



INTERNATIONAL
SLAVERY
MUSEUM

Lady Lever
ART GALLERY

Merseyside
maritime
museum

Museum of
Liverpool

SUDLEY
HOUSE

UK BORDER
AGENCY
NATIONAL MUSEUM

Walker
Art Gallery

World
Museum

NATIONAL MUSEUMS LIVERPOOL

Sea Galleries Project, Maritime
Museum, Fit-Out Works

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1 Introduction

1.1 Company Background

National Museums Liverpool (NML) is one of the world's leading museum organisations. NML currently comprises eight museums in and around Merseyside. Entry to all our venues is free, with circa 3 million visitors per year. We hold in trust and safeguard some of the world's greatest museum collections, which are universal in their range – everything from archaeology and ethnology, natural and physical sciences, fine and decorative arts, maritime, social and industrial history. We are core-funded by central UK government, and we are the only national museum service in England based wholly outside London, so we have a unique fourfold role – we are the main museum service for Liverpool and Merseyside; the largest cultural organisation in the North West of England; and we operate at both national and international levels.

Having played a pivotal role in the cultural, educational and economic life of Liverpool and the North West for more than 150 years, our success can be measured in terms of how well we combine this local and regional role with our national and international responsibilities.

Our mission is to be the world's leading example of an inclusive museum service. We believe in the concept of social justice; we are funded by the public and in return we strive to provide an excellent service to the whole of the public. We believe in the power of museums to change people's lives. We work hard to be a free museum service and focus our venues, exhibitions and education resources to reach out, and to represent the diverse needs of our local communities.

National Museums and Galleries on Merseyside was established as a national museum as an incorporated Trustee Body by the Merseyside Museums and Galleries Order 1986, because of the outstanding quality of its collections. In 2003 the name was changed to National Museums Liverpool. Our origins go back to 1851 and the founding of Liverpool Museum. NML is an exempt charity by virtue of Schedule 3 to the Charities Act 2011.

NML has status as a Non Departmental Public Body (NDPB) sponsored by the Department for Culture, Media and Sport (DCMS). The DCMS became the principal regulator of NML on 1 June 2010 and provides the majority of its revenue funding.

1.2 Project Background

The Sea Galleries will be the first new permanent gallery within the Maritime Museum within the last 20 years. The new Sea Galleries gallery will be situated on the 2nd floor of the Maritime Museum and will cover 2/3rd of the 2nd floor. The gallery will include engaging and immersive content that better reflects contemporary visitor expectations. The new gallery displays will tell a story of Liverpool's seafaring communities and explore the rich and vibrant diversity of the men, women and children who travelled around the globe on the ships that gave the city its identity.

As one of the world's largest ports, Liverpool's people were at the heart of the maritime merchant fleets that drove the city's prosperity. The gallery will explore the dangers, joys, culture and community of seafaring life through the moving and fascinating stories of the crews, passengers and their loved ones. The gallery takes a personal approach to maritime cultures and is intended for a general audience. It covers a broad time period – from the 1700's up to the present day. Although the exhibition often deals with difficult and troubling themes, it is intended as a positive celebration of Liverpool's seafarers.

The galleries key messages which will be communicated through the gallery interpretation as follows:

- Liverpool's seafarers were and are central to the city's heritage
- Liverpool's maritime communities are a diverse mix of people
- Going to sea can be a dangerous occupation for a range of reasons
- Seafaring technology has changed dramatically over time leading to a diverse range of jobs and qualifications
- Seafaring people developed unique on-board culture
- Passengers' experience on board ship through time, including children and families

The key/core audience we hope to engage with are as follows:

- Family audience from Merseyside and the wider North-West region
- Specialist interest groups
- Tourists to Liverpool (including overseas tourists)

The key audience will also include special groups, such as overseas tourists on organised trips and young people aged 16 – 24 through education outreach/special events and informal education programme. As well as school groups through organised trips and formal education programme.

Through the gallery approach and design, we aim to deliver an engaging and innovative gallery, animating our collections and contextualising them within the historic Maritime Museum building, which is situated at the heart of Liverpool waterfront. Our desire and aim are to provide an atmospheric, engaging and memorable experience for our visitors.

The gallery is broken down into five sections (Please refer to General Arrangement Plan and Gallery Section Plan, Appendix K):

1. *Introduction*
2. *Work*
3. *Campaigning & Environment*
4. *Life on board – seafarers*
5. *Liners and leisure*

1. Introduction:

Liverpool's seafarers and ships played a pivotal role in the history of the city. Liverpool wouldn't be the place that it is today if it wasn't for the seafaring men and women who worked on board the hundreds of ships owned by the city's many shipping companies. The aim of the introduction is very simple, to ensure that people understand the importance of Liverpool's seafarers and ships. This will be interpreted through graphic panels, objects and a large digital projection.

2. Work:

This is one of the largest single sections. It will explore the workings of ships through the jobs carried out by individual seafarers and use their lives and experiences to explain the unique environment of life at sea. The reasons that people have gone to sea through history will highlight the romance of seafaring life, as well as the reality of harsh working conditions.

The unfamiliar world of a working ship will be brought to life to the visitor through personal stories that will convey information in an accessible and family friendly way. Individual seafarers will be featured through their roles on board, and they will illustrate the diverse nature of crews on merchant ships.

3. Environment & Campaigning:

Working at sea has always held risks for seafarers. Ships are workplaces with their own health and safety issues, and people have worked for centuries to protect those who make their living in this dangerous environment. Injury and accident affect the lives of sailors and Trade Unions and others have campaigned for improvements in safety and conditions.

This section will touch upon important historic events such as *MV Derbyshire*, which was a ship that sank in 1980, with a loss of all 44 people on board. This is still the largest UK ship ever lost at sea. The families of the crew campaigned for an investigation into the sinking, which led to changes in safety regulations and improved rules around ship construction.

Another part this section the gallery will discuss and illustrate will be how the shipping Industry has detrimental effects on the environment. Being associated with water, most of these effects cause damage to marine flora and fauna and that indirectly affects humans. For example: Oil spills have devastating effects on marine life. This has led to new legislation and improved regulations that over time have greatly reduced the occurrence of spills, and lessened the impact when they do happen.

4. Life on Board:

Seafarers lived away at sea for long periods. When they weren't working, they had to fill their leisure time and create their own music, entertainment, language, food, and art. The rigours of long and short distance travel by sea, created specific pressures on the health and wellbeing of seafarers.

Seafaring life produced folklore and superstitions: e.g. seafarers crossing the equator for the first time have undergone 'Crossing the Line' ceremonies for centuries.

Modern ship life and the nature of new technology have created a new range of problems for seafarers with the effects of depression isolation and fatigue increasingly felt by those working on board.

5. Liners and Leisure:

This section of the gallery will focus on the story of Liverpool's liners and passenger travel. This section will show the style and fun of travelling by sea for all ages. It will cover the stories of families who accompanied senior crew on their voyages. It will also take a light-hearted look at sea sickness.

1.3 High Level Overview of Requirements

Bidders are asked to submit a formal tender for the [“Sea Galleries, Merseyside Maritime Museum, Gallery Fit-Out Works Tender”](#).

We are looking for an Exhibition Fit-Out contractor who can deliver a high quality, innovative, robust exhibition display. The Fit-Out contractor will be the Principle contractor for the works on site and will be responsible for the coordination and overseeing of all onsite works including the works from the NML direct appointed contractors such as graphic contractor, AV hardware contractor and security infrastructure contractor (cameras and case contacts). The works of the NML direct

appointed contractor works will need to be coordinated and interfaced with the main fit-out works programme, for example some of the large wall image graphics will need to be installed once wall structure are in place and before other structures are built or fitted in front, this is due to access reasons. The fit-out contractor will be responsible for detailing out a full detailed delivery programme of all works.

Prior to the Fit-Out work, in 2018 the Enabling works for the project were carried out and completed onsite. These works included the following:

- new carpet throughout
- new lighting track (3 circuit track)
- new iLight control system
- installation of dual compartment cable and data containment round the perimeter walls of the gallery at high level
- new Distribution Boards to provide additional power capacity in readiness for the fit-out works
- Installation of 3no. WIFI points

The gallery as mentioned in point 1.2 above is broken down into five sections and spans over 2/3rds of the 2nd floor of Maritime Museum (galleries A and B), approx. 636sqm in total. Four of the sections (Intro, Work, Campaigning & Environment and Life on Board) are situated within the 1st section of the floor gallery A, which you enter via the venue's main staircase or lifts. The fifth section (Liners and Leisure) is located within the 2nd section of the floor, gallery B. This area of the gallery is the middle gallery on the floor. If you continue through the 2nd floor to the far end you come to our Titanic exhibition (Please refer to General Arrangement Plan, Appendix K).

As you enter the 2nd floor you will immediately enter the 'Introduction' section of the gallery, this area is located directly at the top of the venue staircase and by the lift. To the right of the 'Introduction' area, you enter 'Work' section of the gallery, this is the largest content section of the whole gallery and occupies over half of this first section of the gallery. From 'Work' you enter 'Environment and Campaigning' section, this is located on the back wall of the gallery behind the staircase. This section will also include a semi immersive area under the stairs which will contain film footage of a shipping disaster in 1980. After this section, you are following the gallery round so staircase is on the right-hand side of you, this next section of the gallery is 'Life on Board', this area is a relatively small section of the gallery. Once you have walked through this section you will come back to the main staircase, where you started by the Intro section. The final section is set within the middle gallery on the 2nd floor, which you enter by walking past the main intro area and through a set of doors. It is an area which is quite separate to the rest of the gallery and will have a different feel to the first section of the gallery.

The challenge with this project is the new gallery is situated within the middle of a venue which is open to the public 7 days a week between the hours of 10am to 17.00pm.

The main staircase which the first section of the gallery (Gallery A) is positioned in and around, is the staircase that services the whole venue, providing visitor access to all floors below and above. In addition to this, the gallery which is situated at the far end of the 2nd floor (Titanic exhibition) is still open to the public and school groups. The phasing of the works will need to be coordinated very carefully with the client team, as we want to maintain access to the Titanic gallery for as long as possible, ideally until early 2020. We are aware that we will have close the gallery at some point to allow works to be completed in this section of the gallery. However, currently half of gallery B is behind a hoarding, this means majority of the works can be undertaken while maintaining public access to the Titanic exhibition. In addition to this, we need to

maintain visitor access via staircase for the duration of the onsite works. The site hoardings will need to be positioned in a way that maintains access, including the access from the lift on the 2nd floor. We are aware at point in time in the programme the lift access and access onto the second floor will cease in order to complete display works for the introduction area (Gallery A). At this point in time the hoarding will need to be positioned in a way that prevents public access onto 2nd floor but allows visitors to access the floors below and above. As a client we want to work with the appointed Fit-Out contractor to look at the site logistics how we can phase and programme the works on site, to avoid minimal disruption to the venue existing public offers on the 2nd floor and floors below/above.

The design/exhibition team have designed a gallery, which will look very different to the existing gallery displays within the Maritime Museum. The team wanted to do something very different, modern, innovative which sets a new precedence of gallery display for this venue. We want this gallery to last the test of time and still look fresh and modern and in years to come. As an organisation our permanent galleries tend to have a lifespan of 10 year or more, some of our galleries have been in situ for 20 plus years.

The team have designed a gallery which mixes the new with the old, we want the walls to be modern, clean, bright and angular, while having contrasting display elements which will provide colour and texture to the gallery, such as introducing old cargo crates, travellers old style suitcases, hammocks, portholes displays, coiled up rope etc. As a gallery the space is quite restricted, we have had to be creative in how we design the walls for the gallery, we have tried to utilise the space available. This has been quite a challenge, particularly as the content for the gallery covers a period from 1700's to the present day. The design of the gallery uses every available area of space, including incorporating the venues columns as part of the wall structure (the venue is an old warehouse which contains lots of original warehouse columns), window areas, corners etc.

As a building the ceiling heights are restricted too, the height of ceilings in both areas vary, some areas have a vaulted ceiling. The design has taken into account the height of the ductwork, which is 2,470mm, and height of the light track, which is 2,930mm. The design team have designed all exhibition wall structures at a height of 2.9m and on an angle/slope to maximise the display space available for the gallery content. The two gallery spaces include existing ductwork, this runs the length of the two galleries down two sides.

As mentioned above the building is an old warehouse, the Maritime Museum is Grade 1 Listed Building. Part of the gallery has had no wall structure intervention over the years; it currently has the existing brickwork exposed. NML have submitted a Listed Building Consent application to Liverpool City Council (LCC) Planning department regards the proposed fixing detail for the wall frame structures. Please note this only applies to gallery A, which is the gallery in and around the main staircase, gallery B already has an existing clad wall system in place which the exhibition build can be secured to and built off. The application was submitted to LCC w/c 29 July, process takes approx. 8 weeks. We expect decision by mid to end of September. Prior to the Listed Building Consent application being submitted, NML Estate Management Department were in talks with LCC planning department, regards the favoured method of wall fixing. LCC Planning department have advised the fixing of all new wall structures should be via existing wall mortar joints. In addition to this, we would also be looking to fix to the concrete floor where required and include sandbags, or metal plates to weight and secure structures down, particularly those which are free standing.

Prior to the works commencing on site, the appointment the Fit-out contractor will be required to provide the client team with production drawings for all areas of the gallery

for review/comments and sign-off. The client team will also be looking to carry out site visits to review the progress of the off-site build, and prior to structures arriving on site.

The works for this package includes the delivery of all new exhibition wall structures. The wall structures in first section of the gallery (gallery A) will need to have new frame structure installed and clad, before new wall structures are built. The second section of the gallery already has existing clad wall system in place, the new wall structures can be built off the existing clad walls. Within this second section of the gallery (gallery B) all low-level plinth, the face of the existing skirtings will need to be removed and new skirting fronts applied. We want all the walls of the gallery to be white and clean looking, to give a bright feel to the gallery, there will be decoration works to existing and new wall structures. Within the wall structure we want to include LED light strip which will run the length of the gallery. Each of the five gallery sections has been given a different colour to represent the section, and we want the LED light strip to signify the different sections.

As part of the wall structures the fit-out contractor will be responsible for the installation/housing of 16no. Armour System display cases which are currently stored on site, and the production/manufacture and installation of 8no. new vitrines and 2no. acrylic hood plinths. The Fit-out contractor will also be responsible for the production/manufacture and installation of 2no open display plinth structures, creative development/production and installation of 7no. new tactile interactives for the gallery, case interior plinth and backboards to several cases/vitrines, including 2no. existing cases which are in situ within the gallery, upgrade/replacement of light fittings to a LED system within 2no. existing in-situ cases, both located in gallery B, provide a series of props and set dressing elements for the gallery display, such as stacked cargo boxes, stacked old style suitcase, hammocks, portholes etc. Some of these elements such as the stacked cargo crates, stacked suitcases and portholes will also act as the screen drop for the gallery mapped projection content which is being developed by the AV Digital software producer. Works also include for the first and second fix of all power and data requirements for the gallery, installation of 100no. new light fittings onto existing gallery lighting track and carry out light focusing for the gallery displays.

2 Tender Instructions

2.1 Introduction

Tendering is required by NMLs procurement processes that ensure that NML is adhering to Managing Public Money guidelines. The Bidder is requested to propose a solution that will meet the current and future requirements of NML, as detailed within this tender pack.

2.2 General

NML reserves the right, without prior notice, to change, modify, or withdraw the basis of its request and/or to reject all proposals and terminate negotiations at any time. In no circumstance will NML incur any liability in respect of time, effort or costs incurred in regard to either discussions, meetings or time spent in respect of reviewing and/or responding to this document or any subsequent material.

This tender is not a purchase order or an offer to contract and does not constitute an offer capable of acceptance. This tender does not commit NML or any official of it to any specific course of action. The issue of this tender does not bind NML or any official of it to accept any proposal, in whole, or in part, whether it includes the lowest priced proposal, nor does it bind any officials of NML to provide any explanation or reason for its' decision to accept or reject any proposal. Moreover, while it is the intention of NML to enter contract negotiations with the selected bidder, the fact that NML has given acceptance to a specific Bidder does not bind it or any official of it in any manner to the bidder. Acceptance of a proposal neither commits NML to award a contract to any bidder, even if all requirements stated in this tender are satisfied, nor does it limit NML's right to negotiate in their best interest. NML reserves the right to contract with a bidder for reasons other than the lowest price. Contract award will be post the tender process and may be awarded without discussions or negotiations

The bidder shall be deemed to have examined before the submission of their bid submission, all the provisions in this tender as well as regulations and other information relevant to your bid submission, and to have fully considered the risks, contingencies, and other circumstances, which could affect the bid submission. The bidder shall be responsible for obtaining all information by the making of reasonable and prudent inquiries and, by prior arrangement.

By submitting a bid submission the bidder represents that it has read and understood the tender. The bidder will consider the contents of any submitted bid submission as an offer to contract.

Any attempt by bidders or their advisors to influence the contract award process in any way may result in the bidder being disqualified. Specifically, bidders shall not directly or indirectly, at any time:

- Revise or amend the content of their tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner or bidder;
- Enter into any agreement or arrangement with any other person as to the form or content of any other tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other tender;
- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a tender;
- Canvass NML or any employees or agents of NML in relation to this procurement; or

- Attempt to obtain information from any of the employees or agents of NML or its advisors concerning another bidder or tender; or
- Offer, pay, promise to pay, or authorize the giving of any financial or other benefit to any person for the purpose of obtaining an improper advantage, or otherwise conduct themselves in a manner contrary to any anti-bribery or anti-money laundering legislation and/or regulations in the broadest sense (whether issued by the EU, the US, the UN or any other body) or any other such rule or legislation that may apply from time to time.

Bidders are responsible for ensuring that no conflicts of interest exist between the bidder and its advisors, and NML and its advisors and Partners.

NML also reserves the right to cease discussions with any bidder from the date of submission of bidder tender.

Failure to meet a qualification or requirement in this tender will not necessarily subject a proposal to disqualification but may do so.

2.3 Confidentiality and Non-Disclosure

The information contained in this tender (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed or used for any other purpose.

Information received by NML in this tender will be held in strict confidence and will not be disclosed to any party, other than within NML and their engaged consultants if appropriate, without the express written consent of the bidder.

NML undertakes not to publicise any information obtained during this tender process, either generally or to any other bidders involved in the tender. Additionally, there will be no obligation on the part of NML to share any of the results or conclusions of the tender process with any bidder.

As a responder to this tender, you are reminded of the need for confidentiality and the need not to divulge your actual or intended tender price or an approximation of that price to any other person or body until we notify you that the contract has been awarded.

2.4 Accuracy of information and liability of NML

The information contained in this tender has been prepared by NML in good faith but does not purport to be comprehensive or to have been independently verified. NML does not accept any liability or responsibility for the adequacy, accuracy, or completeness of, or make any representation or warranty (express or implied) with respect to the information contained in the tender, or with respect to any written or oral information made or to be made available to any bidder or its professional advisors and any liability therefore is hereby expressly disclaimed.

Bidders considering entering into a contractual relationship with NML should make their own enquiries and investigations of NML's requirements. The subject matter of this tender shall only have contractual effect when it is contained in the express terms of an executed agreement.

Nothing in this tender is, or should be, relied upon as a promise or representation as to the future, and NML does not undertake to provide bidders with access to any additional information, or to update the information in this tender, or to correct any inaccuracies that may become apparent. NML reserves the right, without prior notice,

to change the procedures outlined in this tender or to terminate discussions and the delivery of information at any time before entering into an agreement.

Should there be any obvious typographical errors or misunderstandings in the tender documentation then clarification should be sought. However, if the response is found to misrepresent facts, the documents will be deemed void. In the case where the error or misrepresentation is not discovered until after the contract is awarded, we reserve the right to determine the contract and costs incurred by us as a result of the determination shall be recoverable from the bidder under the contract.

2.5 Cost of Preparation

NML will not accept any liability or responsibility for any costs incurred by the bidder in preparing this tender document or any associated work effort.

2.6 Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by the bidder with any NML agent or employee will be disregarded in any proposal evaluation or associated award.

2.7 Independent Price Determinations

The bidder shall warrant, represent, and certify that the following requirements have been met in connection with their proposal for this tender:

- The costs proposed have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such process with any other organisation or with any competitor;
- Unless otherwise required by law, the pricing proposed has not been knowingly disclosed by the bidder on a prior basis directly or indirectly to any other organisation or to any competitor; and no attempt has been made, or will be made, by the proposed to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

2.8 Payments Against a Contract Award

Under no circumstances shall the successful bidder begin to perform under the contract prior to the effective date of the contract. NML shall assume no liability for payment of services under the terms of the contract until the successful bidder is notified that the contract has been agreed by both parties.

2.9 Bidder Misrepresentation or Default

NML may reject the proposal and void any award resulting from this tender to a bidder who makes any material misrepresentation in their proposal or other submittal in connection with this tender.

2.10 Amendments to the Tender

NML reserves the right to issue amendments or modifications to this tender during the tender stage. These will be amended on the procurement portal where the tender was originally advertised and bids will be assumed to take account of any such modifications and amendments.

2.11 Responding to the Tender

In responding to this tender, the bidder you specifically agrees to the following:

Having examined all parts of the tender that the supply of the Goods and/or Services to NML will be at the rates/prices as provided. All prices must be quoted on the basis indicated in the accompanying documents, except where the bidder proposes

alternative priced procedures, and should **exclude VAT**. Discounts for prompt payment should be stated. The basis of the price shall be inclusive of all costs and delivery to NML.

That any contract whatsoever that may result from this tender shall be subject to the laws of England and Wales as interpreted in an English Court.

The prices quoted and all other information supplied in this tender are valid and open to acceptance by NML for a period three calendar months from the tender return date specified in the tender

The essence of competitive tendering is that NML shall receive bona fide competitive tenders from all companies tendering. In recognition of this principle, any response is declared to be a bona fide tender, intended to be competitive and that the bidder (or representatives) have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

The bidder declares that you have not done and undertake that you will not do any of the following acts:-

- communicate with a person, other than the person calling for this tender, the amount or approximate amount of the proposed tender.
- 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.
- offer to 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 having caused to be done in relation to any other tender or proposed tender for the requirement any act or thing of the sort described above.

3 Tender Timing, Scoring and Process

3.1 Questions and Additional Information

Formal queries concerning the content of this tender and the bidder's submission should be submitted in writing by e-mail to Ian Lindsay (Ian.Lindsay@liverpoolmuseums.org.uk) with the subject title "Sea Galleries, Merseyside Maritime Museum, Gallery Fit-Out Works Tender".

Where questions are raised by bidders and answers given clarify NMLs requirements for the tender, then these questions and answers may be shared with other bidders responding to this tender.

Queries must not be directed through any other employee, contractor or consultant who is engaged as part of the tender working party.

3.2 Site Visits

It is advised that bidders visit the site. This would need to be arranged between 5th to 14th August 2019 only. Please note site visit can only take place between the hours of 9.30am - 15.00pm Monday to Friday, weekends are not included.

To arrange a site visit please contact Jenny.green@liverpoolmuseums.org.uk or Vivienne.See@liverpoolmuseums.org.uk.

3.3 Target Timetable

The target timetable for this project is shown in the table below but bidders must be aware that whilst every effort will be made to meet these dates, the timetable may change for operational reasons

Step	Task	Date
1.	Tender issued	31/07/2019
2.	Site visit (if required)	05 – 14/08/2019
3.	Deadline for clarification questions	16/08/2019
4..	Responses to clarification questions issued	21/08/2019
5.	Deadline for Bid Submission	05/09/2019
6	Evaluation of the Tender Responses commences	06/09/2019
7.	Clarification meetings if required	10/09/2019
8.	Notification to unsuccessful Bidder	19/09/2019
9.	Provisional notification to Successful Bidder	20/09/2019
10.	Order Placed & contracts signed	30/09/2019
11.	Installation complete	18/02/2020

Note – all deadlines are at Noon on that business day.

3.4 Timing and Delivery

The bidder must provide a full submission by email. Bids should be in Microsoft Word, Excel or PDF format. The submission must include a copy of "Appendix A - Form of Tender".

The submission must be made to Tenders@liverpoolmuseums.org.uk. To ensure that your submission is successful you should ensure that each email is less than 8Mb.

Emails should be titled “Sea Galleries, Merseyside Maritime Museum, Gallery Fit-Out Works Tender”. If multiple emails are sent the header should indicate they are “Part x of xx”.

Bid submissions must be received no later the date as specified in section 3.3 above. Any response received after this date and time may be discounted from further consideration. Any requirement that the bidder might have for proof of delivery is at the bidder’s discretion and cost.

No bid submission will be opened until the deadline as specified in section 3.3 above.

To enable an efficient and fair evaluation process this process must be strictly adhered to. If a bidder does not comply with the requirements contained in this Section, NML may (in its sole discretion) disqualify the bidder from the competition.

3.5 Compliance

The bid submissions will be checked initially for compliance with this tender and for completeness. Responses that are not substantially complete and/or compliant will be rejected.

The compliance criteria are as follows:

Tender documentation received by specified deadline

All relevant questions answered

All relevant information provided

Compliance with any specified timescales

Signed Form of Tender

Signed Acknowledgement of NML Procurement Protocol form

Signed completion of Health & Safety forms (if applicable)

3.6 Evaluation

Bid submissions that pass the compliance checks will then be evaluated against the criteria specified below. During the evaluation period, NML reserves the right to call for further information from

The bid submissions will be evaluated according to the following criteria, to determine the highest scoring responses:

Criteria	Element of Evaluation	Max Score Available
Cost	Cost	40
Quality	Ability to deliver to programme timescales and resource project. (Detailed programme and detailed resource schedule/structure must be submitted)	10
	Previous experience of similar works/projects, provide portfolio of previous works/projects	20
	Additional Question no. 1: Provide suggestions/options for different finishes for gallery wall structures, and provide different cost options for finishes.	15
	Additional Question no. 2: Provide examples/approach ideas to tactile interactive briefs	15
	Total	100
	Minimum Quality Score threshold (60%)	

Only information provided as a direct response to this tender will be evaluated. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process. Supplementary documentation may be attached where you have been directed to do so. All sections must be answered unless advised otherwise.

Following the deadline for bid submission, NML will evaluate and score each bidder's submission against the evaluation criteria.

In order to protect the quality of any procurement, any tender response that scores below the minimum quality score threshold will not be considered.

4 Bid Requirements

4.1 Introduction

This section provides bidders with details of the form and content of bids that are invited and sets out the procedural requirements with which bidders must comply when submitting bids in order for their bids to be considered by NML. The process is intended to:

- assist NML in choosing the most economically advantageous bid;
- make clear the requirements with which bidders must comply and the basis on which the bids will be evaluated; and
- maintain competition throughout.

If a bidder does not comply with the requirements contained in this Section, NML may (in its sole discretion) disqualify the Bidder from the competition. Bids should be as concise as possible, whilst providing sufficient information to enable NML to evaluate bids in accordance with this tender.

The bidder is required to prepare the proposal and pricing based on the requirements specification detailed in section 5 of this document. Any assumptions that the bidder makes must be clearly stated in the appropriate section.

The costs must be fully itemised and transparent.

If the bidder has additional information that is directly relevant to the stated requirements but not explicitly requested, this may be added to the end of the most appropriate section under the heading “Additional Information” or referenced out to appendices.

Failure to return all of the requested documentation may result in your tender not being considered further.

This document details baseline requirements for the solution. This is not meant to be an exhaustive list of requirements but it will however serve to identify suitable solutions and bidders. NML reserves the right to modify its requirements at any time.

4.2 Management Summary

The bidder must provide a concise management summary of their offering, including the following:

- a) A brief overview of the proposed solution including reference to any partners and third parties.
- b) Reasons why NML should choose the proposed bidder and solution.
- c) Summary of the bidder’s commercial offer.

4.3 Company Background

4.3.1 Company Details

The bidder must provide the following information:

- a) The registered name and address of the company
- b) Details of any holding companies
- c) The date the company was established

- d) The main activities of the company
- e) The proportion of the total business accounted for by the proposed services
- f) The number and location of offices, identifying the main functions of each
- g) Insurance details (Professional Indemnity cover, Employers Liability cover, IPR cover)
- h) Company accreditations (professional body accreditations and trade body accreditations but excluding awards)
- i) Certifications and last audit dates, e.g. ISO9000 / 9001
- j) An organisation chart that highlights those functions that would be involved in the delivery and subsequent support of the proposed services
- k) The quality assurance mechanisms employed by the bidder
- l) Describe any recent mergers or acquisitions
- m) Detail any significant partnerships that will be used to deliver the proposed services. Detail the specific nature of each partnership and describe the commercial and contractual implications

4.3.2 Financial Information

The bidder must provide audited accounts for the last three financial years. If the organisation has not been in existence for three years then supply all available accounts.

4.3.3 Third Party Services

The bidder must provide the following information for each of the proposed third parties / sub-contractors that may form part of the proposed solution to this tender:

- a) Service
- b) Supplying bidder name
- c) Product name / version
- d) List of relevant clients where the bidder has provided that service

4.3.4 Relevant Experience & Performance

The bidder must provide evidence of previous experience in relation to expertise required and performance in completing past projects to the required standards.

As part of the selection process NML will require to contact existing customers of the bidder for similar solutions. The bidder must select 2 reference clients and provide the following contact information:

- a) Client name and address
- b) Description of solution provided
- c) Key contact name, title, and contact information
- d) Length of the supply relationship
- e) Relevance to this tender
- f) Size and duration of project
- g) Role of the tenderer
- h) Performance, in relation to time, budget, claims, project management and value of the solution.

NML undertakes not to contact any reference company without arranging such contact via the bidder's Account Manager first.

4.4 NML Security and Health & Safety requirements

As part of the selection process NML will require potential bidders to agree to NML's security and Health and Safety requirements. Please review the enclosed documents:

- i) Appendix B – NML Supplemental conditions
- ii) Appendix C – NML Safety Guidelines for Contractors
- iii) Appendix D – NML H&S Questionnaire

Please complete and return the NML H&S Questionnaire with your submission.

4.5 NML Procurement Protocol

As part of the NML Procurement protocol and procedures, NML expect suppliers to uphold similar business standards, particularly in relation to sustainability, ethics and the Modern Slavery Act. NML will require potential bidders to agree to NML's Procurement Protocol and their agreement to uphold those values. Please review the enclosed document:

- i) Appendix E – NML Procurement Protocol

Please complete and return the NML Procurement Protocol Supplier Agreement.

4.6 Timetable

Please note that the project must be completed by **18th February 2020**.

Bidders should present a detailed timetable for planning, installation and completion for the project as a whole, indicating how this date will be achieved.

4.7 Contractual Considerations

The bidder must provide a copy of their standard Terms and Conditions for the proposed services.

4.7 Form of Agreement

The winning bidder shall be appointed using the **JCT Intermediate Contract with Contractor Design 2016 (Appendix F)**

4.8 Costs

A full breakdown of all costs is to be provided. One off costs and continuing running costs should be clearly distinguished. Please provide details of any potential extra costs.

Cost breakdown should include the following as a minimum:

As an exempt charity and an educational institution funded by government (DCMS). NML generally qualifies for academia, educational or charity pricing schemes offered by many bidders and manufacturers and this must be taken into account when tendering.

We would look for a phased payment schedule across the lifetime of the schedule, with minimal upfront payment. We would expect each phased payment to be invoiced with accompanying evidence of work completed and time spent.

4.9 Summary of Documents to be returned as part of Submission

Bidders are required to provide the following completed documents as part of their tender return, if a bidder fails to return the below items the tender submission will be considered invalid:

- i) Form of Tender
- ii) Completed Sea Galleries Fit-Out works Cost Schedule (Appendix J)
- iii) Management summary answers (section 4.2)
- iv) All requirements referenced in point 4.3
- v) Detailed programme of works (section 3.6)
- vi) Details of previous experience and similar works/projects (section 3.6)
- vii) Detailed specification of proposed solution
- viii) Acknowledgement of NML Procurement Protocol form (Appendix E)
- ix) Acknowledgment of Standard Terms & Conditions (Appendix F)
- x) Completed and signed Tender Compliance document (Appendix H)
- xi) Signed NML H&S Questionnaire (Appendix D)

5 Requirements Specification

5.1 Requirements Detail

The works for this package includes the delivery of all new exhibition wall structures. The wall structures in first section of the gallery (gallery A) will need to have new frame structure installed and clad, before new wall structures are built. The second section of the gallery already has existing clad wall system in place, the new wall structures can be built off the existing clad walls. Within this second section of the gallery (gallery B) all low-level plinth, the face of the existing skirtings will need to be removed and new skirting fronts applied. We want all the walls of the gallery to be white and clean looking, to give a bright feel to the gallery, there will be decoration works to existing and new wall structures. Within the wall structure we want to include LED light strip which will run the length of the gallery. Each of the five gallery sections has been given a different colour to represent the section, and we want the LED light strip to signify the different sections.

As part of the wall structures the fit-out contractor will be responsible for the installation/housing of 16no. Armour System display cases which are currently stored on site, and the production/manufacture and installation of 8no. new vitrines and 2no. acrylic hood plinths. The Fit-out contractor will also be responsible for the production/manufacture and installation of 2no open display plinth structures, creative development/production and installation of 7no. new tactile interactives for the gallery, case interior plinth and backboards to several cases/vitrines, including 2no. existing cases which are in situ within the gallery, upgrade/replacement of light fittings to a LED system within 2no. existing in-situ cases, both located in gallery B, provide a series of props and set dressing elements for the gallery display, such as stacked cargo boxes, stacked old style suitcase, hammocks, portholes etc. Some of these elements such as the stacked cargo crates, stacked suitcases and portholes will also act as the screen drop for the gallery mapped projection content which is being developed by the AV Digital software producer. Works also include for the first and second fix of all power and data requirements for the gallery, installation of 100no. new light fittings onto existing gallery lighting track and carry out light focusing for the gallery displays.

Prior to the works and on appointment the Fit-out contractor will be required to provide the client with production drawings for review and sign-off, prior to works commencing on site.

Please refer to the following appendix information for the full detailed scope of works:

- Appendix J - Schedule of works
- Appendix K - Drawings package
- Appendix L - Case & Vitrine Schedule
- Appendix M - Tactile interactives
- Appendix N – Electrical Specification and combined Electrical drawings (KGA)

6 Additional Questions

6.1 Introduction

NML requires the tender to answer specific questions in relation to the submission.

Each question will be scored as per the evaluation summary in section 3.6.

If you fail to provide a response to any applicable question, your bid may be deemed to be non-compliant. If a bid is deemed to be non-compliant, the bid may be rejected. Responses to questions should be limited to and focused on the specific requirement. Bidders should refrain from including generalised statements, information not relevant to the requirement and information relating to general marketing of your organisation. Each question answered must be complete in its own right and tailored towards that specific question.

6.2 Questions

Please expand each section of the answer table to include all relevant information.

Question 1	Marks Assigned: 15
Please provide/demonstrate suggested materials for new wall structures and provide different cost options for the different finishes. We are looking for a high quality finish, which is robust but is reasonable in cost.	
Provide some ideas and solutions for the client, as part of the tender submission.	
Answer:	

Question 2	Marks Assigned: 15
Please provide examples/approach ideas and suggestion to the tactile interactive concept briefs (Tactile T1-T7).	
Provide some ideas and solutions for the client, as part of the tender submission.	
Answer:	