance and financial standing may be required if considered appropriate as well as confirmation of the organisation's willingness to arrange for a guarantee or a performance bond.

Where the potential provider is dependent financially on a parent company to support its application for this procurement, it must indicate in the box below whether a Parent Guarantee is available if requested.

Where required, Parent Guarantee available?	YES / NO (please delete)
---	--------------------------



7.4.3 Name and address of principal banker:

Bank Name	
Address	
Town/City	
Postcode	
Telephone	
Email Address	

If requested, would you be willing to provide a Banker's reference?	YES / NO (please delete)
---	--------------------------

7.4.4 Has your business met the terms of its banking contracts or any loan arrangements or mortgages during the past year?

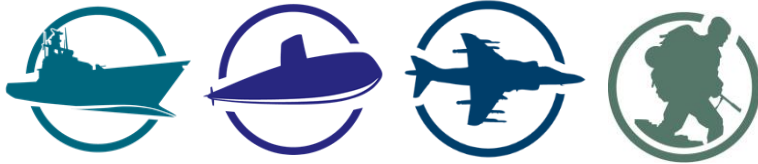
Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If the answer is no, please provide reasons and state what action has been taken by you to rectify the situation?	
---	--

7.4.5 Has your business met all its obligations to make payments as they fall due to its suppliers, staff and/or landlord/licensor during the past year?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If the answer is no, please provide reasons and state what action has been taken by you to rectify the situation?	
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7.5 Technical or Professional Capability

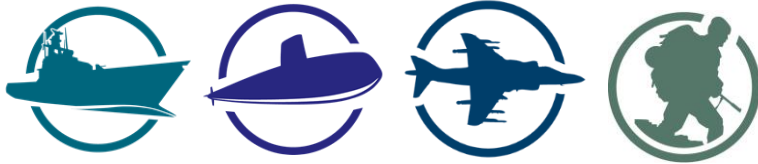
Bidders are required to provide evidence of having the necessary capacity and capability to deliver the requirements of the contract.

Bidding organisations may demonstrate their experience in delivering goods, services and works similar to the current contract using examples from:

- Within their own organisation (bidders may rely on experience of personnel that they intend to use to carry out the current requirement, even if that experience was gained whilst working for a different organisation)
- Other consortium members (where a consortium bid is being proposed)
- Named sub-contractors (where sub-contractors are being used and their identity is known).

7.5.1 Please provide two examples below:

<p>Please provide your first relevant example that demonstrates your organisations, or, where relevant consortium members and/or named sub-contractors experience in delivering similar goods, services or works to the requirements of this procurement exercise.</p> <p>For goods and services contracts your examples must be from within the last three years and for works contracts your examples must be from within the last five years.</p> <p>The information you provide should cover the following areas:</p> <ul style="list-style-type: none"> • A description of the goods, works or services delivered; • Contract value and dates; • Previous or current customer details; • Details of the individuals involved in delivering the contract; • Details of where you have been able to demonstrate added value through the adoption of innovative solutions. <p>Either use the space provided or attach a document to your response, which should be no longer than 2 pages of A4</p>	
<p>Please provide your second relevant example that demonstrates your organisations, or, where relevant consortium members and/or named sub-contractors experience in delivering similar goods, services or works to the requirements of this procurement exercise.</p> <p>For goods and services contracts your examples must be from within the last three years and for works contracts your examples must be from within the last five years.</p> <p>The information you provide should cover the following areas:</p> <ul style="list-style-type: none"> • A description of the goods, works or services delivered; • Contract value and dates; • Previous or current customer details; • Details of the individuals involved in delivering the contract; 	



<ul style="list-style-type: none"> • Details of where you have been able to demonstrate added value through the adoption of innovative solutions. Either use the space provided or attach a document to your response, which should be no longer than 2 pages of A4 	
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7.5.2

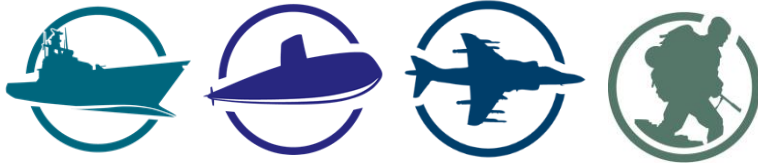
<p>In relation to two examples above, please attach confirmation that the requirements were delivered successfully e.g. acceptance/completion certificates or customer written declaration (if available)</p>	
---	--

7.5.3

<p>Please provide details on the methods you will use to undertake the work as specified in Specification in Section 3. This will include the following:</p> <ul style="list-style-type: none"> • Schedule • Method • Materials stored and used • Resources per day guaranteed • Heritage impact • Communication with NMRN staff 	
--	--

<p>Please demonstrate how you will comply with H&S requirements when:</p> <ul style="list-style-type: none"> • Disposals policies and standards for this project • Tool Box talks • Qualifications of all staff, including sub-contractors • Compliance with NMRN’s H&S procedures • RAMS • Review process of RAMS • Storage of materials <p>Please specify how you intend to insure the carvings during transport and the work.</p>	
---	--

<p>Please confirm whether or not your organisation, consortium members have:</p> <ul style="list-style-type: none"> • Defaulted on the delivery of a contract within the last 3 years (goods and services) or 5 years (works) • Had a contract cancelled, or not renewed, for failure to perform within the last 3 years (goods and services) or 5 years (works) <p>If any of the above applies, please provide an explanation of the action you have taken to prevent a re-occurrence</p> <p>Guidance – <i>The buyer will use the information to determine whether you have a successful record of delivery.</i></p>	
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7.6 Equalities

7.6.1 Does your organisation comply with your statutory obligations under the Equality Act 2010?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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7.6.2 If relevant to the status of your organisation, i.e. if you have more than 5 staff, please attach a copy of your Equality and Diversity policy and/or equal opportunities policy with your response

7.6.3 In the last three years has any finding of unlawful discrimination been made against your business or organisation by any court or employment tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in jurisdiction other than the UK)?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If you answered 'yes' to the above question, provide a summary of the finding or judgement and explain what action you have taken to prevent similar unlawful discrimination from reoccurring.

Guidance – Buyer may not be able to select a bidder to tender if it has been found to have unlawfully discriminated in the last three years unless it has provided compelling evidence that it has taken robust and appropriate action to prevent similar unlawful discrimination reoccurring

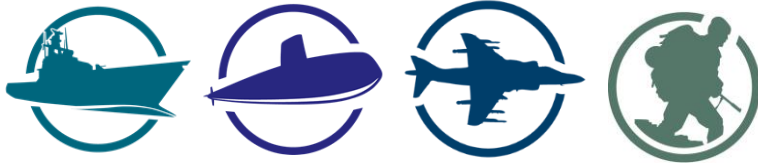
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7.6.4 In the last three years, has your organisation had a complaint upheld following a formal investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in the jurisdiction other than the UK), on grounds of alleged unlawful discrimination?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If you answered 'yes', provide a summary of the nature of the investigation and an explanation of the outcome (so far) of the investigation. If the investigation upheld the complaint against your organisation, provide an explanation of what action (if any) you have taken to prevent unlawful discrimination from re-occurring.

Guidance – Buyer may not be able to select a bidder if a complaint is upheld following investigation, unless robust and appropriate action has been taken to prevent similar unlawful discrimination from reoccurring



7.7 Health and Safety

7.7.1 Does your organisation have a written Health and Safety Policy?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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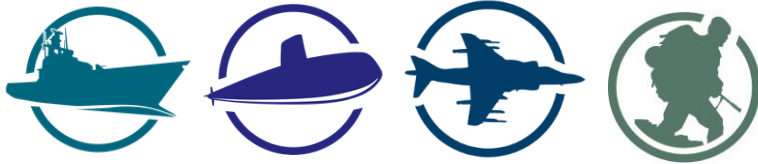
7.7.2 Does your organisation ensure compliance with the Health and Safety at Work Act 1974?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.7.3 Does your organisation train staff in Health and Safety?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.7.4 Please provide the name of the person in the business specifically responsible for health and safety matters:



7.8 Information Security Policy

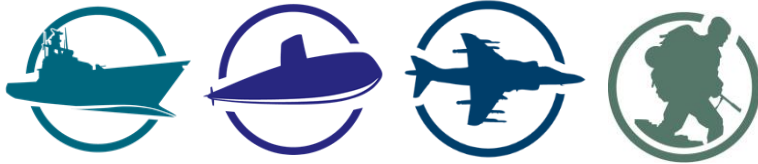
7.8.1 Does your firm have a policy on the protection of client data with respect to the statutory requirements on Data Protection, Freedom of Information and Environmental Information Regulations and confidentiality?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Please provide details

7.8.2 Please provide any further information you think might be relevant to the provision of this service such as: any additional skills or processes your organisation possesses which you consider would lead to additional value/ benefit for the NMRN

Please provide details



Section 8

Form of Tender

To: NMRN

Dear Sir/Madam

TENDER FOR:

1. I/We* the undersigned DO HEREBY UNDERTAKE on the acceptance by the NMRN of my/our* tender to supply and/or deliver the goods and/or services on such terms and conditions and in accordance with such specifications as are contained or incorporated in the invitation to tender.
2. Any prices, rates or discounts quoted in this tender are valid for 90 days after the tender return date and we confirm that the terms of the tender will remain binding upon us and may be accepted by you at any time before the expiry of that period.

Signed	
Name	
Position in Organisation	
Duly authorised to sign tenders for and on behalf of [Name]	
Registered Address	
Nationality of Company	
Date	



Section 9

Certificate of Non-Collusion

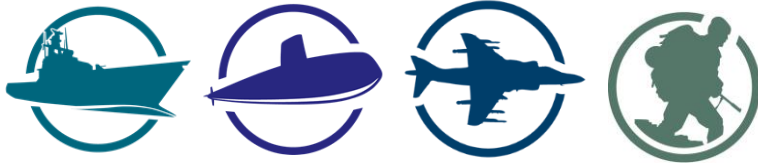
TO: NMRN

RE:

The essence of the public procurement process is that the NMRN shall receive bona fide competitive tenders from all Tenderers. We, the undersigned, hereby certify that this is a bona fide bid and (except as authorised in the Invitation to Tender) we have not, and insofar as we are aware neither has any of our (or any of our proposed sub-contractors) officers, employees, servants or agents:

- (a) Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made; or
- (b) Informed any other person, other than the person calling for this bid, of the amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bid was necessary to obtain quotations necessary for the preparation of the bid for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the bid; or
- (c) Caused or induced any person to enter into such an agreement as is mentioned in paragraph (a) above or to inform us of the amount or the approximate amount of any rival bid for the Contract; or
- (d) Committed an offence under any applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010; or
- (e) Offered or agreed to pay or give any sum of money, inducement or 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 Bid or proposed Bid for the works any act or omission; or
- (f) Canvassed any other persons referred to in paragraph (a) above in connection with the Contract; or
- (g) Contacted any officer of NMRN or their agents about any aspect of the contract including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Tenderer of such officer or agent for the purposes of the Framework Contract or for soliciting information in connection with the Contract.

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 7 above before the hour or date specified for the return of the bid nor (in the event of the bid being



accepted) shall we do so while the resulting contract(s) continue in force between us (or our successors in title) and NMRN.

In this certificate, the word 'person' includes any person, body or association, corporate or incorporate and 'agreement' includes any arrangement whether formal or informal and whether legally binding or not

Signed	
Name	
Position in Organisation	
For and behalf of	
Date	