**National Army Museum Foyle Centre Chairs**

Brief for Procurement of Furniture for the Foyle Centre, the Museum’s learning facility

December 2016

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**1. Introduction**

The National Army Museum (NAM) is working to transform its visitor experience and deliver a new brand identity. As part of this transformation NAM is looking to appoint a contractor to procure seating, including stacking trolleys, for the new Foyle Centre.

The Museum has spent a lot of time researching and choosing a range of seating that not only reflects the new look and feel but is ergonomic and practical. Storage has been a key part of the selection process.

NAM is seeking to appoint one supplier to procure this furniture. If you are interested in tendering, this document provides the following information:

* Scope of works
* Schedule
* Tender Process

We would welcome your application to work with us.

**2. Scope of Works**

NAM is seeking to appoint a single company to provide the following items of furniture for the Foyle Centre.

Please note that we are only interested in items listed. No alternatives will be considered.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Manufacturer** | **Item** | **Description** | **Colour** | **Quantity** |
| Actiu | Mit collection | Office stool on casters | White | 2 |
| Vitra | HAL tube stackable | Stackable chair with chrome legs | Seat shell colour tbc  (glide colour basic dark) | 208 |
| Vitra | HAL armchair with four-legged tubular base | Stackable arm chair with chrome legs | Seat shell colour tbc  (glide colour basic dark) | 22 |
| Vitra | HAL chair links |  | Chrome | 104 |
| Vitra | HAL trolleys |  |  | 23 |

**3. Budget**

Quoted costs must include the following:

* Cost of furniture items in the specified finishes and quantities
* Any transport and delivery costs

The costs should indicate if they include or exclude VAT.

**4. Schedule**

Closing date for tender

03 January 2017

Contract start date

04 January 2017

Contract end date

01 March 2017

A timeline will be agreed with the appointed company.

**5. Project Team**

**Project Sponsor Team**

Elly Dymond – Commercial Consultant

**Project Manager**

Dawn Watkins – Assistant Director (Commercial & Visitor Experience)

**6. Tender Process**

**6.1 Tender Requirements**

Proposals should comprise the following.

**6.1.1 Quote to purchase and deliver all items listed in the Scope of Works**

This should include transport and delivery costs.

Please do not suggest alternative items of furniture. We are only interested in the items listed in the Scope of Works.

**6.1.2 Instalment Payments**

Provide a suggested fee drawdown schedule in your response. NAM reserves the right to amend any suggested drawdown schedule.

**6.1.3 Insurance**

Please provide copies of up-to-date insurance - NAM requires Public

Liability with a minimum of £10 million, Employers Liability with a minimum £10 million and Professional Indemnity Insurance to the value of £2 million.

**6.1.4 References**

Provide reference details of two recent contracts that are relevant to this project. Include the name and contact details of the clients’ representatives who could be approached for references. References will be taken up before confirmation of appointment.

**6.1.5 Financial**

Please provide a copy of the company’s published accounts for the last two years.

**6.1.6 All company documentation as requested below:**

* The completed Form of Tender (Appendix A)
* The completed Certificate of Bona-Fide Tender (Appendix B)
* The completed Supplier Statement (Appendix C)

**6.2 Tender Return**

Tenders must be submitted no later than 1200hrs on Tuesday 3rd January in a plain envelope labelled only with the address below and clearly marked “Tender – Foyle Chairs”. No other marks or wording (including pre-paid franked stamps), which might indicate the identity of the sender, shall appear on the envelope containing the tender.

The tender shall be submitted to:

Mr John Foster

National Army Museum

Royal Hospital Road

Chelsea

London SW3 4HT

Tenders can also be returned via email to: jfoster@nam.ac.uk. The subject of the email should state “Tender – Foyle Centre Chairs”.

**6.3 Tendering Costs**

NAM will not be responsible for or pay for any costs or expenses that are incurred by any tendering consultant in preparing and submitting their tender.

**6.4 Contract Award Criteria**

The tender board may consist of the following NAM representatives:

* Assistant Director (Commercial & Visitor Experience)
* Commercial Consultant

Tenders will be assessed on the following criteria:

* Ability to procure all items listed 40%
* Ability to deliver on time 30%
* Cost   30%

Each tender will be given a score. NAM shall notify unsuccessful tenderers of the rejection of their tender after completing the selection process.

Tenders will be awarded on the absolute discretion of the Board of NAM, in accordance with internal policies and statutory regulations. NAM is not required to accept the lowest priced tender.

The decision will be final and binding, no correspondence will be entered into.

**6.5 Enquiries**

Any enquiries arising must be submitted in writing via email to:

Elly Dymond – Commercial Consultant, National Army Museum

Email: edymond@nam.ac.uk

Enquiries will be answered within three working days.

**Appendix A: Form of Tender**

Tender for: Foyle Centre Chairs

To: The Council and Director of the National Army Museum

Sirs,

I/We the undersigned, having examined the enclosed tender documents and Appendices, do hereby offer to execute and complete in accordance with the said documents the works described therein:

For the sum as listed in the attached document:

Tenderer Reference:

I/We hereby affirm our agreement to enter into a contract with the Council of the National Army Museum for the due performance of the Works in the form described by the above said documents.

I/We have completed the Certificate of Bona-Fide Tender included in this document.

I/We understand that the Trustees are not bound to accept the lowest or any tender which may be received nor or responsible for any cost incurred in the preparation of any tender.

I/We declare that this offer is to remain open for acceptance for a period of 60 days from the date fixed for the receipt of tenders.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

**APPENDIX B: CERTIFICATE OF BONA-FIDE TENDER**

Tender for: National Army Museum Foyle Chairs

I/We certify that this is a bona-fide tender and that I/we have not fixed or adjusted the amount thereof by or under in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and I/We undertake that I/we will not do at any time any of the following acts:

1. Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of such amount(s) was necessary to obtain insurance premium quotations required for the preparation of the tender.
2. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
3. Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate the word “person” includes any person and any body, association, corporate or un-incorporated; and “any agreement” includes such transaction, formal or informal, and whether legally binding or not.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

**APPENDIX C: SUPPLIER STATEMENT**

We certify that the information supplied is accurate to the best of our knowledge and that we accept the conditions and undertakings requested in the assessment. We understand that false information could result in our exclusion from the Tender process or the Approved Suppliers List at any time, even after initial inclusion. We also understand that it is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower such body to cancel any contract currently in force and will result in exclusion from the Tender and / or the Approved Suppliers List.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: (in BLOCK LETTERS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form should be signed by a Director, Partner or other authorised signatory of the organization and returned as part of the Tender Response