

**INVITATION TO TENDER**  
**BUILDING ARCHITECT SERVICES CALL-OFF CONTRACT**  
**CLOSING DATE FOR RESPONSES – Midday, 27<sup>th</sup> August 2021**

**1. OBJECTIVE**

- 1.1 The objective of this tender exercise is to source a specialist Building Architect Services partner to support The National Archives' Estates team in the delivery of a range of capital projects.
- 1.2 Our aim is to work in partnership with a supplier who will provide additional resources as and when required to complement The National Archives' existing Estates Capital Projects team, in key areas such as Building Architectural Design, Space Remodelling, Landscape Design, Project Appraisal, Project Monitoring, and Surveying Services. The supplier will produce detailed specifications for tender documents and will go on to support the design team with tender reviews and evaluations.
- 1.3 We intend to award a contract for a period of 1 year. We anticipate that the demand for these services over the duration of the contract period will not exceed a total expenditure of £100,000 excluding VAT, but The National Archives can make no commitment to any minimum level of expenditure during the contract period.

**2. BACKGROUND**

- 2.1 The National Archives (TNA) is the official archive and publisher for the UK government, and for England and Wales. Its role is to collect and secure the future of the government record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible. It is based in Kew, South West London. More information on TNA can be found at: [www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk)

**3. THE REQUIREMENT**

- 3.1 Potential suppliers **must** have demonstrable experience of the following:
- Undertaking site-wide building surveys;
  - Supporting design teams with design proposals;
  - Developing detailed designs and specifications to support tenders;
  - Ensuring maximum performance from existing infrastructure;
  - Ensuring full statutory compliance;
  - Undertaking site reviews;
  - Updating site documentation and drawings, including AutoCAD;
  - Working on a Government site;
  - Working in a Public Building;
  - Working in a live working site.

#### 4. ADDITIONAL INFORMATION FOR POTENTIAL SUPPLIERS

- 4.1 Potential suppliers must comply with TNA's site security requirements and physical access arrangements for access to the Kew site when carrying out any on-site work.
- 4.2 All staff on site must have a minimum of DBS clearance, and must be able to comply with a permit to work access process.
- 4.3 TNA recognises the benefits of innovative solutions in meeting its objectives and potential suppliers are encouraged to demonstrate their commitment to deliver innovation within their tender responses.

#### 5. HOW TO RESPOND

- 5.1 Please submit your tender response to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by Midday, 27<sup>th</sup> August 2021. Your tender response must comprise the following:
- 5.2 **A comprehensive description of your proposed service offering.** It is for potential suppliers to determine what format this description should take so as to describe their offering in a clear, comprehensive and unambiguous fashion. However, please ensure that within this description you specify as a minimum:
- What services you will provide, and how, addressing point by point each of the services described in Section 3 of this ITT ;
  - What experience you have in delivering the services described in Section 3 of this ITT - in a maximum of 500 words;
  - The skills of the proposed key staff who will be involved in the delivery of the contract - in a maximum of 500 words;
  - What sub-contracting arrangements (if any) you will put in place - in a maximum of 500 words;
  - What standards you will adhere to - in a maximum of 500 words;
  - What assumptions (if any) you have made in preparing your tender response - in a maximum of 500 words;
  - Your proposed Service Level Agreement (SLA) - in a maximum of 500 words
- 5.3 Your proposed rate card, as follows:

<b>Role</b>	<b>Charge Per Day (ex VAT)</b>
Director/Partner	£
Architect	£
Architectural Assistant	£
Technician	£
Administrative Support	£

- 5.4 **Confirmation** that you are able to meet the requirements described in Sections 4.1 and 4.2 of this document.

## 6. EVALUATION CRITERIA

6.1 Tender responses will be evaluated as follows:

Category	Maximum Available Unweighted Score	Weighting	Maximum Available Weighted Score
<b>Quality</b> (Response to Section 5.2 of this ITT)	10	7	70
<b>Price</b> (Response to Section 5.4 of this ITT)	10	3	30
<b>Totals</b>			<b>100</b>

6.2 Criteria used to evaluate the Quality category will be as follows:

<b>10 Points</b>	<p><b>Outstanding:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses all parts of the requirement</li> <li>• Potential Supplier has provided evidence to support all elements of their response</li> <li>• The evidence supplied is convincing and highly relevant to the requirement</li> <li>• Potential Supplier's response is clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches</li> </ul>
<b>7 Points</b>	<p><b>Good:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses all parts of the requirement</li> <li>• Potential Supplier has provided evidence to support most elements of their response</li> <li>• The evidence supplied is good and relevant to the requirement</li> <li>• Potential Supplier's response is clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches</li> </ul>
<b>4 Points</b>	<p><b>Average:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses some parts of the requirement</li> <li>• Potential Supplier has provided evidence to support some elements of their response, but not all</li> <li>• The evidence supplied has some limited relevance to the requirement</li> <li>• Potential Supplier's response is not always clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches</li> </ul>

<b>1 Point</b>	<p><b>Poor:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that fails to address most parts of the requirement</li> <li>• Potential Supplier has provided little or no evidence to support most elements of their response</li> <li>• The evidence supplied is very weak and has very limited relevance to the requirement</li> <li>• Potential Supplier’s response is not always clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches</li> </ul>
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**7. PROCUREMENT TIMETABLE**

<b>Publication of ITT</b>	August 3 <sup>rd</sup> , 2021
<b>Deadline for Submission of Clarification Questions</b>	Midday, August 13 <sup>th</sup> , 2021
<b>Deadline for Submission of Tender Responses</b>	Midday, August 27 <sup>th</sup> , 2021
<b>Contract Award Notification</b>	w/c August 30 <sup>th</sup> , 2021

**8. CONTRACT TERMS**

The contract will be awarded subject to our standard terms and conditions, which can be found [here](#). TNA reserves the right not to award and to meet its objectives through other means.