

## **Horniman Museum and Gardens**

### **PLANTROOM 3 WATER WORKS REPLACEMENT 2019**

#### **INVITATION TO TENDER, TENDER CONTENTS and INSTRUCTIONS**

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new contract with a publicly funded body, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security

#### **1.0 Background**

**Background and context** to the project can be found in the Tender Preliminaries and Specification.

#### **2.0 Scope**

**Scope and Objectives** of the project can be found in the Tender Drawings and Specifications

#### **3.0 Tender Contents and Instructions**

The Tender Pack comprises the following information:

1. Consultants Tender Drawings inc Mechanical, Electrical and Plantroom Works
2. Consultants Tender Specifications inc Mechanical, Electrical and Plantroom Works
3. Tender/Contract Preliminaries including the Contract Conditions.
4. Tender Sum Analysis – un-quantified.
5. Pre-Construction Health and Safety Plan, Rules for Visiting Contractors, Proposed Programme Rev 02.
6. Form of Tender Compliant Bid

Further information may be available to be inspected by appointment at the Employers Offices (via the Head of Estates Manager) and/or the Consulting Engineers Offices.

For your tender return to be considered as compliant, you are required to return the following;

- Form of Tender duly signed
- Tender Sum Analysis (Pricing Document) fully priced.
- A detailed programme for the works with critical path and associated information required schedule
- Outline method statement with particular regards to Delivery and Waste routes as well as site set up generally.
- Evidence of your insurances, VAT registration and UTR
- Three references of recent relevant works.
- Details of your company history and profile, including financial information and environmental policy

#### **4.0 Tender Timetable and Response**

- Site visit and walk round of the works areas are available to the tendering contractors 10am 24<sup>th</sup> June 2019. These to be arranged via [jthompson@horniman.ac.uk](mailto:jthompson@horniman.ac.uk)
- Digital tender submissions must be received by noon 3rd July 2019
- Paper tender submissions (x1 copy) must be received by noon 4th July 2019 at the Horniman Museum and Gardens, 100 London Road, SE23 3PQ.
- Tender submissions should be made electronically to Tim Hopkins ([thopkins@horniman.ac.uk](mailto:thopkins@horniman.ac.uk)) followed by hard copy documents received by the following working day to Horniman Museum & Gardens, 100 London Road, London SE23 3PQ

- Documents may be sent in MS Word, Excel or PDF format. Receipt of submissions will be acknowledged by email.
- Potential shortlisted contractor interviews are scheduled for 10<sup>th</sup> July 2019.
- Clarifications on the scope of the works may be asked by email to [chris.mclaren@harleyhaddow.com](mailto:chris.mclaren@harleyhaddow.com)

**Please Note:** We will not accept tender submissions from companies who have not undertaken a site visit.

- Visits to the facilities or projects provided by the companies submitting tenders may be required prior to the award of the tender.

## **5.0 Tender Assessment**

The tender returns will be assessed on the following weighting: 40% Cost

30% Programme

30% Quality

and undertaken by Chris McLaren (Harley Haddow) and Tim Hopkins (Horniman Museum). Interviews will be conducted at the Horniman Museum, 100 London Road on the 10th July 2019.