

INTRODUCTION AND INVITATION TO TENDER

1. BASIC PURPOSE AND OVERALL FUNCTION

1.2 Project Title

SCC Building Ceiling Works

1.3 Address

Study Collections Centre (SCC), Greenwich SE10 0PG

1.4 Outline of project in general terms

Strengthening of existing ceiling joist connections to primary timber structure. Localised timber repairs and access deck strengthening. Removal and reapplication of joist level insulation. Design and installation of new walkways and handrails within the attic.

1.5 Project Organisation and Responsibilities

1.5.1 The Professional Project Team

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

Architect	N/A
Quantity Surveyor	Conisbee
Principal designer	Conisbee

1.5.2 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 21/22 financial year on the 31st March 2022.

3. PROJECT DESCRIPTION

The Horniman wishes to appoint a suitably qualified contractor to carry out structural ceiling repairs to the trusses in the loft space at the SCC. The under nailed joints are beginning to show signs of deflection and a point cloud level survey undertaken within the storage space showed areas of deflection.

The loft space is above a storage hall housing elements of the collection. Work must be undertaken to allow access to the store and in such a manner as to not put the objects in storage at any risk of damage.

The effective management of health and safety risks is considered key for the successful delivery of these works.

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, window survey schedule and the pricing schedule.

4.3 Tender Contents and Instructions

The Tender Pack comprises the following information:

1. ITT & Evaluation
 - Invitation to Tender 2022-01-05
 - Quality Questions & Scoring Methodology
2. Design Information:
 - 210572-CON-X-RF-DR-S-1000
 - 210572-CON-X-RF-DR-S-1001
 - 210572-CON-X-RF-DR-S-4000
 - 210572-CON-X-RF-DR-S-4001
 - 210572-CON-X-RF-DR-S-4002
3. Pricing Documents:
 - 210572 - Horniman SCC Building Ceiling Works - Schedule of Works
 - 210572-Ceiling Repair & Insulation Prelims-2021-12-22
4. CDM
 - Pre-Construction Information
 - Museum Rules for Visiting Contractors 2021 (included in the Pre-construction information)

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.

4.4 Site visits

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

Please send the minimum number of representatives possible to enable social distancing. Please contact **Tim Hopkins** on thopkins@horniman.ac.uk to book a site visit, which will be undertaken as group visits. All visiting contractors will be expected to wear a face covering and abide by social distancing guidelines.

Time slots available are:

Tuesday 11th January 2022: 10am

Friday 14th January 2022: 2pm

4.5 Tender Timetable and Response

- Digital tender submissions must be received by **12 noon Wednesday 19th January 2022**
- Paper tender submissions (x1 copy) must be received by **noon on Thursday 20th January 2022** 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.
- Tender submissions should be made electronically to Tim Hopkins (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 are scheduled for **21st January 2022**. Invitation to interview will be sent out by **20th January**.
- Please note all work must be completed by the **31st March 2022**.
- Clarifications on the scope of the works may be asked by email to thopkins@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

IMPORTANT: Please note, 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 70% of the total score available). Once these have been assessed we will then undertake the quality assessment and scoring for the four most economically competitive tenders only.

For the avoidance of doubt, if your submission is not within the four returns that score the highest for cost, the quality responses will not be assessed, and you will only receive a score against the cost evaluation.

The Horniman Museum and Gardens reserves the right to evaluate and appoint further returns outside of the shortlisted four, if their quality submissions are deemed to be unsatisfactory.

The tender returns will be assessed on the following weighting:

70% Cost

30% 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 Simon Wilkinson (Conisbee) and Tim Hopkins (Horniman Museum and Gardens).

Interviews will be conducted over video conferencing software. The Horniman will provide a link if you are invited to interview.