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## **NMRN & HMS Victory – Electrical Support Services**

**Invitation To Tender**

**National Museum of the Royal Navy**

February 2017  
Nº: 12870

**Artelia UK**  
High Holborn House  
52-54 High Holborn  
London WC1V 6RL

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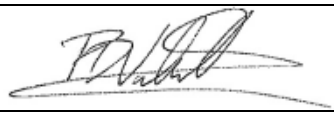
## Approval Sheet and Foreword

Our ref: 12870

### INVITATION TO TENDER

For

### NATIONAL MUSEUM OF THE ROYAL NAVY – HMS VICTORY – ELECTRICAL SUPPORT SERVICES

<b>Document Status/Issue No:</b> V1		<b>Date of Issue:</b> 23 <sup>rd</sup> February 2017
<b>Issued to:</b> National Museum of the Royal Navy		<b>Job No:</b> 12870
	<b>Name</b>	<b>Signature</b>
<b>Author:</b>	Peter Vickerstaff	
<b>Checked &amp; Approved:</b>	Stephen Prowse	
<b>Issued for and on behalf of Artelia by the above signatories.</b>	High Holborn House 52-54 High Holborn London WC1V 6RL	<b>Tel:</b> +44 (0) 7736 577922 <b>Email:</b> <a href="mailto:peter.vickerstaff@uk.arteliagroup.com">peter.vickerstaff@uk.arteliagroup.com</a>

### FOREWORD

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Our ref: 12870

### INVITATION TO TENDER

For

### NATIONAL MUSEUM OF THE ROYAL NAVY – HMS VICTORY ELECTRICAL SUPPORT SERVICES

<u>DISTRIBUTION</u>			
Date:	Issued to:	Name:	No:
23/02/17	NMRN	Andrew Baines	1

Document Path Name:	
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## 1.0 INSTRUCTIONS TO TENDERERS

**1.1 Invitation to Tender.** The National Museum of the Royal Navy (NMRN) [the “Client”] invites Electrical Support Service tenders for conducting on-going scheduled electrical repair tasks, emergent electrical repairs, and out of hours emergency electrical support services.

**1.2 Project Overview.** An overview of the project is contained in **section 2**.

**1.3 Submission of Tenders.**

**1.3.1** Tenders must be submitted by the means specified and by the date stated in the tender documents

**1.3.2** The Tender must remain open for acceptance for at least 90 days.

**1.3.3** The Tender must not be qualified in any way.

**1.3.4** You must submit your response with the Form of Tender attached at **section 7**. It must be submitted in the manner and by the deadline specified in the tender documents.

**1.3.5** Failure by a Tenderer to complete all questions fully and in accordance with all requirements therein may result in the Tenderer’s submission being rejected.

**1.3.6** The Tenderer must, without undue delay, inform the Client of any changes to the information provided in response to any questions in this questionnaire that may arise at any time during the Tenderers participation in this tender process.

**1.4** Tenderers are required to complete in full the Form of Tender and Pricing Schedule included with the Invitation to Tender and return it with their tender response/ offer by email. Tenders must be returned electronically to the following email address:

[HST.procurement@NMRN.org.uk](mailto:HST.procurement@NMRN.org.uk)

Automatic email responses will be generated by way of a reply to confirm delivery. If you do not receive this automated response, please contact the client representative above, before the tender deadline. Submission queries and enquiries received or made after the tender deadline will not be considered.

Hard copies can also be submitted (at the tenderers discretion) to the following address:

The Historic Ships Team (Procurement), National Museum of the Royal Navy, HM Naval Base (PP66), Portsmouth, Hampshire PO1 3NH.

## 2.0 INTRODUCTION

### National Museum of the Royal Navy – HMS Victory

#### Recent history

In March 2012 the ownership of HMS Victory was transferred as a gift from the Ministry of Defence (MoD) and accepted by the HMS Victory Preservation Trust, a charitable trust established as part of the National Museum of the Royal Navy (NMRN). The Trust was endowed with a capital grant of £25m by the Gosling Foundation which was matched with a further £25m by the MoD.

In December 2016 the maintenance support contract between BAE Systems and the NMRN was discontinued and the small team of managers, foremen and shipwrights transferred employment to work directly for the NMRN. BAE Systems are still involved in some elements of work to the ship, namely the new Ships Support System, Dry Dock repairs, beam end fixings and small elements of plank replacement. These works do not form part of nor are they associated with this tender.

The small Conservation Team (formerly comprising the BAE PMS team) responsible for the day to day upkeep and emergent works to the ship require an Electrical Company to work with them to undertake annual Electrical checks, regular repairs / replacements to the lighting system and can be called upon in an emergency to address any electrical issues on the ship.

It is anticipated that this tender will cover HMS Victory and other NMRN properties in Portsmouth and Gosport, namely:

#### Portsmouth

- Visitor Centre
- Porter Lodge
- Boathouse 5 (Battle of Jutland Exhibition)
- Boathouse 6 (Action Stations from 2018)
- Storehouse 10 (HMS Gallery)
- Storehouse 11 (NMRN offices and Nelson / Sailing Navy Galleries)
- Storehouse 12 (NMRN Library)
- Victory Gallery
- M33
- South Office Block
- Victory Workshop and offices

#### Gosport

- Explosion Museum
- HMS Alliance
- HMS Holland 1 (and building)

N.B. This is not a comprehensive list of properties but for indication purposes.

This tender is intended to cover Electrical Support Services for between 3 and 5 years, subject to performance and value for money.

## **3.0 SCHEDULE OF TASKS**

The following tasks are either considered as one off tasks, regular weekly, monthly and annual tasks or call out tasks:

### **3.1.1 Item 1. Replacement Lanthorns**

In order to maintain a stock of replacement emergency lanthorns, the NMRN wish to have 20 new emergency lanthorns constructed from scratch to allow defective lanthorns on the ship to be easily and quickly replaced ensuring safety standards on the ship.

Tenderers are requested to provide a cost for the carcasses separate to the cost of purchasing the other components and general assembly.

### **3.1.2 Item 2. Replacement Components**

The electrical contractor is to maintain and be responsible for managing a stock of replacement lanthorn components. At present only replacement lamps and horn are kept. It is expected that quantities of components used are monitored over the first 12 months of this contract and quantities are agreed annually going forward. The electrical contractor is expected to monitor whether components are being discontinued and review / recommend alternatives before stocks have been depleted.

### **3.1.3 Item 3. Replacement of lanthorns**

Following the outcome of the weekly Health and Safety walk round (held every Tuesday at 8.30am) or the monthly emergency lighting check, it is common for defective lanthorns to be identified by their unique ID number. It is proposed that every Wednesday morning, the electrical contractor will arrange for these defective lanthorns to be replaced from the stock of 20 lanthorns (item 1). This task is to be completed before 10am when members of the public will be allowed on board the ship.

In addition, there are regular filming and Royal Naval events that can occur during this time. The electrical contractor is expected to confirm access arrangements or any restrictions ahead of this visit. No costs associated with abortive visits will be entertained by the NMRN if the electrical company has not confirmed access.

Defective lanterns are to be correctly labelled with date of removal, location and summary of fault and moved to the Victory Workshop (bay 1) to await repair.

#### **3.1.4 Item 4. Repair of defective lanterns.**

It is anticipated that the repair of the lanterns taken off the ship will be undertaken monthly, or sooner if more than 15 lanterns are removed from the ship in any 4-week period. The repair of these lanterns is to be undertaken in the Victory Workshop (Bay 1). The tenderer is requested to confirm a half day and full day cost for this task, depending upon the number of lanterns to be replaced. It is expected that the average repair per lantern will take no more than 1 hour as the components are largely 'plug and play.'

#### **3.1.5 Item 5. Annual lighting emergency drain down test.**

The electrical company will be responsible for undertaking an annual emergency lighting drain down test to include all parts of the ship and the brows. A summary report showing depletion times is to be issued to the NMRN together with a summary of replacement recommendations. This report should include an assessment of stock levels of components before and after replacement.

#### **3.1.6 Item 6. Annual battery change.**

Following acceptance of the recommendations from the report in item 5 above, the electrical company is to arrange for the replacement of batteries on board the ship, before 10am. This replacement should be undertaken no more than 2 days following the acceptance / authorisation by the NMRN. The electrical company should provide a cost per replacement battery / lantern.

#### **3.1.7 Item 7. Emergency Call Out**

HMS Victory regularly holds evening functions as well as being open to the public 363 days a year. On very rare occasions faults have occurred on the ship which either include complete or partial power failures or have affected the operation of the events galley. In these (or similar) circumstances the NMRN will require the emergency attendance of a suitably qualified and experienced electrician. It is expected that attendance should be within 3 hours of the report of the failure and notification to the electrical company.



The electrical company is required to provide a cost per emergency call out and for the first two hours' attendance, together with a cost for each subsequent hour.

**3.1.8 Item 8. Non-emergency call out (to include NMRN buildings in Portsmouth Historic Dockyard and Explosion in Gosport).**

There will be occasions when issues arise which are not covered by the preceding items. These circumstances are classed as non-emergency but will be classed as either priority (i.e. Health and safety / operational issues) or non-priority tasks.

Priority tasks should be addressed within 24 hours of the electrical company being notified. Non-priority tasks should be addressed within 5 working days.

**3.1.9 Item 9. Annual labour cost increases for years 2 to 5.**

Tenderers are to complete the separate table (in section 5) indicating the annual increase in labour costs for years 2 to 5 to cover items 3 to 8 above.

## **4.0 TENDER PROGRAMME**

The following is the anticipated programme for the feasibility study:

Tender issue	23 <sup>rd</sup> February 2017
Tender queries	8 <sup>th</sup> March 2017
Tender returns	23 <sup>rd</sup> March 2017 (4pm)
Tender review	27 <sup>th</sup> February 2017
Appointment	31 <sup>st</sup> March 2017

N.B. Tender queries should be directed to Peter Vickerstaff (07736 577922), Project Manager working on behalf of the NMRN.

## 5.0 PRICING SUMMARY (COST)

HMS VICTORY - ELECTRICAL TASKS					
1	<u>REPLACEMENT LANTHORNS</u>	(see attached spec)			
		20 New emergency lantern carcasses		£	
		20 New LED drivers			
		20 New emergency LED lights and			
		20 New gear trays			
		20 Lamps	Free issue by client		
		Horn inserts	Free issue by client		
				£	

2	<u>REPLACEMENT COMPONENTS</u>				
		Maintain an annual stock of spares for all of the following items (currently no stocks of the following are held):			
		New LED drivers	20 No.	£	
		New emergency LED lights	50 No.	£	
		New emergency batteries	100 No.	£	
		New gear trays	10 No.	£	
		N.B. Quantities to be reviewed			

3	<u>REPLACEMENT / REPAIR OF DEFECTIVE LANTHORNS</u>				
		Replace defective lanterns with new replacement lanterns (As above) following the weekly Health and Safety inspections	2 hours per week (8-10am Wednesday)	£	

4	<u>REPAIR OF DEFECTIVE LANTHORNS</u>				
		Repair of lanterns taken off the ship in item 2 above.	1/2 day per month	£	
			1 day per month	£	

5	<u>ANNUAL EMERGENCY LIGHTING DRAIN TEST</u>			
		Annual out of hour 3 hour emergency lighting drain down test and summary report	Annual cost	£

6	<u>ANNUAL BATTERY CHANGE</u>			
		Following the annual drain down test (item 4), replacement of defective batteries	Time charge per battery	£

7	<u>EMERGENCY CALL OUT CHARGE</u>			
		Out of hours emergency call out attendance (within 3 hours)	Call out charge and 2 hour attendance	£
			Hourly charge after for 2 hour call out	£

8	<u>NON-EMERGENCY CALL OUT</u>			
		Call out / attendance charge for non-emergency electrical work not covered in the above tasks	Cost / hr	£

9	Annual percentage increase (for items 3 to 8 i.e. hourly rate increases)		
Year 1	Apr 17 - Mar 18	(as tendered rates in items 1 to 8)	
Year 2	Apr 18 - Mar 19		%
Year 3	Apr 19 - Mar 20		%
Year 4	Apr 20 - Mar 21		%
Year 5	Apr 21 - Mar 22		%

## 6.0 HERITAGE EXPERIENCE (QUALITY)

Tenderers are required to demonstrate experience of working on other heritage project by way of providing at least 3 case studies of previous projects. This should include a description of their sympathetic approach to working with sensitive structures with minimal supervision, particularly with out of hours' activities.

## 7.0 EVALUATION AND SCORING

1.1 Tender submissions will be judged on both Quality and Cost using a ratio of:

**40% Quality and 60% cost**

1.2 The scoring guidance for this quality criterion will be as follows:

- Excellent Assessment - Score 9: An excellent response that fully meets the requirements. Full and comprehensive supporting details provided.
- Very Good – Score 7: A very good response that meets the requirements. Very good supporting details provided
- Satisfactory – Score 4: A response that meets the requirements. Sufficient supporting details provided.
- Nil Response – Score 0: no response received.

## 8.0 NMRN TERMS AND CONDITIONS

7.1 **Appointment:** The contract appointment will be directly with the NMRN.

7.2 **Payment Terms:** Unless stated otherwise, payment terms will be 30 days from receipt of invoice. Invoices are to be submitted to the Client, who will review and approve them for processing.

7.3 **Invoicing:** Invoices should be emailed to [finance@nmrn.org.uk](mailto:finance@nmrn.org.uk) and cc'd to the HST procurement email address [HST.procurement@NMRN.org.uk](mailto:HST.procurement@NMRN.org.uk) for review and approval.

7.4 **Invoicing:** All goods and services must be procured using a system generated order number, including those based on contracts. This order number must be clearly shown on each invoice, if we receive an invoice missing this we will return it, unpaid, to the supplier and request that they contact the staff member who placed the order to obtain one.

7.5 **Contact Information:** Depending upon the works package or material supply, a suitable short contract based upon the NEC Suite of Contracts will be used. Any contract amendments will be discussed and agreed between the contracting parties prior to the award of contract. Should you have any queries or wish to have an informal discussion about this role then please contact Andrew Baines, Director of Historic Ships on 023 9272 7565

## 9.0 FORM OF TENDER

To: National Museum of the Royal Navy, HM Naval Base (PP66), Portsmouth, Hampshire,  
PO1 3NH

Email: [HST.procurement@NMRN.org.uk](mailto:HST.procurement@NMRN.org.uk)

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

- 8.1 I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to us for the purpose of tendering for the provision of the Contract and upon the terms thereof.
- 8.2 Our offer for Services is set out in section 5 of this document.
- 8.3 Attached to this Form of Tender are the following:
- 8.4 The completed Pricing - **Section 5**.
- 8.5 A minimum of 3 case studies demonstrating past Heritage projects.
- 8.6 I/We confirm that we accept the NMRN Terms and Conditions as issued with the Invitation to Tender.
- 8.7 I/We understand that the Client reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.
- 8.8 I/We confirm that this Tender will remain valid for 3 months from the date of this Form of Tender.
- 8.9 I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed \_\_\_\_\_

Signed by (complete the table below):-

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

Name(s): \_\_\_\_\_

Position: \_\_\_\_\_

For and on behalf of (name of  
organisation):

Contact Tel Nr:

Contact Email Address:

Address:

## **APPENDIX A – Lanthorn rebuild methodology**

## **APPENDIX B – List of lighting components**



## APPENDIX C – Standards of Behaviour, language and attire

### Behaviour:

All personnel working on HMS Victory are expected to maintain the highest standards of professionalism, respect and courtesy to all members of the public, NMRN staff, Royal Navy Staff, VIPs, guests and other contracting companies at all times whilst working within the Portsmouth Historic Dockyard as a whole.

The NMRN reserves the right to permanently remove anyone from site for any serious offence.

### Language:

Any foul or offensive language used whilst working within the Portsmouth Historic Dockyards will not be tolerated and the offending person will be removed from site. Only after a full review (with a Director of the Company employing the offender and a member of the HST) where actions / undertakings are agreed and assurances no further breaches will occur, will the offender be allowed back on site.

### Attire:

All operatives / contractors employed to work on, in, or under HMS Victory or within the confines of the dry dock within which she is sited are to wear the following minimum standards of attire at all times within Portsmouth Historic Dockyard:

- Work trousers and appropriate footwear / site boots.
- Company branded polo shirts, sweatshirts, overalls, fleeces and waterproofs. It is expected that all operatives working for each contractor should have matching attire.
- Depending upon the activity and SHE requirements, branded PPE jackets and hard hats.

If there is a valid Health and Safety reason why such attire cannot be worn for any planned activity it is the responsibility of the contracting company to request permission for a relaxation of these standards for part or the whole of that activity prior to commencement of work.

It is the duty of each contracting company to gain permission for proposed branded workwear from the HST prior to commencement of work.

Failure to provide the above standard of workwear will result in the suspension of works at no cost to the NMRN.



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### CONTACT US

We operate throughout the UK and Ireland either from our office hubs in Hammersmith, Holborn, Leeds,

For clients with international operations we offer a worldwide presence.

In the first instance please contact:

#### SEVENOAKS OFFICE

Tubs Hill House, London Road  
Sevenoaks TN13 1BL

T: +44(0)1732 471 520  
E: [enquiries@uk.arteliagroup.com](mailto:enquiries@uk.arteliagroup.com)



[www.uk.arteliagroup.com](http://www.uk.arteliagroup.com)