

Tender Clarification and additional detail

FOR

Design and Build contractor to refit the Café at Fleet
Air Arm Museum

The National Museum of the Royal Navy
HMS Naval Base (PP66)
Portsmouth
PO1 3NH

ISSUE: 29 November 2021

Clarification Points

C1. Please could you send a word version of the Annex D Tender Submission Document for us to complete?

You can use Google Drive/Docs to open a PDF to then edit the document, but please only fill in what is required and no changes are made outside of these areas. Please email tenders@nmrn.org if you require any further assistance.

C2. Please could you confirm the code for the tender submission. In the tender document it states it is 224474, but we note on page 31 of the ITT it states this code is for “Contract for Publishing Guidebooks”.

This appears to be an error. An amended version with the correct code has been uploaded to contract finder.

C3. Can we confirm NMRN are not looking for a creative response as part of this tender submission?

NMRN does require a creative response to the brief, as identified in Annex A. However, it is not expected that the project will require an interpretative response.

C4. Can we confirm we only need to supply an electronic submission, not a hard copy submission for tender?

Correct

C5. For Section 6, question 6.1 relevant experience and contract examples (page 41), it states we must provide up to three contract examples performed in the 3 year or 5 years. Would NMRN accept any examples outwith these timescales in this section, and/or could we supply an appendix that shows other relevant examples that don't meet the last 3-5 years criteria?

We can not accept examples older than 5 years.

C6. Criterion 1 (page 46) and Criterion 2 (page 47) – the first part of the questions match ‘please provide details of the methods you will use to undertake the work as specified in Specification/Scope of Requirement in Annex A. This will include the following’. Is this correct?

The two criteria ask for a response on different points. The first criterion asks for a response on relevant skills and experience, the second criterion ask for a response on the contractor's approach to the contract and methodology.

C7. We note there are word counts for Criterion 1 and Criterion 2 (parts a and b). Does the organisation plan, table of qualifications/certifications, risk assessment and programme make up part of the word counts for each question, or are these elements exempt from the word count?

Yes, but you may link to a separate document that is included in your submission to save words if you wish.

C8. Would you like suppliers to provide CVs of all relevant project team members as part of the submission (as an appendix)?

We would be happy to see CVs of all relevant project team members if these relate to demonstrating appropriate skills and experience.

C9. Would you accept electronic signatures, or do suppliers need to sign hardcopy and scan documents for the electric submission?

We accept both electronic and physical signatures on ITTs. We would require a physical signature for a contract.

C10. Do sub-contractors/sub-consultants also need to complete the Annex D Supplier Questionnaire?

On Point 8 of Annex D in the ITT

- “8. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration. “

C11. Can I come and visit the site to complete a site survey on Friday 26th November (we notice site visit published 22 – 24 Nov?) Yes, although some provisional dates were allocated, a site visit on the 26th November will be fine.

C12. Can we have some specification for the glass door quote referred, is this work being done separately to the tender? This is a potential solution that could be used in your submission. The cost of this and any related project management must be included within your submission – we will not be progressing this separately. The quote was issued recently by the DL Group. Our advice is to contact Dan Lyus and liaise direct about your requirements, Contracts Manager, DL Complete Refurbishments Ltd, T: 01935 411655, M: 07971 084769, E: dan.lyus@dlgroup.co.uk.

C13. Is a Coffee Machine required as part of this tender? As per the tender (refer Annex A), a coffee machine will be procured separately as part of different procurement. A space for this device must be included amongst any counter solution.

C14. Can we measure your existing catering equipment, that listed in Annex A? Yes, catering equipment can be viewed and measured as part of any site visit. If a particular piece is of interest, the Museum can provide basic dimensions and photograph the piece as required remotely.