

THE
NATIONAL
MUSEUM



INVITATION TO TENDER

National Museum of the Royal Navy Multi-Function Printers

1. Introduction

The National Museum of the Royal Navy (NMRN) is responsible for the following sites:

- Fleet Air Arm Museum, Yeovilton
- Explosion Museum, Gosport
- Royal Marines Museum, Southsea
- The National Museum of the Royal Navy, Portsmouth (NMRN)
- Royal Navy Submarine Museum, Gosport
- HMS Caroline, Belfast
- The National Museum of the Royal Navy, Hartlepool (NMRNH)

We are a museum group who continues to grow and so it should be assumed that other sites will join the group in the future.

The NMRN wishes to appoint a single supplier to provide a lease agreement and service contract for all of our multi-function and standalone printers for the sites shown above.

There are currently two full time members of staff providing IT support for the above sites, both based in Portsmouth.



2. Current Situation

In 2016 the NMRN went to tender to replace the majority of our MFD estate and to reduce the number of suppliers. Today we have 4 separate suppliers remaining, but with all contracts due to expire in 2019. Our current estate is as follows:

| <u>Supplier Name</u> | <u>Manufacturer</u> | <u>Model Code</u> | <u>Location Name</u> | <u>Qtrly Rental</u> | <u>Mono CPC</u> | <u>Colour CPC</u> | <u>Contract Expiry</u> |
|----------------------|---------------------|-------------------|-----------------------|---------------------|-----------------|-------------------|------------------------|
| Annodata | Kyocera | FS-4300DN | EXPLOSION MUSEUM | £32.44 | £0.035 | N/A | 14/06/2019 |
| Annodata | Kyocera | FS-4300DN | EXPLOSION MUSEUM | £32.44 | £0.035 | N/A | 14/06/2019 |
| Ricoh | Ricoh | MPC2000 | EXPLOSION MUSEUM | £867.65 | £0.004 | £0.050 | 19/11/2018 |
| Annodata | Kyocera | FS-4300DN | FLEET AIR ARM MUSEUM. | £32.44 | £0.035 | N/A | 14/06/2019 |
| Annodata | Kyocera | FS-4300DN | FLEET AIR ARM MUSEUM. | £32.44 | £0.035 | N/A | 14/06/2019 |
| Annodata | Kyocera | KM-2551CI | FLEET AIR ARM MUSEUM. | £445.80 | £0.003 | £0.029 | 14/06/2019 |
| Annodata | Kyocera | KM-2551CI | FLEET AIR ARM MUSEUM. | £445.80 | £0.003 | £0.029 | 14/06/2019 |
| Annodata | Kyocera | KM-2551CI | FLEET AIR ARM MUSEUM. | £445.80 | £0.003 | £0.029 | 14/06/2019 |
| Annodata | Kyocera | KM-3551CI | FLEET AIR ARM MUSEUM. | £526.13 | £0.003 | £0.029 | 14/06/2019 |
| Annodata | Kyocera | P7040CDN | FLEET AIR ARM MUSEUM. | £36.65 | £0.004 | £0.035 | 14/06/2019 |
| Annodata | Kyocera | FS-4300DN | HMS CAROLINE | £32.44 | £0.035 | N/A | 14/06/2019 |
| Annodata | Kyocera | KM-2551CI | HMS CAROLINE | £463.20 | £0.003 | £0.029 | 14/06/2019 |
| Annodata | Kyocera | FS-4300DN | NMRN | £32.44 | £0.035 | N/A | 14/06/2019 |
| Annodata | Kyocera | FS-4300DN | NMRN | £32.44 | £0.035 | N/A | 14/06/2019 |
| Annodata | Kyocera | FS-4300DN | NMRN | £32.44 | £0.035 | N/A | 14/06/2019 |
| Annodata | Kyocera | FS-9530DN | NMRN | £100.36 | £0.042 | N/A | 01/08/2017 |
| Annodata | Kyocera | KM-2552CI | NMRN | £445.86 | £0.003 | £0.029 | 01/12/2019 |
| Annodata | Kyocera | KM-4551CI | NMRN | £534.58 | £0.003 | £0.029 | 14/06/2019 |
| Annodata | Kyocera | M6035CIDN | NMRN | £233.98 | £0.004 | £0.035 | 14/06/2019 |
| Annodata | Kyocera | P7040CDN | NMRN | £36.65 | £0.004 | £0.035 | 14/06/2019 |
| SOS Systems | Canon | C3325 | NMRN | £521.99 | £0.004 | £0.050 | 01/05/2019 |
| Ricoh | Ricoh | MP 5503 | NMRN | £867.65 | £0.004 | £0.050 | 19/11/2018 |
| Clarity Copiers | Sharp | MX4100 | NMRN | £636.00 | £0.004 | £0.050 | 01/07/2019 |
| Annodata | Kyocera | FS-4300DN | NMRNH | £32.44 | £0.035 | N/A | 20/05/2019 |
| Annodata | Kyocera | FS-4300DN | NMRNH | £32.44 | £0.035 | N/A | 20/05/2019 |
| Annodata | Kyocera | FS-4300DN | NMRNH | £27.03 | £0.035 | N/A | 20/05/2019 |
| Annodata | Kyocera | KM-3551CI | NMRNH | £418.91 | £0.003 | £0.029 | 20/05/2019 |
| Annodata | Kyocera | FS-4300DN | RN SUBMARINE MUSEUM | £27.03 | £0.035 | N/A | 14/06/2019 |
| Annodata | Kyocera | KM-2551CI | RN SUBMARINE MUSEUM | £463.20 | £0.003 | £0.029 | 14/06/2019 |
| Annodata | Kyocera | FS-4300DN | ROYAL MARINES MUSEUM. | £32.44 | £0.035 | N/A | 14/06/2019 |
| Annodata | Kyocera | KM-2551CI | ROYAL MARINES MUSEUM. | £463.20 | £0.003 | £0.029 | 14/06/2019 |
| | | | | | | | |
| Annodata | Papercut License | | | £190.00 | | | |

The majority of the machines will be out of contract in the next 3 months. Our current suppliers require 90 day's notice to terminate existing contracts, so this will be issued according to the timeline in section 6. All existing suppliers have been notified of the intention to go to tender and so no contracts will be auto-renewing.



4. Proposed Requirements

We are reducing our fleet overall and in some cases replacing MFDs with just printers. We would like all tender responses to include costs for a 3 and 4 year contract only. The exception to this is the MFD for the Royal Marines Museum below, which we would like on a 12 month contract only.

Therefore our new requirement, together with expected volumes (based on existing usage and changes to hardware) is as follows:

| Device | Location Name | Current volume (March 2018 - Feb 2019) | Expected volumes |
|---|----------------------|--|------------------|
| Desktop colour MFD A4 | EXPLOSION MUSEUM | 4,116 | 17,176 |
| A4 Mono printer | EXPLOSION MUSEUM | 1,856 | 1,856 |
| 30-35 PPM MFD with finisher | FLEET AIR ARM MUSEUM | 12,328 | 55,000 |
| 25-30 PPM MFD | FLEET AIR ARM MUSEUM | 16,515 | 16,515 |
| A4 Mono printer | FLEET AIR ARM MUSEUM | 57,590 | 8,000 |
| A4 Mono printer | FLEET AIR ARM MUSEUM | 11,426 | 7,000 |
| Desktop colour MFD A4 | FLEET AIR ARM MUSEUM | 9 | 5,000 |
| A4 Mono printer | FLEET AIR ARM MUSEUM | 405 | 405 |
| 25-30 PPM MFD | HMS CAROLINE | 30,022 | 30,022 |
| A4 Mono printer | HMS CAROLINE | 8,820 | 8,820 |
| 40-50 PPM MFD | NMRN | 146,072 | 146,072 |
| 40-50 PPM MFD with finisher | NMRN | 140,688 | 140,688 |
| 40-50 PPM MFD | NMRN | 76,925 | 76,925 |
| 25-30 PPM MFD | NMRN | 12,440 | 12,440 |
| Desktop colour MFD A4 | NMRN | 10,754 | 10,754 |
| 25-30 PPM MFD | NMRN | 48,653 | 48,653 |
| A4 Mono printer | NMRN | 2,903 | 2,903 |
| A4 Mono printer | NMRN | 1,074 | 1,074 |
| 25-30 PPM MFD | NMRNH | 18,355 | 18,355 |
| A4 Mono printer | NMRNH | 4,018 | 4,018 |
| 25-30 PPM MFD | RN SUBMARINE MUSEUM | 6,505 | 6,505 |
| A4 Mono printer | RN SUBMARINE MUSEUM | 698 | 698 |
| Desktop colour MFD A4 (12 month contract) | ROYAL MARINES MUSEUM | 6,988 | 6,988 |

Software

We currently use Papercut software across all MFDs and wish to continue to use this on our new contract.

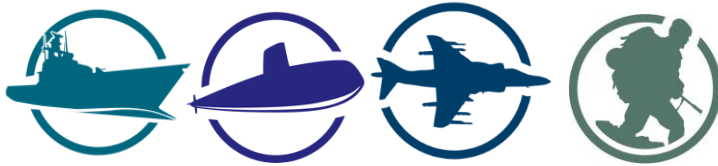
Budget

The available budget for this project is around £125k for both lease and anticipated CPC usage on a 3 year contract and around £165k for both lease and anticipated CPC usage on a 4 year contract.

The NMRN understands that these costs will vary depending on our usage, however the intention is to minimise usage and come well within these figures. Suppliers should note the scoring criteria set out in section 6 below.

Invoicing

We require our invoicing on a quarterly basis with a single invoice for all machine leases and a single invoice for copies used, both itemised by site.



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5. Tender Timeline and Requirements

Bearing in mind our 90 day notice periods and existing contract expiry dates, we would be looking for all suppliers to follow this timeline:

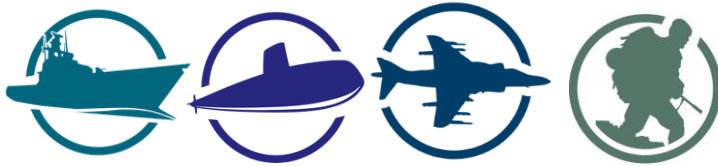
| | |
|--|---|
| Tender Published | 25 th March |
| 90 day notice issued to existing suppliers | 25 th March |
| Tender Advertised | 25 th March – 28 th April |
| Tender Sift and supplier shortlist | 29 th April |
| Shortlisted suppliers contacted with any questions | 30 th April |
| Contract award | 1 st May |
| Standstill period | 1 st – 11 th May |
| Final confirmation | 13 th May |
| Install machines to all sites | 3 rd – 7 th June |

A tender is required which should include method statements, but not be limited to:

- A description of how you would work with us.
- A description of how you will meet the proposed requirements listed in section 4 above.
- A description of your recommended support package and what this includes.
- A fully costed proposal including options for 3 and 4 year contracts, lease costs, cost per copy, cost per click, support packages and costs for attending any site listed in section 1 above.

Tender Instructions

- Any tender questions should be directed to Phil George, Head of IT, on phil.george@nmrn.org.uk.
- Completed tender submissions** should be sent to tenders@nmrn.org.uk only. Tenders not submitted to this email address will not be considered.
- The completed submission should include one electronic copy only, by email.
- Tender submissions must be received by **NO LATER THAN 23:59 ON SUNDAY 14th APRIL**. No tender will be considered if it reaches us after that date.
- Your tender is to remain open for acceptance for 30 calendar days from the date of submission.
- No qualifications are to be made to your tender. Any tender queries are to be raised before tender submission.
- NMRN does not bind itself to accept the lowest or any tender and will not be liable for any costs incurred by the tenderer in preparation of their tender.



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6. Tender evaluation

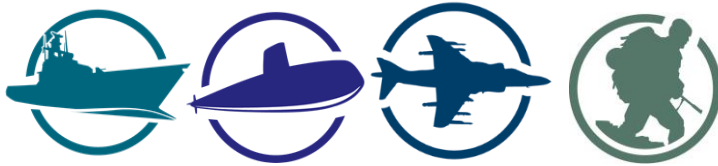
Tenders will be evaluated according to the following criteria:

| Evaluation | Criteria | Weight |
|-------------|------------------|--------|
| Qualitative | Method statement | 40% |
| Commercial | Price | 60% |

A qualitative assessment will be made by reviewing the method statements provided by the tenderer and applying the scoring guide below:

| Score | Acceptability | Description |
|-------|---------------|--|
| 0 | Unacceptable | Information is omitted/ no details provided |
| 1 | Poor | Evaluator is not confident that the tenderer understands the contract requirements and/or will be able to satisfactorily meet the criterion requirements. |
| 4 | Fair | The Evaluator has some reservations that the applicant understands the contract requirements and/or will be able to satisfactorily meet the criterion requirements. |
| 7 | Good | The Evaluator is confident that the applicant understands the contract requirements and/or will be able to satisfactorily complete the contract requirements covered by this criterion to a high standard. |
| 9 | Very good | The Evaluator is completely confident that the applicant understands the contract requirements covered by this criterion and or will be able to satisfactorily complete the contract requirements covered by this criterion to a very high standard. |

7. Appendix 1 contains a supplier questionnaire which should be completed and returned along with the tender proposal by **23:59 ON SUNDAY 14th APRIL.**



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8. Disclaimer

These documents are made available on condition that they are only used in connection with this Tender competition being conducted by NMRN.

Whilst all reasonable measures have been taken to ensure that the information made available to interested parties has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. Neither NMRN nor its advisers accept any liability or responsibility for the adequacy, accuracy or completeness of, or makes any representation or warranty, express or implied, with respect to, such information contained in this document or on which such documents are based or with respect to any written or oral information made available to any interested recipient or its professional advisers, and any liability therefore is hereby disclaimed.

Each Tenderer to whom this Tender is made available must make its own independent assessment of the Project and all matters relevant to the Project after making such investigation and taking such professional advice as it deems necessary to determine its interest in the Project.

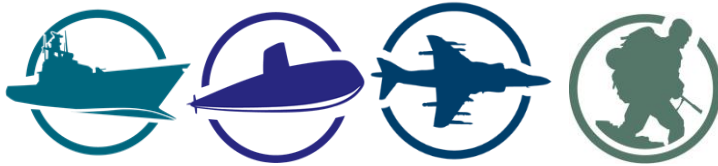
This document is not intended to provide the basis of any investment decision and should not be considered as a recommendation by NMRN or its advisers to any recipient of this Tender. Nothing within this document is, or should be relied on as, a promise or representation as to the future.

NMRN reserves the right, without prior notice and in their absolute discretion, to change or terminate the Tendering procedure for the Project at any time before appointment is made.

NMRN does not bind itself to accept the lowest or any Tender and may refuse to consider any Tender which is incomplete or qualified in any way.

Any expense incurred by prospective bidders in preparing responses or Tenders will not be reimbursed by NMRN.

No useful purpose will be served by enquiring the result of competitive tendering - tenderers will be notified as early as possible.



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9. DECLARATION THAT TENDER IS A BONA FIDE COMPETITIVE TENDER / NON-COLLUSION CERTIFICATE

To: The National Museum of the Royal Navy
HM Naval Base (PP66)
Portsmouth
Hampshire
PO1 3NH

Works: Supply of MFD's and Printers together with service and support

The essence of selective Tendering is that the Employer shall receive bona fide competitive Tenders from all those Tendering. In recognition of this principle, we certify that this is a bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Tender any of the following acts:

- a. Communicating to a person other than the person calling for those Tenders the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;
- b. Entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted;
- c. Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done on causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated' and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

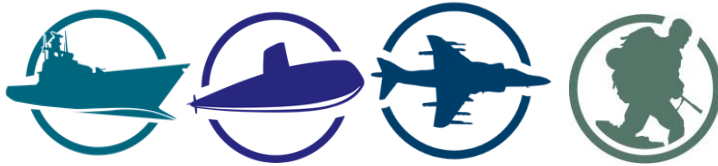
SIGNED by:

Contractor's Signature(s): _____

Print Name(s) in full: _____

Date: _____

For and on behalf of: _____



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10. SCHEDULE OF SUB-CONTRACTORS

The Tenderer shall state below the name and addresses of any firms to whom they propose to sub-let work:

| Service | Sub-Contractor Details | Approximate Value |
|---------|------------------------|-------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

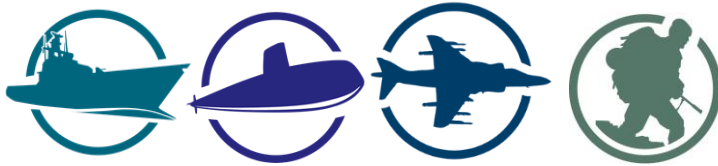
SIGNED by:

Contractor's Signature(s): _____

Print Name(s) in full: _____

Date: _____

For and on behalf of: _____



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APPENDIX 1

Supplier Questionnaire – to be completed and returned with tender

| | |
|--|--|
| Name of organisation | |
| Address for correspondence | |
| Contact name and position | |
| Telephone number | |
| Email address | |
| Website address | |
| Address of registered office | |
| Company Number | |
| Names and job titles of key points of contact for delivery of the service | |
| Name of Bank and contact details for bank (financial references may be sought) | |
| Please attach most recent audited accounts with an explanation of any significant changes since the last year end | |
| Please provide contact details for two reference sites | |