

## INTRODUCTION AND INVITATION TO TENDER

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### 1. BASIC PURPOSE AND OVERALL FUNCTION

#### 1.2 Project Title

Master Suited Key & Lock Upgrade Project

#### 1.3 Address

Horniman Museum and Gardens, 100 London Road, Forest Hill, London, SE23 3PQ

#### 1.4 Outline of project in general terms

Replacement of the master key suite at the London Road site, including the museum and all outbuildings, with a EN1303:2015 compliant master key suiting solution.

#### 1.5 Project Organisation and Responsibilities

##### 1.5.1 The Client

The Client is The Horniman Public Museum and Public Park Trust. Its Board of Trustees is responsible for strategic decisions.

Management of the project on a day to day basis is delegated to the Head of Estates with support from the Capital Project Board. This board will also have a direct involvement in the Client approval process for the project. The Capital Project Board is comprised of three trustees and the following Horniman employees:

Nick Merriman	Chief Executive Officer
Paula Thomas	Director of Finance and Corporate Services
Kirsten Walker	Director Collections Care and Estates
Tim Hopkins	Head of Estates

### 2. BACKGROUND

The Horniman Museum and Gardens is a grade II\* listed museum with a world class Natural History, Anthropology and Musical instrument collection. Set within 16 acres of stunning grounds that also house an Aquarium, Animal Walk and Butterfly House. The Horniman connects us all with global cultures and the natural environment, encouraging us to shape a positive future for the world we all share

The projects are funded by a capital grant from the Department for Digital, Culture, Media and Sport, the Horniman must spend the money prior to the end of the 22/23 financial year on the 31<sup>st</sup> March 2023.

### 3. PROJECT DESCRIPTION

The Horniman wishes to appoint a suitably qualified contractor to propose a master key solution for the London Road site. The solution must be compliant with EN1303:2015 and must have active patent protected for at least 10 years from installation. Please note that patent protection is not lifelong trademark protection and will not be accepted as such. The project will see the replacement of 385 lock barrels and 85 padlocks across the London road site. The tender includes for the removal and recycling of the existing lock barrels and the installation of the new barrels in a phased manner to a mutually agreeable work plan. With all work to be completed before the 31<sup>st</sup> March 2023.

### 4. INVITATION TO TENDER, TENDER CONTENTS and INSTRUCTIONS

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new contract with a publicly funded body, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

## 4.2 Scope

**Scope and Objectives** of the project can be found in the Specification, CDM information, drawings and the pricing schedule.

## 4.3 Tender Contents and Instructions

The Tender Pack comprises the following information:

- ITT:
  - Invitation to Tender 2022-12-07
- Information & Client requirements:
  - (Appendix A) Master Suited Key & Lock Upgrades Client requirements
  - (Appendix B) Key Suite Overview (Please note this is not uploaded on the portal and a copy must be requested by companies to Adele Harrington ([aharrington@horniman.ac.uk](mailto:aharrington@horniman.ac.uk)) this is for security reasons.
- CDM & Health and Safety:
  - (Appendix C) Museum Rules for Visiting Contractors.
- Pricing & Evaluation Documents:
  - (Appendix D) Cost Sheet
  - (Appendix E) Horniman Museum Terms and Conditions applying to this contract.
  - (Appendix F) Form of Tender
  - (Appendix G) Quality Questions & Scoring Methodology

Further information may be available to be inspected by appointment at the Employers Offices (via the Head of Estates).

For your tender return to be considered as compliant, you are required to return the following;

- Form of Tender duly signed
- Tender Sum Analysis (Pricing Document) fully priced.
- A detailed programme for the works with critical path and associated information required.
- Evidence of your insurances, VAT registration and UTR –
- Three references of recent relevant works.
- Details of your company history and profile, including financial information and environmental policy
- A completed quality assessment questionnaire.
- Both paper and digital tender submissions must be received by their attendant deadlines.
- Please ensure that you include with your submission a total price for the works identified noting any exclusions. Prices should be submitted using Appendix C. Cost Sheet.

Confirmation of receipt of tenders can be sent if requested.

## 4.4 Site visits

Site visit and accompanied walk round of the works areas are available to the tendering contractors.

Please contact **Adele Harrington (Project Co-ordinator)** on [aharrington@horniman.ac.uk](mailto:aharrington@horniman.ac.uk) to book a site visit, which will be undertaken as group visits.

Time slots available are:

**Tuesday 13<sup>th</sup> December 2022:** 2pm

**Friday 16<sup>th</sup> December 2022:** 10am

**Monday 19<sup>th</sup> December 2022:** 10am

#### 4.5 Tender Timetable and Response

- Digital tender submissions must be received by **12 noon Wednesday 4<sup>th</sup> January 2023**
- Paper tender submissions (x1 copy) must be received by **noon on Thursday 5<sup>th</sup> January 2023** at the Horniman Museum and Gardens, 100 London Road, SE23 3PQ.
- A compliant tender requires tender submission in both a paper and digital format to be received by the Horniman Museum at the times detailed above.

**IMPORTANT:** Please note, we are anticipating a large number of responses to this tender opportunity. Therefore the adjudication panel will be undertaking a two stage scoring method. All compliant tenders will be initially assessed and scored according to their cost submissions (representing a maximum of 60% of the total score available). Once these have been assessed we will then undertake the quality assessment and scoring for the five most economically competitive tenders only.

- Tender submissions should be made electronically to Tim Hopkins ([thopkins@horniman.ac.uk](mailto:thopkins@horniman.ac.uk)) followed by hard copy documents received by the following working day to Horniman Museum & Gardens, 100 London Road, London SE23 3PQ
- Documents may be sent in MS Word, Excel or PDF format. Receipt of submissions will be acknowledged by email.
- Shortlisted contractor interviews / clarification meetings are scheduled for **Monday 9<sup>th</sup> January 2023**. Please keep availability for this date, interviews will be held remotely using video conferencing.
- Clarifications on the scope of the works may be asked by email to [aharrington@horniman.ac.uk](mailto:aharrington@horniman.ac.uk)

**Please Note:** We will not accept tender submissions from companies who have not undertaken a site visit.

- Visits to the facilities or projects provided by the companies submitting tenders may be required prior to the award of the tender.
- Tender clarification questions and answer will be grouped together and published weekly on the contracts finder website throughout the tender period. It is strongly recommended you sign up for updates from contracts finder so you are always aware when clarifications or updates are made to the tender.

#### 5.0 Tender Assessment

The tender returns will be assessed on the following weighting:

**60% Cost**

**40% Quality**

(Please ensure a completed set of quality assessment questions is provided, the questions can be found in the Quality Questions & Scoring Methodology document)

Assessment will be undertaken by Tim Hopkins (Head of Estates), Simon Mabbutt (Security & Operations Manager) and Jess Skeggs-Thirkettle (Facilities Manager).

Interviews will be conducted over video conferencing software on Monday 9<sup>th</sup> January 2023, please keep this day available for an interview / clarification meeting. The Horniman will provide a link if you are invited to interview.