

## HMS VICTORY CONSERVATION PROJECT – PROCUREMENT CONSULTANCY INVITATION TO TENDER

### CLARIFICATIONS – VERSION 3 DATED 19<sup>th</sup> AUGUST 2021

TENDER CLARIFICATION 1		
Number	Issue	Clarification
1	Where can the tender documents be obtained from?	The Invitation to tender for the above contract was published on 'MyTenders' and 'ContractsFinder' websites on 11 <sup>th</sup> August 2021. The tender is downloadable from the 'ContractsFinder' website and both websites contain the link to this.
2	Section 7, 1.3 – please can you confirm whether there really is a true requirement for procurement consultancy to have a need to work in confined spaces or at height, and if so, what necessary training may be required for this specific activity?	In the course of managing contracts for the conservation of HMS Victory, there is no specific requirement for the procurement consultant to work at height or in confined spaces, but in the course of inspecting or managing associated procurement work or specifications, the consultant may e.g. visit the scaffolded structure, as part of which full supervision, training and PPE will be provided as necessary and appropriate; or alternative arrangements made if accessing the area is not possible.
3	Clarification of level of Professional Indemnity Insurance	<p>As a clarification of the level of Professional Indemnity Insurance cover required (Section 8/Part 8.1 Insurances), it is confirmed that a minimum of £5M professional Indemnity Insurance will be required.</p> <p>Tenderers should include in their costs a sum for £5m of Professional Indemnity Insurance, based on <b>either</b> a quotation <b>or</b> 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.</p>
4	Can the authority confirm that they wish for bidders to price 100 days' work within a £50,000 budget?	The £50,000 listed on the notice are for information/estimation only and do not represent a limit.

**TENDER CLARIFICATION 2**

5	What is the split of the 40% for Price between Table 1, Table 2 and Day Rates?	<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 only be rare, and exceptional external 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 25 days onsite at MNRN plus</b></li><li><b>2. Cost for 70 days home/office working plus</b></li><li><b>3. Cost for 5 days external attendance offsite</b></li><li><b>4. This total figure will be taken as the tendered price for the commercial evaluation at Section 5.</b></li></ol>
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**TENDER CLARIFICATION 3**

6	(Statement of Requirements) In reference to point A.12 of the authority's requirements list, would the authority elaborate on the onsite requirements and expectations?	The work as stated involves potential onsite and offsite working in support of NMRNs flexible/agile working policy. Hot Desk facilities are available. The response at 5 is an indicative breakdown. We would consider one day per month onsite over two years and limited (5 days) travel to supplier/potential supplier sites to be a reasonable estimate, but in no way guaranteed, breakdown of work.
7	(Statement of Requirements) Regarding A.13, does the authority require the consultant to be proficient in use of Auto CAD drawings / Autodesk inventor?	NO. No working knowledge or use is required of the procurement consultant. It is merely illustrative of the range of document standards used in tenders.
8	In Annex A, para A.15 and Annex B, Criterion 5, it stipulates that a CV must be provided. However, in Annex E, Form of Tender, there is no mention of a CV as part of the Tender	The typographical error at Annex E is acknowledged; a CV should be submitted in line with Annex A para A.15 and Annex B, Criteria 5.

	Documentation. Is this an administrative error?	
9	<p>Clarification Question and Answer #5 – the answer provided to CQ #5 is now different from that stipulated in Annex A, para A.14 and A.16. Please can you confirm which is correct and to which requirement you wish tenderers to respond?</p> <p>Please can you also confirm if tenderers can amend the tables provided in the ITT, to illustrate the pricing against the newly stipulated requirement?</p>	<p>Annex A Para A14 explains the potential mix of onsite, home/office working and potential supplier/potential supplier site visits, up to 100 days in total. Clarification 6 also explains this, and is a ‘best estimate’ of a reasonable expectation of the balance of work across the 100 days.</p> <p>Clarification 6 breakdown is a baseline for an equal price evaluation of all tenders.</p> <p>Annex A Para A16 is for costs over and above 100 days, for tasking by agreed extension within the contracting regulations, should the need subsequently be established.</p> <p>Tenderers may amend the tables as they see appropriate, with any supporting explanation required to clarify their format, in order to meet the clarified requirements</p>