



**NATIONAL MUSEUMS LIVERPOOL**

Walker Art Gallery

William Brown Street  
Liverpool 3 8EL

Internal Refurbishment

Room 15

**Author:** Roy Forshaw

**Date:** 06/04/2017

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| Introduction |  |

## Company Background

National Museums and Galleries on Merseyside was established as a national museum as an incorporated Trustee Body by the Merseyside Museums and Galleries Order 1986, because of the outstanding quality of its collections. In 2003 the name was changed to National Museums Liverpool. Our origins go back to 1851 and the founding of Liverpool Museum. NML is an exempt charity by virtue of Schedule 3 to the Charities Act 2011.

NML has status as a Non Departmental Public Body (NDPB) sponsored by the Department for Culture, Media and Sport (DCMS). The DCMS became the principal regulator of NML on 1 June 2010 and provides the majority of its revenue funding.

## High Level Overview of Additional Requirements

NML is looking to refurbish room 15 of the Walker Art gallery for a new exhibition being installed in June.

## This Tender

# Suppliers are asked to submit a formal tender for the internal refurbishment of room 15 at the Walker Art Gallery. . Tendering is required by NMLs procurement processes that ensure that NML is adhering to Managing Public Money guidelines.

# Please Ensure Appendix A is read and all instructions are followed

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## 2.1 Basis of tender

The Supplier is requested to forward a proposal that will meet the requirements of NML, as detailed within this tender pack.

This tender is not an offer to contract. Acceptance of a proposal neither commitsNML to award a contract to any supplier, even if all requirements stated in this tender are satisfied, nor does it limitNML’s right to negotiate in their best interest. NML reserves the right to contract with a supplier for reasons other than the lowest price. Contract award will be post the tender process and may be awarded without discussions or negotiations

NML also reserves the right to cease discussions with any supplier from the date of submission of supplier tender.

Failure to meet a qualification or requirement in this tender will not necessarily subject a proposal to disqualification but may do so.

## 2.2 Confidentiality and Non-Disclosure

The information contained in this Tender (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed or used for any other purpose.

Information received by NML in this Tender will be held in strict confidence and will not be disclosed to any party, other than within NML and their engaged consultants if appropriate,without the express written consent of the supplier.

NML undertakes not to publicise any information obtained during this Tender process, either generally or to any other suppliers involved in the Tender. Additionally, there will be no obligation on the part of NML to share any of the results or conclusions of the Tender process with any supplier.

## 2.3 Cost of Preparation

NML will not accept any liability or responsibility for any costs incurred by the supplier in preparing this Tender document or any associated work effort.

## 2.4 Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by the vendor with any NML agent or employee will be disregarded in any proposal evaluation or associated award.

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## 2.5 Independent Price Determinations

The vendor shall warrant, represent, and certify that the following requirements have been met in connection with their proposal for this tender:

The costs proposed have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such process with any other organisation or with any competitor;

Unless otherwise required by law, the pricing proposed has not been knowingly disclosed by the vendor on a prior basis directly or indirectly to any other organisation or to any competitor; and no attempt has been made, or will be made, by the proposed to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

## 2.6 Payments Against a Contract Award

Under no circumstances shall the successful vendor begin to perform under the contract prior to the effective date of the contract. NML shall assume no liability for payment of services under the terms of the contract until the successful vendor is notified that the contract has been agreed by both parties.

## 2.7 Questions and Additional Information

Formal queries concerning the content of this tender and the supplier’s submission should be submitted by e-mail to Ian Lindsay ([Ian.Lindsay@liverpoolmuseums.org.uk](mailto:Ian.Lindsay@liverpoolmuseums.org.uk)) with the subject title “Walker Art Gallery Room 15 Tender”.

Where questions are raised by suppliers and answers given clarify NMLs requirements for the tender, then these questions and answers may be shared with other suppliers responding to this tender.

Queries must not be directed through any other employee, contractor or consultant who is engaged as part of the tender working party.

It is advised that suppliers visit the site, we would designate a day for all selected tender applicants to visit if required. This will ensure that all parties get the same information and opportunity. This would be arranged as indicated in target time table.**.** Please contact [roy.forshaw@liverpoolmuseums.org.uk](mailto:roy.forshaw@liverpoolmuseums.org.uk)

## 2.8 Vendor Misrepresentation or Default

NML may reject the proposal and void any award resulting from this tender to a vendor who makes any material misrepresentation in their proposal or other submittal in connection with this tender.

## 2.9 Target Timetable

The target timetable for this project is shown in the table below but suppliers must be aware that whilst every effort will be made to meet these dates, the timetable may change for operational reasons

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| --- | --- | --- |
| **Step** | **Task** | **Date** |
| 1. | Tender issued | **06/04/2017** |
| 2. | Site Visit Dates | **11/04/2017 13/04/2017**  **18/04/2017** |
| 3. | Deadline for Tender Questions | **18/04/2017** |
| 4.. | Responses to clarification questions issued | **19/04/2017** |
| 5. | Deadline for Tender Response | **21/04/2017** |
| 6. | Notification to unsuccessful Bidder | **28/04/2017** |
| 7. | Provisional notification to Successful Bidder | **28/04/2017** |
| 8. | Start on Site | **15/05/2017** |
| 9. | Completion of works on site. | **23/06/2017** |

## 2.10 Timing and Delivery

The supplier must provide a full submission by email. Bids should be in Microsoft Word, Excel or PDF format. The submission must include a copy of “T2 - Form of Tender”.

The submission must be made to [Tenders@liverpoolmuseums.org.uk](mailto:Tenders@liverpoolmuseums.org.uk). To ensure that your submission is successful you should ensure that each email is less than 8Mb. Emails should be titled “Walker Art Gallery Room 15 Tender”. If multiple emails are sent the header should indicate they are “Part x of xx”.

Tender responses must be received no later than **Noon on 21st April 2017.** Any response received after this date and time may be discounted from further consideration. Any requirement that the supplier might have for proof of delivery is at the supplier’s discretion and cost.

No tender response will be opened until the deadline of **Noon on 21st April 2017**

To enable an efficient and fair evaluation process this process must be strictly adhered to.

**2.11 Evaluation**

The tender responses will be checked initially for compliance with this ITT and for completeness. Responses that are not substantially complete and/or complaint may be rejected. During the evaluation period, NML reserves the right to call for further information from the bidders to assist in its consideration of their responses.

The tender responses will be evaluated according to the following criteria, to determine the highest scoring responses. :

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| --- | --- |
| **Element of Evaluation** | **Max Score Available** |
| Contractors programme | 10 |
| References – evidence of supply and installation of a similar solution within the last 12 months | 20 |
| Cost competitiveness and price transparency | 70 |
| **Total** | **100** |

# 3. Statement of Requirements

The supplier is required to price the works details in the specification, drawings and schedule of works presented in this tender. Any assumptions that the supplier makes must be clearly stated in the appropriate section.

The costs must be fully itemised and transparent.

If the supplier has additional information that is directly relevant to the stated requirements but not explicitly requested, this may be added to the end of the most appropriate section under the heading “Additional Information” or referenced out to appendices.

## 3.1 Company Background

### 3.1.1 Company Details

The supplier must provide the following information:

1. The registered name and address of the company
2. Details of any holding companies
3. The date the company was established
4. The main activities of the company
5. The proportion of the total business accounted for by the proposed services
6. The number and location of offices, identifying the main functions of each
7. Insurance details (Professional Indemnity cover, Employers Liability cover, IPR cover)
8. Company accreditations (professional body accreditations and trade body accreditations but excluding awards)
9. Certifications and last audit dates, e.g. ISO9000 / 9001
10. An organisation chart that highlights those functions that would be involved in the delivery and subsequent support of the proposed services
11. The quality assurance mechanisms employed by the supplier
12. Describe any recent mergers or acquisitions
13. Detail any significant partnerships that will be used to deliver the proposed services. Detail the specific nature of each partnership and describe the commercial and contractual implications

### 3.1.2 Financial Information

The supplier must provide audited accounts for the last three financial years.

### 3.1.3 Reference Clients

As part of the selection process NML will require to contact existing customers of the supplier for similar solutions. The supplier must select 2 reference clients and provide the following contact information:

1. Company name and address
2. Description of solution provided
3. Key contact name, title, and contact information
4. Length of the supply relationship

NML undertakes not to contact any reference company without arranging such contact via the supplier’s Account Manager first.

### 3.1.4 NML Security and Health & Safety requirements

As part of the selection process NML will require to potential suppliers to agree to NML’s security and Health and Safety requirements. Please review the enclosed documents within the specification:

NML supplemental conditions

NML H&S Questionnaire

Please complete and return the NML H& S Questionnaire with your submission.

### 3.1.5 Timetable

Please note that the project must be completed by 23rd June 2017 to meet exhibition installation programme. Suppliers should present a detailed timetable for planning, installation and completion for the project as a whole, indicating how this date will be achieved.

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# 4. Requirements Specification

**4.1 Requirements Detail**

NML requires the tender submission to refurbish room 15 at the Walker Art Gallery as detailed elsewhere in the tender issue.

**4.2 Costs**

A full breakdown of all costs is to be provided

This document details baseline requirements for the solution. This is not meant to be an exhaustive list of requirements but it will however serve to identify suitable solutions and suppliers. NML reserves the right to modify its requirements at any time.

Please provide details of any potential extra costs.