

# INVITATION TO TENDER - BUILDING SERVICES CALL-OFF CONTRACT

## CLOSING DATE FOR RESPONSES – Midday, 1<sup>st</sup> April 2021

### 1. OBJECTIVE

- 1.1 The objective of this tender exercise is to source a specialist Building 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 Mechanical, HVAC and Electrical Services. The supplier will produce detailed specifications for tender documents and will go on to support the design team with tender reviews and evaluations. Additional support will be required for design changes to building services and in undertaking regular condition surveys, providing associated reports and drawings.
- 1.3 We intend to award a contract for a period of 3 years. We anticipate that the demand for these services over the duration of the contract period will not exceed a total expenditure of £300,000 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 validations;
  - Undertaking condition 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. SOCIAL VALUE

- 5.1 It is important to The National Archives that potential suppliers deliver additional environmental benefits in the performance of this contract. We therefore expect that potential suppliers will be able to clearly demonstrate an understanding of the additional environmental benefits that can be achieved in the performance of the contract and in collaborative ways of working with the supply chain, including working towards net zero greenhouse gas emissions.

#### 6. HOW TO RESPOND

- 6.1 Please submit your tender response to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by Midday, 1<sup>st</sup> April 2021. Your tender response must comprise the following:
- 6.2 **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;
  - The skills of the proposed key staff who will be involved in the delivery of the contract;
  - What sub-contracting arrangements (if any) you will put in place;
  - What standards you will adhere to;
  - What assumptions (if any) you have made in preparing your tender response;
  - Your proposed Service Level Agreement (SLA)
- 6.3 **A description of how, in the delivery of the contract, you will meet the Social Value objectives described in Section 5 of this ITT.** Please ensure that within this description you include a method statement describing how you will achieve the objectives, plus a description of how – and by when - you will implement your commitments and how you plan to monitor, measure and report on the associated impacts.

6.4 Your proposed rate card, as follows:

<b>Role</b>	<b>Charge Per Day (ex VAT)</b>
Director	£
Principal Engineer	£
Senior Engineer	£
Engineer	£
AutoCad Technician	£

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

## 7. EVALUATION CRITERIA

7.1 Tender responses will be evaluated as follows:

<b>Category</b>	<b>Maximum Available Unweighted Score</b>	<b>Weighting</b>	<b>Maximum Available Weighted Score</b>
<b>Quality</b> (Response to Section 6.2 of this ITT)	10	6	60
<b>Social Value</b> (Response to Section 6.3 of this ITT)	4	2.5	10
<b>Price</b> (Response to Section 6.4 of this ITT)	10	3	30
<b>Totals</b>			<b>100</b>

7.2 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>
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<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>

7.3 Criteria used to evaluate the Social Value category will be as follows:

<b>4 Points</b>	<p><b>Excellent:</b></p> <p>The response exceeds what is expected for the criteria. Leaves no doubt as to the capability and commitment to deliver what is required. The response therefore shows:</p> <ul style="list-style-type: none"> <li>• Very good understanding of the requirements</li> <li>• Excellent proposals demonstrated through relevant evidence</li> <li>• Considerable insight into the relevant issues</li> <li>• The response is also likely to propose additional value in several respects above that expected</li> <li>• The response addresses the social value policy outcome and also shows in-depth market experience</li> </ul>
<b>3 Points</b>	<p><b>Very Good:</b></p>

	<p>The response meets the required standard in all material respects. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:</p> <ul style="list-style-type: none"> <li>• Good understanding of the requirements</li> <li>• Sufficient competence demonstrated through relevant evidence</li> <li>• Some insight demonstrated into the relevant issues</li> <li>• The response addresses the social value policy outcome and also shows good market experience.</li> </ul>
<b>2 Points</b>	<p><b>Good:</b> The response broadly meets what is expected for the criteria. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:</p> <ul style="list-style-type: none"> <li>• Good understanding of the requirements</li> <li>• Sufficient competence demonstrated through relevant evidence</li> <li>• Some insight demonstrated into the relevant issues</li> <li>• The response addresses most of the social value policy outcome and also shows general market experience.</li> </ul>
<b>1 Point</b>	<p><b>Poor:</b> The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following:</p> <ul style="list-style-type: none"> <li>• There is at least one significant issue needing considerable attention</li> <li>• Proposals do not demonstrate competence or understanding</li> <li>• The response is light on detail and unconvincing</li> <li>• The response makes no reference to the applicable sector but shows some general market experience</li> <li>• The response makes limited reference (naming only) to the social value policy outcome set out within the invitation.</li> </ul>
<b>0 Points</b>	<p><b>Fail:</b></p> <ul style="list-style-type: none"> <li>• The response completely fails to meet the required standard or does not provide a proposal.</li> </ul>

## 8. PROCUREMENT TIMETABLE

<b>Publication of ITT</b>	March 2 <sup>nd</sup> , 2021
<b>Deadline for Submission of Clarification Questions</b>	Midday, March 15 <sup>th</sup> , 2021
<b>Deadline for Submission of Tender Responses</b>	Midday, April 1 <sup>st</sup> , 2021

<b>Contract Award Notification</b>	April 19 <sup>th</sup> , 2021
<b>End of Standstill Period</b>	April 29 <sup>th</sup> , 2021

## 9. 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.