



INVITATION TO TENDER

COMMERCIAL LETTING/LEASING AGENT

CLOSING DATE FOR TENDER RESPONSES

12 Noon FRIDAY 24th August 2018

1. BACKGROUND

The National Archives (TNA) is the official archive and publisher for the UK government, and for England and Wales, holding official records containing 1,000 years of history. 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. TNA is a non-ministerial department and its parent department is the Department for Culture, Media and Sport. More information on TNA can be found at www.nationalarchives.gov.uk TNA fulfils a leadership role for the archive sector. TNA employs approximately 600 staff at its site in Kew, Richmond in Surrey.

The National Archives delivers its services from two linked buildings (**Q1 and Q2**) based within a 4.8ha site in Kew, South West London, which includes landscaped grounds (Pocket Park), two ponds and a water fountain. TNA holds over 11 million historical and government records, houses approximately 550 staff and welcomes over 90,000 visitors per year. The grounds are kept open to the public for 364 days a year, from dawn until dusk.

- Q1 was the first purpose designed archive building constructed on the site and was opened in 1977. It is a large, square shaped, 5 floor plus basement building. The accommodation is a combination of publicly accessible areas, staff-only administrative, repository and process areas. The publicly accessible areas are concentrated on the ground floor (café, restaurant, museum), the first floor (reading and research rooms, library) with a smaller public area on the second floor (map and large documents reading room).
- Q2 was built to accommodate the additional space requirements for TNAs document repositories, offices and conservation laboratories. It was completed in 1995 and is a large “L” shaped building comprising 4 floors plus basement and roof top plant rooms. Q2 is linked to Q1 by a glazed atrium which forms the main front and rear entrances into TNA for staff and members of the public. Q2 is generally not publicly accessible. The building provides repository areas, conservation laboratories, administrative, training, educational facilities and conference rooms.

2. REQUIREMENT

TNA is seeking to appoint an experienced, competent, qualified Commercial Letting/Leasing Agent with good local knowledge to promote and offer to the open market the potential available office space at our Kew site for occupancy by a commercial tenant.

Potentially, there is 4,330 sq. ft. of commercial office space on offer which is arranged on the ground floor of The National Archives building in Kew, Richmond in Surrey.

This award does not guarantee that any work shall be commissioned or ordered by The National Archives.

The types of services we envisage to be delivered by the bidder are as follows:

- Provision of Commercial letting/Leasing services on a contract or commission fee basis
- Remain cognisant throughout the opportunity, of our status as a UK government body and the security and reputational risks intrinsic to our relationship and association with a new commercial tenant
- Advice and guidance on the legal, insurance and tax implications on The National Archives, acting in the capacity as Landlord of the commercial office space
- Survey for condition, accessibility and usability of the commercial space on offer
- Preparation and distribution of marketing, promotional and advertising materials
- Arrangement of viewings with prospective tenants
- Facilitate negotiations with the prospective tenants
- Undertake rent reviews on at least an annual basis or at a reasonable time following specific request by TNA

A plan and photographs of the potential space are available from procurement@nationalarchives.gov.uk after signing and returning the attached confidentiality agreement.

Opportunities to visit TNA site can be requested between the 30th of July 2018 and the 3rd of August 2018 (by appointment only). Please advise us by email to procurement@nationalarchives.gov.uk you wish to attend and we will endeavour to accommodate your request.

3. HOW TO RESPOND

Please submit your tender response, specifying how you would meet the requirement described above to procurement@nationalarchives.gov.uk by **12 noon on Friday 24th August** by providing us with:

- a. A complete rate card for the professional services you are able to provide – fee structure and other commission based charges
- b. Your understanding of our requirements giving a description of the full service to be delivered to The National Archives and the prospective tenant(s). Please elaborate on your organisation's unique selling points.
- c. Your approach and detailed description to marketing and advertising along with how you will vet and select suitable tenants for TNA's consideration.
- d. Evidence of your experience of providing similar Commercial letting activities in Public and/or Cultural Sectors and of your knowledge and familiarity with delivering similar services to the local area and community. We would like you to provide us with the names and addresses of two referees who will be able to provide us a reference for the work you have carried out for them.

It is for you to determine what format your response takes so as to describe your offering in a clear, comprehensive fashion; however you should note that the information you supply may be used in

whole, or in part, to populate the Contract Schedules. As such, please make clear and unambiguous statements about the commitments you are making.

If you have clarification questions, please submit these to procurement@nationalarchives.gov.uk by **12 noon on Friday 3rd August 2018**.

Submissions will be evaluated as follows:

- Price 20%
- Quality of response 80%

Based on the evaluation as described above we may invite a maximum 3 shortlisted candidates for presentation of their submission on **Friday 31st August 2018**. The quality score may be re-evaluated after the presentations are completed.

The successful supplier will be required to accept TNA's contract terms and conditions for services, published here.

4. TIMESCALES

Description	Date(s)
Invitation to Tender published	23rd July 2018
Site visits (by appointment)	30 th July to 3 rd August 2018
Deadline for receipt of clarification questions	12 noon Friday 3rd August 2018
Deadline for TNA to provide responses to clarification questions	Friday 10 th August 2018
Deadline for receipt of tender submissions	12 noon Friday 24 th August 2018
Presentation/discussion	Friday 31 st August 2018
TNA selects successful supplier	w/b 3 rd September 2018
Contract signed by TNA and successful supplier	w/b 10 th September 2018
Contract start date	17 th September 2018