

INTRODUCTION AND INVITATION TO TENDER

1. BASIC PURPOSE AND OVERALL FUNCTION

1.2 Project Title

Compost area repair and alteration works

1.3 Address

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

1.4 Outline of project in general terms

- The existing compost area is located within the wider Horniman Gardens site which is a Grade II listed Park and Garden. Repair and alterations are required to the existing kingpost retaining walls and remedial work to existing concrete ground slab.

Also refer to Preliminaries, Schedule of Work, drawings and specifications in the tender document package.

1.5 Project Organisation and Responsibilities

The professional team responsible for the successful design and delivery of the project is as follows:

Principal Designer	Conisbee
Contract Administrator	Conisbee
Quantity Surveyor	A J Oakes & Partners

*Please note the successful contractor will be appointed as both **Principal Contractor** and **Principle Designer** under the CDM 2015 regulations.*

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:

Gordon Seabright	Chief Executive Officer
Michelle Edward	Director of Finance and Corporate Services
Kirsten Walker	Director Collections Care and Estates
Beth Hodges	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 24/25 financial year on the 31st March 2025.

3. PROJECT DESCRIPTION

External works including:

- Repair and alteration to existing kingpost retaining walls
- Remedial work to existing concrete ground slab
- Construction of new kingpost retaining walls
- New entry gate
- New ground slab

Also refer to Preliminaries, Schedule of Work, drawings and specifications in the tender document package.

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.

4.1 Scope

Scope and Objectives of the project can be found in the specification, CDM information, Drawings and the Schedule of Works Pricing Document.

4.2 Tender Contents and Instructions

The Tender Pack comprises the following information:

- ITT & Evaluation
 - Invitation to Tender
 - Quality Questions & Scoring Methodology
- Information & Client requirements:
 - Design information
 - (Appendix A) Museum Rules for Visiting Contractors
 - (Appendix B) Site Area and Logistics Plan
- CDM & Health and Safety:
 - (Appendix C) Construction Hazard Assessment
- Pricing & Evaluation Documents:
 - Schedules of Work Pricing Document
 - (Appendix A) to the Schedule of Work
 - (Appendix B) to the Schedule of Work
 - Form of Tender

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
- Contract 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.
- 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 the Schedules of Work – Pricing document.

Confirmation of receipt of tenders can be sent if requested.

4.3 Site visits

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

Please contact **Adele Harrington** aharrington@horniman.ac.uk to book a site visit, which will be undertaken as group visits.

Time slots available are:

Monday January 20th 2025: 9.30am

Wednesday January 22nd 2025: 9.30am

4.4 Tender Timetable and Response

- Digital tender submissions must be received by **12 noon February 5th 2025**

IMPORTANT: 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 three most economically competitive tenders only.

- Tender submissions should be made electronically to **Adele Harrington** (aharrington@horniman.ac.uk)
- Documents may be sent in MS Word, Excel or PDF format. Receipt of submissions will be acknowledged by email.
- Clarifications on the scope of the works may be asked by email to 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 ASSESSMENTS

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 Beth Hodges (Head of Estates) and Simon Wilkinson (Senior Building Surveyor, Conisbee)

Interviews will be conducted over video conferencing software on **Wednesday the 12th of February 2025**, please keep this day available for an interview / clarification meeting. The Horniman will provide a link if you are invited to interview.