

**INVITATION TO TENDER  
FOR  
WORKS TO THE SEA RAILINGS AT TRINCOMALEE WHARF,  
HARTLEPOOL**

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

ISSUE: 001

## Table of Contents

Section 1.....	3
Instructions and information on tender process.....	3
Section 2.....	6
Terms and Conditions applying to this tender.....	6
Section 3.....	7
Specification.....	7
Section 4.....	9
Tender Assessment and Evaluation .....	9
Section 5.....	13
Structure and Format of Response .....	13
Section 6.....	14
Pricing Proposals .....	14
Section 7.....	16
Supplier Questionnaire .....	16
Section 8.....	26
Form of Tender .....	26
Section 9.....	27
Certificate of Non-Collusion.....	27
 Appendix 1 – Sea Railings Condition Report	
Appendix 2 – Sea Railings Images	
Appendix 3 – T&Cs	
Appendix 4 – NMRN GDPR Policy	
Appendix 5 – Example terms and conditions of contract	

## 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	04/12/2020
2	Final Date for receipt of any tenderer's questions	16/12/2020
3	Site visit for tenders	07-16/12/2020
4	Deadline for return of tenders	05/01/2021
5	Desktop Evaluation of tenders	06/01/2021-07/01/2021
6	Award notice issues	08/01/2021 (End of standstill 08/01/2021)
7	Commencement of contract	11/01/2021

#### 1.2 Submission of Tender Documents

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

**Date: Tuesday 5<sup>th</sup> January 2021**

**Time: 1200 Midday**

**Responses should be submitted in an electronic format addressed to: [tenders@nmrn.org.uk](mailto:tenders@nmrn.org.uk).**

**PLEASE NOTE THIS EMAIL IS DIFFERENT TO THE CLARIFICATIONS AND CORRESPONDENCE EMAIL DURING THE TENDER RPROCESS.**

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

1.2.3 Late responses will not be accepted.

1.2.4 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 Robert James [robert.james@nmrn.org.uk](mailto:robert.james@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 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.

1.7.3 Questions relating to tender specifics should be directed to Robert James [robert.james@nmrn.org.uk](mailto:robert.james@nmrn.org.uk)

## 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 3 to this document. The NMRN's Data Protection Policy can be viewed in Appendix 4.

#### 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

#### 3.1 Introduction

The National Museum of the Royal Navy (NMRN) has a requirement to undertake repair works to the sea railings situated along Trincomalee Wharf in Hartlepool. A suggested condition report has been provided in Appendix 1 for information but tenderers must carry out their own assessment of the condition of the railings, posts and how they are fixed and quote for their refurbishment, as appropriate.

Appendix two provides images highlighting the current condition of the railings and posts.

The overall contract value is in the region of £40,000 and all works must complete by 31<sup>st</sup> March 2021.

**Site Visits:** Site visits are available by appointment, and are dependent on the latest Covid-19 restrictions. They will be conducted by the NMRN Hartlepool team based at Jackson Dock, Maritime Ave, Hartlepool, TS24 0XZ.

To make an appointment email Robert James [robert.james@nmrn.org.uk](mailto:robert.james@nmrn.org.uk)

#### 3.2 Statement of Requirements

NMRN requests pricing proposals which phase the work as follows:

- Phase 1: Urgent repairs required to address immediate health & safety issues. Appendix 1 indicates in red the areas likely to fall into this phase of work.
- Phase 2: Areas which are currently safe but likely to become a health & safety concern in the next six months (suggested areas marked up in orange in Appendix 1)
- Phase 3: Remaining areas which require minor refurbishment/painting to protect them from degradation, suggested in green in Appendix 1.

In each of the three phases above, the tenderer must include with their submission, which railings and posts will be addressed at each phase and detail the work to be carried out (i.e. refurbishment or replacement, re-securing of posts etc)

Tenderers are reminded to conduct their own detailed assessment of the level of repair or replacement needed rather than rely on the suggested condition report provided by NMRN.

Tenderers should also provide a further price for addressing all works in a single phase.

Key requirements of tender submissions:

- The tender must demonstrate clearly the works proposed at each stage and timescales and costs for each.
- Proposed works should address the condition of the railings and posts themselves in addition to rectifying any issues relating to how they are secured.
- Proposal that clarifies:

- Cost if each phase is awarded as a standalone contract
  - Cost if all three phases are awarded as a single contract
- Proposal that ensures that the railings meet health and safety standards.
- Tenderers must supply a copy of their RAMS with their application. These will be assessed against NMRN H&S requirements (consistent with HSE standards).
- A clear invoicing programme, including an indication of any upfront costs.
- Removal of any waste and damaged posts/railings for disposal.
- Appropriate materials for use in a marine environment.

Tenderers are requested to review this specification in detail and ensure submissions address all areas in order for the submission to be compliant.



## 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 – 40%

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	<p>Very Poor (does not meet any of the requirement) or Very High/Extreme Risk</p> <p>The response is significantly below what would be expected because of one or all of the following:</p> <ul style="list-style-type: none"> <li>• The response indicates a significant lack of understanding</li> <li>• The response fails to meet the requirement</li> </ul>
1	<p>Poor (meets some of the requirement) or Above Average/High Risk</p> <p>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:</p> <ul style="list-style-type: none"> <li>• There is at least one significant issue needing considerable attention</li> <li>• There is insufficient evidence to demonstrate competence or understanding</li> <li>• The response is light and unconvincing</li> </ul>
4	<p>Fair (meets most, but not all the requirement) or Average Risk</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Basic understanding of the requirements</li> <li>• Sufficient competence demonstrated through relevant experience</li> <li>• Some areas of concern that require attention</li> </ul>

7	<p>Good (meets the requirement) or Low Risk</p> <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"> <li>• Good understanding of the requirements</li> <li>• Sufficient competence demonstrated through relevant experience</li> <li>• Some insight demonstrated into the relevant issues.</li> </ul>
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"> <li>• Very good understanding of the requirement</li> <li>• Considerable competence demonstrated through relevant experience</li> <li>• Considerable insight into the relevant issues</li> </ul> <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
- Experience
- Understanding of the brief
- Quality of the method statement and approach

#### 4.3.4 Commercial evaluation – 60%

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 Capability
- 6) Equalities
- 7) Health & Safety
- 8) Information Security Policy
- 9) Form of Tender
- 10) 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

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 periods.

Item	Description	Staff Member	Days	Cost (£) (Lump Sum)	Program & Milestone
<b>1</b>	<b>Stage 1:</b>				
<b>1.1</b>			0.X	£X	Week commencing (w/c)
<b>2</b>	<b>Stage 2:</b>				
<b>2.1</b>			-		w/c
<b>2.2</b>			-		w/c
<b>2.3</b>			-		w/c
<b>ETC.</b>					
	<i>Final invoice?</i>				
<b>TOTAL LUMP SUM (EXC. VAT)</b>			<b>X Days</b>	<b>£X</b>	<b>w/c – w/end</b>

## 6.2. Day Rates

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

## 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):

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

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

<b>Name</b>	
<b>Position</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	

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

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

7.1.4 Date and place of formation of the Potential Provider and, if applicable, registration under the Companies Act 2006<sup>1</sup>. Please provide copies of Certificates of Incorporation (where appropriate) and any changes of name, registered office and principal place of business.

<sup>1</sup> 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.



Date of Formation	
Place of Formation	
Date of Registration	
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 Number <sup>2</sup>	

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

Company Name	
Address	
Town/City	
Postcode	
Country	
Company Registration Number <sup>3</sup>	

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.

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

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

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.	
--	--

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.

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

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 state<sup>4</sup>).

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

7.1.12 VAT registration number

<b>VAT Registration Number</b>	
--------------------------------	--

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.

<b>Public Liability (min 5 mil - please tick ✓ )</b>	
Company: -	Policy Number: -

<b>Employers Liability Insurance (please tick ✓ )</b>	
Company: -	Policy Number: -

<sup>4</sup> 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:

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

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.

<b>Methodology for procuring supply chain (no more than 300 words)</b>

## 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.

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

7.4.3 Name and address of principal banker:

<b>Bank Name</b>	
<b>Address</b>	
<b>Town/City</b>	
<b>Postcode</b>	
<b>Telephone</b>	
<b>Email Address</b>	

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

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"/>
------------------------------	-----------------------------

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

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"/>
------------------------------	-----------------------------

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

## 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"> <li>• A description of the goods, works or services delivered;</li> <li>• Contract value and dates;</li> <li>• Previous or current customer details;</li> <li>• Details of the individuals involved in delivering the contract;</li> <li>• Details of where you have been able to demonstrate added value through the adoption of innovative solutions.</li> </ul> <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"> <li>• A description of the goods, works or services delivered;</li> <li>• Contract value and dates;</li> <li>• Previous or current customer details;</li> <li>• Details of the individuals involved in delivering the contract;</li> <li>• Details of where you have been able to demonstrate added value through the adoption of innovative solutions.</li> </ul> <p>Either use the space provided or attach a document to your response, which should be no longer than 2 pages of A4</p>	

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"> <li>• Schedule: including hours per day and sequence of work locations during the schedule</li> <li>• Materials stored and used</li> <li>• Resources per day guaranteed</li> <li>• Heritage impact</li> <li>• Communication with NMRN staff</li> </ul>	
<p>Please demonstrate how you will comply with H&amp;S requirements when:</p> <ul style="list-style-type: none"> <li>• Disposals policies and standards for this project</li> <li>• Tool Box talks</li> <li>• Qualifications of all staff, including sub-contractors</li> <li>• Compliance with NMRN's H&amp;S procedures</li> <li>• RAMS</li> <li>• Review process of RAMS</li> <li>• Storage of materials</li> </ul> <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"> <li>• Defaulted on the delivery of a contract within the last 3 years (goods and services) or 5 years (works)</li> <li>• Had a contract cancelled, or not renewed, for failure to perform within the last 3 years (goods and services) or 5 years (works)</li> </ul> <p>If any of the above applies, please provide an explanation of the action you have taken to prevent a re-occurrence</p> <p><b>Guidance</b> – <i>The buyer will use the information to determine whether you have a successful record of delivery.</i></p>	

## 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"/>
-----	--------------------------	----	--------------------------

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

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"/>
-----	--------------------------	----	--------------------------

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	