

# HMS VICTORY CONSERVATION PROJECT – PROCUREMENT CONSULTANCY INVITATION TO TENDER

## CLARIFICATIONS – VERSION 8 DATED 17<sup>th</sup> SEPTEMBER 2021

TENDER CLARIFICATION 1		
Number	Issue	Clarification
1	Where can the tender documents be obtained from?	The Invitation to tender for the above contract was published on 'MyTenders' and 'ContractsFinder' websites on 11 <sup>th</sup> August 2021. The tender is downloadable from the 'ContractsFinder' website and both websites contain the link to this.
2	Section 7, 1.3 – please can you confirm whether there really is a true requirement for procurement consultancy to have a need to work in confined spaces or at height, and if so, what necessary training may be required for this specific activity?	In the course of managing contracts for the conservation of HMS Victory, there is no specific requirement for the procurement consultant to work at height or in confined spaces, but in the course of inspecting or managing associated procurement work or specifications, the consultant may e.g. visit the scaffolded structure, as part of which full supervision, training and PPE will be provided as necessary and appropriate; or alternative arrangements made if accessing the area is not possible.
3	Clarification of level of Professional Indemnity Insurance	<p>As a clarification of the level of Professional Indemnity Insurance cover required (Section 8/Part 8.1 Insurances), it is confirmed that a minimum of £5M professional Indemnity Insurance will be required.</p> <p>Tenderers should include in their costs a sum for £5m of Professional Indemnity Insurance, based on <b>either</b> a quotation <b>or</b> a contract that is already in place. Evidence of insurance being in place will need to be submitted prior to the commencement of work, at the point of the award of the contract.</p>
4	Can the authority confirm that they wish for bidders to price 100 days' work within a £50,000 budget?	The £50,000 listed on the notice are for information/estimation only and do not represent a limit.

**TENDER CLARIFICATION 2**

5	What is the split of the 40% for Price between Table 1, Table 2 and Day Rates?	<p>The tender is for up to 100 days of work on a task-by-task basis and is therefore a maximum limit of liability/maximum price for the work. The NMRN supports the approach to agile working. Some of the tasks may involve onsite and/or offsite visits, so additional breakdown of likely costs has been requested as a response to tender. It is anticipated there would only be rare, and exceptional external site/contractor visits (for which a separate rate has been requested).</p> <p><b>For the response to tender, and for assessment purposes, the total cost will be taken as the sum of:</b></p> <ol style="list-style-type: none"><li><b>1. Cost for 25 days onsite at MNRN plus</b></li><li><b>2. Cost for 70 days home/office working plus</b></li><li><b>3. Cost for 5 days external attendance offsite</b></li><li><b>4. This total figure will be taken as the tendered price for the commercial evaluation at Section 5.</b></li></ol>
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**TENDER CLARIFICATION 3**

6	(Statement of Requirements) In reference to point A.12 of the authority's requirements list, would the authority elaborate on the onsite requirements and expectations?	The work as stated involves potential onsite and offsite working in support of NMRNs flexible/agile working policy. Hot Desk facilities are available. The response at 5 is an indicative breakdown. We would consider one day per month onsite over two years and limited (5 days) travel to supplier/potential supplier sites to be a reasonable estimate, but in no way guaranteed, breakdown of work.
7	(Statement of Requirements) Regarding A.13, does the authority require the consultant to be proficient in use of Auto CAD drawings / Autodesk inventor?	NO. No working knowledge or use is required of the procurement consultant. It is merely illustrative of the range of document standards used in tenders.
8	In Annex A, para A.15 and Annex B, Criterion 5, it stipulates that a CV must be provided. However, in Annex E, Form of Tender, there is no mention of a CV as part of the Tender	The typographical error at Annex E is acknowledged; a CV should be submitted in line with Annex A para A.15 and Annex B, Criteria 5.

	Documentation. Is this an administrative error?	
9	<p>Clarification Question and Answer #5 – the answer provided to CQ #5 is now different from that stipulated in Annex A, para A.14 and A.16. Please can you confirm which is correct and to which requirement you wish tenderers to respond?</p> <p>Please can you also confirm if tenderers can amend the tables provided in the ITT, to illustrate the pricing against the newly stipulated requirement?</p>	<p>Annex A Para A14 explains the potential mix of onsite, home/office working and potential supplier/potential supplier site visits, up to 100 days in total. Clarification 6 also explains this, and is a ‘best estimate’ of a reasonable expectation of the balance of work across the 100 days.</p> <p>Clarification 6 breakdown is a baseline for an equal price evaluation of all tenders.</p> <p>Annex A Para A16 is for costs over and above 100 days, for tasking by agreed extension within the contracting regulations, should the need subsequently be established.</p> <p>Tenderers may amend the tables as they see appropriate, with any supporting explanation required to clarify their format, in order to meet the clarified requirements</p>
<b>TENDER CLARIFICATION 4</b>		
10	Can the limit of liability be to the levels of insurance specified ?	Yes
<b>TENDER CLARIFICATION 5</b>		
11	I would be grateful if you could please confirm if site visits will be required?	Please see Annex A /Paragraph A.12 of the ITT; there is an expectation of some attendance onsite for the duration of the contract (and see clarifications points 5 and 9, above). A site visit for the purposes of tender clarification may be booked, if they require/wish, by a prospective tenderer as per ITT Section 5 Paragraph 5.4
12	Please confirm if site visits will be going ahead during the w/c 13th September and how bidders should express their intention to attend?	Site visits are available on request as per ITT section 5 Paragraph 5.4.1 and can be requested as stated via an e-mail to <a href="mailto:tenders@nmrn.org.uk">tenders@nmrn.org.uk</a> . Please note that two working days notice is required for Naval Base Pass access to be arranged.
13	Submission instructions state that tender should be submitted by email, but in the Evaluation of Tenders, there is reference to tenders being downloaded from MyTenders. Can you please confirm tenders only need	<p>Tenders should be submitted electronically to:</p> <p><a href="mailto:tenders@nmrn.org.uk">tenders@nmrn.org.uk</a></p>

	to be emailed to NMRN and not uploaded to MyTenders?	
14	Please can the Supplier Selection Questionnaire be provided in Word format?	Tenders are published as .pdf for version control; editing and completion is at the discretion of the tenderer.
<b>TENDER CLARIFICATION 6</b>		
15	Professional Indemnity Insurance	<p>As an amendment to Section 8.1 Insurance Paragraph a:</p> <p><b>For Professional Indemnity Insurance only:</b> tenderers should state, as a response to tender Section 8.1 a:</p> <ul style="list-style-type: none"> <li>a. Current level of Professional Indemnity Insurance held.</li> <li>b. A cost to raise their level of Professional Indemnity Insurance to £1,000,000 (£1 Million) if not already held.</li> <li>c. An additional cost to raise their level of Professional Indemnity Insurance to £2,000,000 (£2 Million) from £1,000,000 (£1 Million) if not already held</li> </ul>
<b>TENDER CLARIFICATION 7</b>		
16	8.1 a – Please can you confirm what the second “Liability Insurance = £10M” is? Is this supposed to be Public Liability Insurance or something else?	This is a typographical error and should be deleted. Tenderers are also reminded of the change to the insurance criteria at Item 15/Tender Clarification 6 above.
<b>TENDER CLARIFICATION 8</b>		
17	In finalising our pricing submission we are unclear what you require in the Firm Price table? Having completed the Max Price table as per your clarification response using a blended day rate, and also providing the actual individual Day Rates as requested, can you please advise what else is expected?	We have asked for pricing to meet the typical workload identified in the statement of requirements, and as clarified in above clarifications.
18	What is the scope of procurement consultancy support?	<p>As defined in the statement of requirements but covers key commercial elements of the HMS Victory Conservation programme:</p> <p>Scaffolding Timber Procurement Consultancy Support Workshops Redevelopment</p>

		Structural Analysis Materials Trials and purchasing/supply Identification/delivery of training to NMRN staff as identified.
19	The Project Team reporting structure	The Procurement Consultant will report to the Project Manager. The Project is being delivered by the NMRN; and headed by a Programme Director who reports to the NMRN Project Board. Technical expertise is provided by the HMS Victory Technical Committee, appointed by the HMS Victory Preservation Company.
20	How are procurement services currently provided in the NMRN?	The NMRN currently does not have a full time procurement officer; there is a trainee role (newly appointed) and short term consultancy support for other aspects of the HMS Victory Conservation project (but not this consultancy) has been utilised to date and will be superceded by this proposed contract.
21	Pricing Tables	Please see previous clarifications
22	Training Requirements	Will be determined as discussed with the appointed consultant(s) on a needs basis. Provision of some mentoring/skill transfer support to the NMRN procurement trainee is envisaged as part of the HMS Victory procurement work.
23	Expenses	Tenderers should state their expenses costs/requirements as per activities/tasks identified in the statement of requirements. NMRN travel and expenses policy for own staff allows for reasonable accommodation (3*), mileage at HMRC rates and necessary expenses incurred.