



## TIMBER CONSULTANCY SERVICES FOR THE CONSERVATION OF HMS VICTORY

### INVITATION TO TENDER - CLARIFICATIONS

VERSION 6, DATED 13<sup>th</sup> SEPTEMBER 2021

No.	Issue	Clarification
1	Clarification on the level of Professional Indemnity Insurance	<p>With regards to the level of Professional Indemnity Insurance cover stipulated (Section 8/Part 8.1 Insurances), it is confirmed that a minimum of £5m professional Indemnity Insurance will be required rather than £10m stipulated in initial documentation.</p> <p><del>Tenderers should include in their costs a sum for £5m of Professional Indemnity Insurance, based on either a quotation or a contract that is already in place. Evidence of insurance being in place will need to be submitted prior to the commencement of work, at the point of the award of the contract.</del></p>
2	Where can the tender documents be obtained from?	<p>The Invitation to tender for the above contract was published on 'MyTenders' and 'ContractsFinder' websites on 11<sup>th</sup> August 2021.</p> <p>The tender is downloadable from the 'ContractsFinder' website and both websites contain the link to this.</p> <p><a href="https://www.contractsfinder.service.gov.uk/Notice/1b3b5eff-c271-473a-b57d-923eceb9d483">https://www.contractsfinder.service.gov.uk/Notice/1b3b5eff-c271-473a-b57d-923eceb9d483</a></p>
3	Price scoring clarification.	<p>The tender is for up to 100 days of work on a task-by-task basis and is therefore a maximum limit of liability/maximum price for the work. The NMRN supports the approach to agile working. Some of the tasks may involve onsite and/or offsite visits, so additional breakdown of likely costs has been requested as a response to tender. It is anticipated there would be site/contractor visits (for which a separate rate has been requested).</p> <p><b>For the response to tender, and for assessment purposes, the total cost will be taken as the sum of;</b></p> <ol style="list-style-type: none"><li><b>1. Cost for 40 days onsite at NMRN, Portsmouth PLUS</b></li><li><b>2. Cost for 40 days remote (home/office) working PLUS</b></li><li><b>3. Cost for 20 days external attendance offsite.</b></li></ol> <p><b>The total figure will be taken as the tendered price for the commercial evaluation at Section 5.</b></p>

4	Contract value	The Timber Consultancy Services contract being sought is on a task-by-task basis for <i>up to</i> 100 days, therefore the £50,000 contract value figure stated on the ContractsFinder website is purely indicative of the contract value rather than an upper limit.
5	Can an organisation bid for both the timber consultancy services contract and the timber supply contract recently announced by the National Museum?	The National Museum is seeking an <i>independent</i> timber consultant to advise on timber requirements and to support with the timber procurement process therefore an organisation that was successful in securing this contract would be excluded from bidding for the supply contract.
6	Can my organisation bid as a member of a consortium whilst submitting a separate bid as an independent organisation?	<p>The National Museum would welcome bids from consortiums in line with section <b>3.7 Consortia</b> of the Tender documentation. A lead supplier will need to be nominated for the tendering process.</p> <p>If bidding as part of a consortium you are able to bid as an independent entity for the same contract.</p>
7	Are organisations able to request a submission deadline extension?	Unfortunately, we are unable to extend the deadline on the tender submission.
8	When will the programme of works on the ship begin and when will the first new timbers be required?	The current schedule will see the first timbers removed from the ship in Spring 2022. There is some uncertainty as to the length of time that will be needed to dry the ship before new timbers are put in place, but our planning assumption is that timber will be required early in Q2 of 2022. The timber consultant will work with the National Museum to firm up the schedule for re-planking, which in turn will inform timber supply requirements.
9	Aside from FSC, PEFC and FLEGT, what documentary evidence would be accepted as evidence of sustainable Timber?	Point 8.5a of the tender documentation states that all virgin timber must be from a 'sustainable source supported by documentary evidence'. Documentary evidence of Timber Sustainability as set out in the UK Government Timber Procurement Policy (TPP) is acceptable.
10	What role will the consultant play in the disposal of teak?	A key element of the timber consultants' remit will be to work with the National Museum in exploring and defining a fully documented disposals plan for excess teak stocks.
11	Level of Professional Indemnity Insurance <b>(superseding Clarification 1 issued on 16<sup>th</sup> August 2021)</b>	<p>As an amendment to Section 8.1 Insurance Paragraph a:</p> <p><b>For Professional Indemnity Insurance only:</b> tenderers should state:</p> <p>a. Current level of Professional Indemnity Insurance</p>

		<p>b. A cost to raise their level of Professional Indemnity Insurance to £1,000 000 (£1 Million) if not already held.</p> <p>c. An additional cost to raise their level of Professional Indemnity Insurance to £2,000,000 (£ 2 Million) from £1,000,000 (£1 Million)</p>
12	If an organisation formed part of a successful consortium bid for the timber consultancy, or planned to act as subcontractor for the successful organisation in its delivery of the consultancy contract, would this exclude that organisation from bidding for the supply contract recently announced by the National Museum?	The National Museum is seeking an <i>independent</i> timber consultant to advise on timber requirements and to support with the timber procurement process therefore an organisation that might form part of a consortium that was successful in securing the consultancy contract, or an organisation that planned to act as a subcontractor as part of the delivery of the consultancy contract, would be excluded from bidding for the supply contract.
13	Please could you clarify exactly what documents you are expecting in the submission?	<p>As per Section 6.1.1. of the tender documentation, your response to tender must consist of the following 3 documents;</p> <ol style="list-style-type: none"> <li>1) Annex D - Tender Submission Document</li> <li>2) Annex E - Form of Tender</li> <li>3) Annex F - Certificate of Non-Collusion</li> </ol> <p>All sections of these forms should be completed, in English, and using Arial font size 11.</p> <p>These Annexes are not suggested layouts for responses but the format expected by the National Museum.</p> <p>Please do not provide additional attachments or documents where not requested to do so.</p>
14	8.1 a – Please can you confirm what the second “Liability Insurance = £10M” is? Is this supposed to be Public Liability Insurance or something else?	This is a typographical error and should be deleted.