



Invitation to Tender (ITT)

Brief for Project Management Services for the lift out and move of RML 497

First Issued: 30th April 2018



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1. Summary Instructions and Details of Contract

SUBJECT	DETAILS
Contract Description	Project Management services for the lift out and move of RML 497 (For Specification on the Scope of Work and Deliverables see Annex 1)
NMRN Contact during tender period	Clarifications and enquiries during the tender process can be sent to HST.procurement@nmrn.org.uk . Please note that this email address is different to the submission email.
Date of Tender Return	31 th May 2018 – 12.00 Tender's must be submitted to tenders@nmrn.org.uk
Content for Submission	Content requirements for tender returns are listed in Annex 2 of this ITT.
Last date for Clarifications	18 th May 2018 – 17.00
Annexes	Annex 1 – Tender Specification Annex 2 – Supplier Response Documents Annex 3 – Tender Conditions & Contractual Requirements Annex 4 – Terms and Conditions of Contract (separate document)

2. Company Overview

2.1 The National Museum of the Royal Navy (NMRN) spans a number of Museums across the UK, detailing the past, present and future of the Royal Navy. The Museum boasts the largest fleet of historic vessels in the world, the most well-known being HMS Victory, HMS Caroline, HMS Trincomalee and HMS Alliance. These ships are managed and cared for by the Historic Ships and Heritage Directorate who promote Heritage Best Practise in the conservation and care of historic vessels.

3. Project Introduction & Overview

3.1. Rescue Motor Launch (RML) 497 is a 1941 craft who served with the Coastal Forces during WW2. In December 2015 the NMRN acquired the vessel with the help of the Coastal Forces Heritage Trust and the Heritage Lottery Fund. Its original double-diagonal mahogany hull is a rare survivor of the period, with a story which spans the UK's home effort during the War.

3.2. On surveying the hull in summer 2016, the NMRN agreed that restoration of the vessel for MCA approved passenger vessel status was not feasible without greatly affecting the important original hull. Alternatively, the NMRN agreed that the vessel could be lifted out of the water and preserved as an on land exhibition for the public at NMRN Hartlepool.

3.3. The vessel currently lies on a mid-river pontoon on the River Itchen, Southampton. The MCA has advised that the vessel should not move under its own steam and cannot be towed outside the Solent. The move of RML 497 would therefore require a lift out onto a cradle in the Solent and then move of the vessel via barge to Hartlepool. The vessel would then be placed onto a prepared location in the carpark of NMRN Hartlepool underneath a temporary yet secure scaffold tent. The condition of the vessel is such that a lift out must take place as soon as possible, with the move to Hartlepool taking place before September 2018.

3.4. The move of RML 497 would work within a wider project of site development at Hartlepool. This development is subject to a recent grant which has been submitted by Hartlepool Borough Council at the start of this year. The outcome of this grant application for the NMRN means that the contract as part of this tender has been split into two sections; lift out of the vessel within the Solent and transport to Hartlepool.

3.5. The purpose and scope of this ITT and its supporting documents is to explain in further detail the requirements of the NMRN and the procurement process for submitting a tender proposal.

4. Tender Process ("Procurement Process")

This section explains the Procurement Process for tenderers before the submission deadline and the evaluation of tenders after submission. Further information on Tender Conditions & Contractual Requirements are found in Annex 3 and must be read before submission.

4.1 Applying before the Submission Deadline

4.1.1 Work Specification

For a full, detailed specification of the services required refer to Annex 1.

4.1.2 Key background documents

Further relevant background documents may be provided to the potential suppliers on request.

The following additional documentation / information can provided as part of this ITT:

- RML 497 archive, including line drawings
- 2016 Condition Surveys (MCA, Historic Vessel Specialist, Naval Architect)
- Cradle Design, Malin Marine Consultants

Consultations are available for contractors before tender submission. Please contact HST.Procurement@NMRN.org.uk to arrange.

4.1.3 Timescales

Subject to any changes notified to potential suppliers by the NMRN in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

Activity	Date / time
Issue of Contract Notice / availability of ITT documents	30 th April 2018
Deadline for clarification questions (Clarification Deadline)	18 th May 2018 – 17.00
Deadline for submission of ITT responses by potential suppliers (Tender Response Deadline)	31 st May 2018 – 12.00
Award decision standstill letters issued	1 st June 2018
Contract concluded with winning supplier	10 th June 2018
Contract start date	11 th June 2018

4.2. Instructions for Submitting Tenders

4.2.1 The documents that must be submitted to form your tender response are listed in Annex 2 (Supplier Response) to this ITT.

4.2.2 Tender submissions must be sent to tenders@nrmn.org.uk before the submission deadline.

4.2.3 The following requirements should be complied with when submitting your response to this ITT:

- Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the NMRN.
- Please ensure that information provided as part of your response is of sufficient quality and detail that an informed assessment of it can be made by the NMRN.
- Do not submit any additional supporting documentation with your ITT response except where specifically requested to do so as part of this ITT. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the NMRN).
- All attachments/supporting documentation should be provided separately to your main tender response and clearly labelled to make it clear as to which part of your tender response it relates.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.

- Unless otherwise stated as part of this ITT or its Annexes, all tender responses should be in the format of the relevant NMRN requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' – you must demonstrate such equivalence as part of your tender response.
- Any deliberate alteration of an NMRN requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

4.3. Clarification Requests

4.3.1 All clarification requests should be submitted to HST.Procurement@NMRN.org.uk by the Clarification Deadline, as set out in the Timescales section of this ITT. The NMRN is under no obligation to respond to clarification requests received after the Clarification Deadline.

4.3.2 Any clarification requests should clearly reference the appropriate paragraph in the ITT documentation and, to the extent possible, should be aggregated rather than sent individually.

4.3.3 The NMRN reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the NMRN considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the NMRN responding to all potential suppliers.

4.3.4 The NMRN may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to the NMRN by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

4.4. Evaluation Criteria

4.4.1 You will have your tender response evaluated as set out below:

Stage 1: Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tender responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this ITT and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.

Stage 2: If a bidder succeeds in passing Stage 1 of the evaluation, then it will have its detailed tender response to the NMRN's requirements evaluated in accordance with the evaluation methodology set out below.

4.4.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantageous tender using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Quality of Method & Approach	60%
Commercial/ Value for Money	40%

4.4.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 2 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses not so rejected will be scored by an evaluation panel appointed by the NMRN for all criteria other than Commercial using the following scoring model:

4.4.4 Quality & Method of Approach Evaluation – The Quality & Method of Approach will be evaluated using the following criteria by the evaluation panel:

PQQ Assessment Criteria			
Criteria	Considerations	Maximum Marks	Notes
Financial Capacity	Percentage of Total Fee turnover in this discipline / Workload of relevant personnel / contractual matters	8	
Quality / H & S	ISO 9001 certification for service and office / Quality Assurance system / Health and Safety Policy / Environmental Policy	7	
Technical / Professional Ability	Company Organisation – satisfactory management structure (Chart or description not more than 100 words)	5	Evidence required of control and approval of technical work
	Experience of similar transport project within the maritime environment. Supply up to three examples, with brief description (each not more than 100 words) and project value – not full case studies, but supply contact details for client, lead consultant or project manager)	10	Points awarded for projects of similar size and type where satisfactory reference obtained

	<p>Experience of working in the context of historic vessels or structures (as above, examples may count in both this and previous category)</p> <p>Relevant formal Qualifications of lead staff / CPD and Training</p>	<p>5</p> <p>3</p>	<p>Points awarded for experience of team/lead person – and their understanding of issues appertaining to working in a Museum environment</p>
Added Value	<p>Quality of Method Statement, schedule and approach</p> <p>Statement of understanding of the commission</p> <p>Specific responses to consultancy work for this project:</p>	<p>9</p> <p>5</p> <p>8</p>	<p>Points awarded for Programme management, client/stakeholder liaison and involvement, change management, value engineering and risk management</p>

4.4.4 Commercial Evaluation

Assessment of Tenders by Price			
Criteria	Consideration	Marks	Notes
Price	Lowest Tender	35	Lowest price will be awarded 35 marks. Other tenders will have 1 mark deducted for each 2% that their price exceeds the lowest tender
	Total senior hours included in the fee offer	5	Highest number of senior hours will be awarded 5 marks, the next highest 4 marks, etc.

Your “Overall Price” (as calculated in accordance with requirements of Annex 2 (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not

provided for explicitly by the NMRN as part of the pricing approach. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the NMRN as part of the pricing approach, the NMRN may reject the full tender response at this point. The NMRN may also reject any tender response where the Overall Price for the goods and/or services is considered by the NMRN to be abnormally low following the relevant processes set out under the EU procurement rules. A maximum offer score will be awarded to the tender response offering the lowest “Overall Price”.

4.4.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

4.4.6 The winning tender response – The winning tender response shall be the tender response scoring the highest percentage score out of 100 when applying the above evaluation methodology

Annex 1 - Tender Specification

The following sets out a full, detailed specification of the services required by the potential supplier as part of this ITT.

1. Scope of Work

- 1.1. The NMRN are tendering for a supplier to provide project management services for the preparation and delivery of the lift out and transport of RML 497 from the Solent to NMRN Hartlepool.
- 1.2. This contract will work within a tight timeframe with the requirement for the vessel to be lifted out of the water as soon as possible and the transport to Hartlepool to take place before September 2018.
- 1.3. A break clause will be inserted within this contract. The vessel will be lifted out of the water on its cradle. If the NMRN receive their funding approval for the NMRN Hartlepool development, then the NMRN will continue the contract for the supplier to manage the transport of the vessel to NMRN Hartlepool before September 2018. If the NMRN does not receive funding for the development, then the NMRN will review and may terminate the contract, keeping the vessel out of the water and in storage in the Solent.
- 1.4. Despite this break clause, the NMRN will require the supplier to plan the project with the view that the vessel will be lifted out of the water and transported to Hartlepool before September 2018.

2. Deliverables

2.1. Project Deliverables

2.1.1. The project deliverables are stated, but may not be limited, to the points below:

- (i) Preparation of the vessel, ensuring the vessel complies with structural and environmental requirements set out by NMRN, the MCA and the lifting site, respectively.
- (ii) Preparation of the end site at NMRN Hartlepool, considering formal evaluations and preparations
- (iii) Take on the management of the NMRN's manufacture and delivery of the cradle designed for RML 397
- (iv) Prepare and manage the lift out of RML 497 onto the cradle ensuring;
 - a. The lift out site can accommodate the barge
 - b. The lift out site can accommodate the storage of the vessel on its cradle for no less than 12 months.
- (v) Prepare and manage the transport of the vessel on a barge from its lift out location to NMRN Hartlepool, ensuring it is compliant with MCA and Port requirements en route.
- (vi) Prepare and manage the transport of the vessel from the barge to NMRN Hartlepool
- (vii) Secure vessel at NMRN Hartlepool
- (viii) Sign off from NMRN and Handover.

2.2. Project Management Services

2.2.1. General Services

The supplier is required to provide the following general services in line with the Project Deliverables set out in 2.2.3:

- a) Deliver the project in line with the Project Execution Plan (PEP) and report progress against the PEP baseline throughout.
- b) Lead on risk identification and development of mitigation strategies.
- c) Prepare and issue a monthly Project Status Report for the Client, and wider stakeholders.
- d) Attend Project Team meetings as required - normally on a monthly basis.
- e) Attend Project Board meetings as required - normally on a quarterly basis.
- f) Establish and maintain communication with: the Project Directorate, Client Project Manager, and wider Project Team.
- g) Provide input, advice and support to the Client and Project Team throughout the development and implementation process.
- h) Provide appropriate information to the Client Project Manager and ensure that they are aware of decisions required.
- i) Establish and lead the professional planning team
- j) Lead Team meeting – normally on a monthly basis – and prepare report detailing the project status under the following headings:
 - Works Undertaken
 - Forthcoming Actions
 - Information / Decisions / Key Actions Required
 - Risk Issues
 - Issued Information / Status.
- k) Monitor the production of project against the programme and if delayed take action to remedy.
- l) Oversee and co-ordinate value engineering exercises as necessary to ensure VFM and alignment with the budgetary parameters.
- m) Establish robust cost control and change control systems.
- n) Visit sites as required to properly progress and monitor the works, mitigate any delays or additional costs.
- o) Undertake effective administration of the project contracts. As Contract Administrators you will have the role of ensuring that every element of the project is realised, according to the agreed plan, on behalf of the client and that the work is of the highest possible standards.
- p) Perform such other duties as may reasonably be required by the Client to secure the completion of the Project.
- q) Exercise reasonable skill, care and diligence in the performance of the Services.

2.2.2. Development Phase – Services

The supplier is required to provide the following services during the project's development phase:

- a) Produce and get Sign-off for the Project Execution Plan
 - a. Prepare the Project Brief & Stage Plan– setting out the project approach
 - b. Prepare Business Plan
 - c. Create Daily and Lessons Logs
 - d. Prepare and maintain Project Initiation Document setting out;
 - i. Project Plan, including a baseline project schedule
 - ii. Costs Plan
 - iii. Project Controls
 - iv. Management Strategies (Risk, Quality, Communication and Configuration)
 - v. Registers (Risk, Issue and Quality)
 - vi. Project Management Team and roles
 - vii. Heritage Impact Policy
- b) Appoint Professional Team
- a) Advise Client during Procurement and Appointment of Sub-Contractors. Advise Client on procurement strategies, placing OJEU advertisements and preparing tender documents as necessary. Invite and assess tenders and appoint project team.

- b) Advertise on Contracts Finder and subcontract opportunities arising from the contract above a minimum subcontract threshold of £25,000
- c) Prepare tender documentation and advise Client on all other Project Appointments
- c) Maintain programme and budget including provision of cash flow forecasts
- d) Convene, chair and minute Team meetings
- e) Convene, chair and minute Project Team meetings
- f) Co-ordinate and record Value Engineering meetings
- g) Review insurance arrangements for access and security
- h) Prepare and / or collate applications for planning, landlord's consent and building regulations approval
- i) Prepare and /or collate reports to the client– progress and drawdown reports likely to be on a quarterly basis
- j) Report on how much is spent on subcontracting
- k) Report on how much is spend with SME or VCSE organisations in the delivery of the original contract
- l) Prepare end of stage Reports for client approval
- m) Review and organise insurance where necessary

2.2.3. *Delivery Phase - Services*

The supplier is required to provide the following services during the project's delivery phase:

Prepare and provide weekly reports which include;

- i. Updated Stage Plan - setting out works done and progress in line with baseline
- ii. Budget drawdown, including all subcontracted work and work involving SMEs and VCSEs.
- iii. Register Reports (Issue, Risk, Quality) – including mitigation proposals
- iv. Log Updates (Lessons Learned)
- v. Forthcoming Actions
- vi. Key Actions or Decisions required
- b. Organise, attend and minute Project Team meetings
- c. Organise, attend and minute NMRN Project Board Meetings
- d. Procurement:
 - i. co-ordinate and manage the tender process, recommending suitable contractors and sub-contractors in line with public procurement regulations.
 - ii. Assist in contract negotiations towards appointing contractors and suppliers.
 - iii. Oversee the successful completion and conduct of the contracted work, making sure that the work is undertaken in line with NMRNs H&S, Risk, Heritage and Quality standards and requirements.
- e. Oversee the effective delivery of the planned works to the standards, safety and agreed design signed off by the NMRN
- f. Liaising with and complying with requirements set forth by Government and statutory bodies
- g. Undertake necessary project PR and Media for the NMRN where necessary
- h. Perform such other duties as may be reasonably required by the NMRN to secure the completion of the Project.

2.2.4. *Handover Phase*

The supplier is required to provide the following services during the project's handover phase:

- a. Provide End Project Report, including project assessment in line with initial objectives
- b. Provide Lessons Report
- c. Provide follow on actions for the NMRN

3. Additional Requirements

3.1. Skills

3.1.1. The project team must be headed by a Lead with expertise in the project management of transport within the maritime industry, with a good understanding of maritime industry regulations and requirements.

3.1.2. The project team must also demonstrate if they have experience working within historic ships.

3.1.2. If the Project Lead does not have immediate access to maritime industry expertise and/or to historic vessel expertise, they must demonstrate how they have access to this knowledge during the Planning Phase.

3.2. Heritage Best Practice

3.2.1. The NMRN require all suppliers as part of this contract to be aware of and comply with the heritage best-practice standard practiced by the NMRN when working on and planning intervention with the vessel.

3.2.2. Guidance on heritage best practice can be found at <https://historicengland.org.uk/images-books/publications/conservation-principles-sustainable-management-historic-environment/> (Historic England 2008). Specific best practice on historic vessels is set out by National Historic Ships in *Conserving Historic Vessels* (2010)

3.2.3. All planned work which involves the vessel must be signed off by the NMRN before the work commences.

3.3. Safe Access

3.3.1. Access to RML 497 is limited due to its position on a mid-river pontoon which is only accessible via tender.

3.3.2. The supplier must organise permission from the NMRN for site visits and access to the vessel during the project.

3.4. Contract Standard

3.4.1. The appointment for Project Management Services will be in accordance with an industry standard project management form of contract; the employer will be the National Museum of the Royal Navy.

Annex 2 – Supplier Response

Below is a list of forms which must be completed and submitted by the tenderers. These are:

- **Part 1: Form of Tender**
- **Part 2: PQQ & Declaration**
- **Part 3: Fees, Resources & Rates**

Part 1: Form of Tender

FORM OF TENDER

Contract: Project Management Services for RML 497 Lift out and Transport

Service: Project Management Services

Name of Tenderer:

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee, exclusive of VAT

£

Confirm in words:

Date:

Name:

Position within organisation

Address:

Contact No:

Email:

Part 2: PQQ & Declaration

Below is the PQQ to be completed by all applicants, in reference to the Specification in Annex 1:

PQQ

SECTION A – GENERAL INFORMATION		
No.	Question	Answer
1	Full and exact name of applicant	
2	Legal Status of Applicant (e.g. limited company, partnership etc.)	
3	Company Registration Number (if limited company)	
4	Address of Office from which the work will be carried out	
5	Address of Head Office (if different)	
6	Registered Address (if different)	
7	Name of Parent Company (if applicable)	
8	Will the Parent Company (if applicable) provide a guarantee?	
9	Name and contact details of main contact for applicant:	
10	Do any of the circumstances as set out in The Public Services Contracts Regulations 1993 (SI 1993 No. 3228) Part IV, Regulation 14 apply to the applicant or any partner, director or senior manager of the applicant?	

Section B – Financial and Contractual Matters		
No.	Question	Answer
1	<p>Insurances: Please state the level of cover (and any excess) carried by you for:</p> <ul style="list-style-type: none"> a. Public Liability b. Employer's Liability c. Professional Indemnity 	[Note: please do not send copies of certificates with this questionnaire. They will be required later before acceptance of any tender.]
2	Quality Assurance: Do you operate a Quality Assurance system complying with EN 9001 for these services at the	

	office which will carry out the work.	
3	Please give a brief description (max. 100 words) of the organisation of the firm describing in particular the management of service quality in the office which will provide the service.	[Note: A separate management chart may be attached to this questionnaire if preferred].
4	Please indicate the total turnover of the applicant organisation as stated in each of your last three audited annual accounts	[Note: Copies of your audited accounts are NOT required at this stage but will be required later before acceptance of your tender if successful].
5	Please indicate the net profit (or loss) before tax for the applicant organisation as stated in each of the last three audited annual accounts	
6	What is the total fee turnover of the applicant in this discipline ?	
7	What is the total fee turnover in this discipline of the applicant at the office which will carry out this work?	
8	Is the applicant registered with CHAS? If so, please state registration number.	
9	Does the applicant have a written Health and Safety Policy?	[Note: Please do not send a copy of the policy with this questionnaire. It will be required later before acceptance of any tender].
10	Has any written complaint ever been made based on a failure to comply with the Health and Safety Policy?	
11	Does the applicant have a written Environmental Policy?	[Note: Please do not send a copy of the policy with this questionnaire. It will be required later before acceptance of any tender].
12	Has any written complaint ever been made based on a failure to comply with the Environmental Policy?	
13	Does the applicant have a written Equal Opportunities Policy?	[Note: Please do not send a copy of the policy with this questionnaire. It will be required later before acceptance of any tender].
14	Has any written complaint ever been made based on a failure	[Note: If the answer to any of the 4 following questions is 'Yes', please provide a full explanatory statement].

	to comply with the Equal Opportunities Policy?	
15	Has the organisation ever had a contract terminated or its employment determined under the terms of the contract in the last three years?	
16	Has the organisation ever suffered deductions for liquidated and/or ascertained damages in respect of any contract within the last two years?	
17	Is there any material pending or threatened litigation or other legal proceedings connected with similar projects against the organisation that may affect delivery of this project?	

Section C – Technical / Professional Ability		
No.	Question	Answer
1	How many full time equivalent employees does the organisation have?	[Note: In the following four questions, please include all technical staff, partners and directors etc. but not secretarial, accounting, marketing staff etc.]
2	How many full time equivalent employees in this discipline are based at the office which will provide the service?	
3	Please provide a list of the names and formal qualifications (if any) of staff included in the previous answer	
4	How are staff kept up to date and informed? Do you have formal control of CPD? (max 100 words).	
5	Please give brief details of the three most recent projects the organisation has been involved in of similar type and value to this project.	
6	Please give the names and contact details for either the client, the project manager or the lead consultant to whom we may refer in connection with the projects stated above.	

7	Please state the names and formal qualifications, if applicable, of the main personnel who will be engaged in providing this service.	
8	Please give description (max 100 words per project) and brief details of the three most recent projects the most senior person named above has been involved in of similar type and value to this project.	
9	Please give the names and contact details for either the client, the project manager or the lead consultant to whom we may refer in connection with the above projects.	
10	Please give brief details of the three most recent projects the organisation has been involved with concerning works to Listed Buildings or in a Conservation Area.	
11	Please provide information on how you will manage the procurement and delivery of sub-contracted work, if applicable?	
12	Please provide details on how you report on how much you spend on: 1) Subcontracting 2) SME or VCSE organisations on delivering contracts	

Section D – Added Value		
No.	Question	Answer
1	Please give brief details of proposed method statement and approach for planning, executing and completing the project	
2	Please provide a statement on your general understanding of the commission from the information provided.	
3	Please provide specific responses regarding how you would approach the following	

	<p>elements of the consultancy work for this project:</p> <ul style="list-style-type: none"> i. programme management ii. client/stakeholder liaison and involvement iii. change management and value engineering iv. risk management 	
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Declaration

I / We confirm that we have read the whole of the answers given in this questionnaire and have read and understood the Ineligibility Conditions provided by Regulation 14 of the Public Services Contracts Regulations 1993 (SI 1993 No. 3228) before confirming the answer to Question 10.

I / We confirm that the information supplied is accurate and complete to the best of my / our knowledge.

I / We undertake to provide further proof of the information given if requested.

Signed:

For and on Behalf of:

Name in Capitals:

Position in Firm:

The National Museum of the Royal Navy may call for interviews with some or all of the firms to clarify answers to the questions herein and reserves the right to ask further questions, in which case the same questions will be put to all tendering firms in the relevant discipline.

The National Museum of the Royal Navy does not guarantee to accept the lowest tender and will not be responsible for any costs incurred in responding to this questionnaire, the preparation of any tender or attending interviews etc.

No information contained in this PQQ or in any communication made between The National Museum of the Royal Navy and any Potential Provider in connection with this PQQ shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this PQQ. The National Museum of the Royal Navy reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall The National Museum of the Royal Navy incur any liability in respect of this PQQ or any supporting documentation.

Following assessment of the Pre-Qualification Questionnaires, a minimum of **three** and a maximum of **six** firms will be invited to submit a financial offer and the successful firm will be determined in accordance with the weighting schedule as set out above.

Part 3: Fees, Resources & Rates

Fee Instalments

Please confirm fee payment due at the completion of the following project stages:

Project Management Team – Stage, Lump Sum Fees					
	Lead	Project Team Member [1] – Please fill in appropriately	Project Team Member [2]	Project Team Member [3]	Total (£)
Development					
Delivery Stage 1 – Preparation of vessel and Hartlepool Site					
Delivery Stage 2 – Delivery of cradle					
Delivery Stage 3 – Lift out of vessel					
Delivery Stage 4 – Transport to NMRN Hartlepool					
Delivery Stage 5 – Secure Vessel and Handover					

Note the appointed consultant shall produce a monthly payments schedule to be agreed with the Project Manager which reflects these figures (on a pro-rata adjustment).

Resources

Please confirm the number of days allocated to team members at each stage

Project Management Team – Resource Days					
Stage	Lead	Project Team Member [1] – Please fill in appropriately	Project Team Member [2]	Project Team Member [3]	Total Days
Development					
Delivery Stage 1 – Preparation of vessel and Hartlepool Site					
Delivery Stage 2 – Delivery of cradle					
Delivery Stage 3 – Lift out of vessel					
Delivery Stage 4 – Transport to NMRN Hartlepool					
Delivery Stage 5 – Secure Vessel and Handover					
Total Days					

Day Rates

Please confirm the day and hourly rates of members of the team.

Please note these rate will be included for the Framework Agreement Contract.

Project Management Team – Rates		
Team Member	Hourly Rate (£)	Daily Rate (£)
Lead		
Project Team Member [1] – Please fill in appropriately		
Project Team Member [2]		

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified.

Travel, Subsistence & Accommodation

Please confirm the travel, subsistence and accommodation costs for working within the UK, including but not limited to the NMRN's Museum Sites.

Please note these costs will be included for the Framework Agreement Contract.

Project Management Team – Travel, Subs. & Accom.			
Team Member	Travel	Subsistence	Accommodation
Lead			
Project Team Member [1] – Please fill in appropriately			
Project Team Member [2]			

Annex 3 – Tender Conditions & Contractual Requirements

1. Contracting requirements

1.1 The contracting authority is NMRN Operations, or any NMRN subsidiary companies and other organisations that control or are controlled by the NMRN from time to time.

1.2 The appointed supplier will be expected to travel to the Solent Region and to NMRN Hartlepool. Route planning for the vessel may require the supplier to travel to locations between the destinations.

1.3 The NMRN's contracting and commercial approach in respect of the required goods and/or services is set out at Annex 5 (Terms and Conditions of contract) ("**Contract**"). By submitting a tender response, you are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendment.

1.4 The Contract awarded will be for a duration as quantified by the tenderer during the tendering process with an option for an extension if the need arises and on permission by the NMRN.

1.5 In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request in accordance with the provisions of this ITT by the Clarification Deadline (as defined below in the Timescales section of this ITT). Following such clarification requests, the NMRN may issue a clarification change to the Contract that will apply to all potential suppliers submitting a tender response.

1.6 The NMRN is under no obligation to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Tender Response Deadline (as defined below in the Timescales section of this ITT). Any proposed amendments that are received from a potential supplier as part of its tender response shall entitle the NMRN to reject that tender response and to disqualify that potential supplier from this Procurement Process.

2. Policy Requirements

2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will, and that they shall ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable NMRN policies relevant to the goods and/or services being supplied.

2.2 For the successful delivery of the work the tenderer should have an in-depth understanding of project management within the maritime sector, particularly relating to complex transport projects via barge.

2.3 The tenderer must exercise full awareness in the appropriate practises of working within a historic marine environment: **Conserving Historic Vessels**, National Historic Ships (2010), **Conservation Principles, Policies & Guidance**, Historic England (2008) [<https://content.historicengland.org.uk/images-books/publications/conservation-principles-sustainable-management-historic-environment/conservationprinciplespoliciesguidanceapr08web.pdf/>]. Any methods used will not pose a risk to the historic material. All intended material intervention must be notified to the NMRN as part of the tender process and receive written consent before work commences.

2.4 The tenderer must also comply with IOSH Health & Safety Standards when on the NMRN's site and when undertaking the tendered work [<http://www.iosh.co.uk/>]. When working in confined spaces or at height, the contractor and/or any sub-contractor must have the necessary relevant

training in confined spaces and/or working at height before work commences.

2.5 The Copyright of any information and/or data generated by the awarded supplier as part of the works as set out in this ITT shall be considered as under the ownership of the NMRN.

3. General Tender Conditions (“Tender Conditions”)

3.1 Application of these Tender Conditions – In participating in this Procurement Process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of this ITT and its Annexes. Accordingly, tender responses should be on the basis of and strictly in accordance with the requirements of this ITT.

3.2 Third party verifications – Your tender response is submitted on the basis that you consent to the NMRN carrying out all necessary actions to verify the information that you have provided, and the analysis of your tender response being undertaken by one or more third parties commissioned by the NMRN for such purposes.

3.3 Information provided to potential suppliers – Information that is supplied to potential suppliers as part of this Procurement Process is supplied in good faith. The information contained in the ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but the NMRN will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the NMRN.

3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify the NMRN promptly of any perceived ambiguity, inconsistency or omission in this ITT and/or any in of its associated documents and/or in any information provided to you as part of this Procurement Process.

3.5 Amendments to the ITT – At any time prior to the Tender Response Deadline, the NMRN may amend the ITT. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Tender Response Deadline shall, at the discretion of the NMRN, be extended. Your tender response must comply with any amendment made by the NMRN in accordance with this paragraph 3.3.5 or it may be rejected.

3.6 Compliance of tender response submission – Any goods and/or services offered should be on the basis of and strictly in accordance with the ITT (including, without limitation, any specification of the NMRN’s requirements, these Tender Conditions and the Contract) and all other documents and any clarifications or updates issued by the NMRN as part of this Procurement Process.

3.7 Format of tender response submission – Tender responses must comprise the relevant documents specified by the NMRN completed in all areas and in the format as detailed by the NMRN in Annex 2 (Supplier Response). Any documents requested by the NMRN must be completed in full. It is, therefore, important that you read the ITT carefully before completing and submitting your tender response.

3.8 Modifications to tender response documents once submitted – You may modify your tender response prior to the Tender Response Deadline by giving written notice to the NMRN. Any modification should be clear and submitted as a complete new tender response in accordance with Annex 2 (Supplier Response) and these Tender Conditions.

3.9 Rejection of tender responses or other documents – A tender response or any other document requested by the NMRN may be rejected which:

- contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
- contains hand written amendments which have not been initialled by the authorised signatory;
- does not reflect and confirm full and unconditional compliance with all of the documents issued by the NMRN forming part of the ITT;
- contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the NMRN in any way;
- is not submitted in a manner consistent with the provisions set out in this ITT;
- contains information which is inconsistent with answers already given in the pre-qualification questionnaire completed as part of this Procurement Process or;
- is received after the Tender Response Deadline.

3.10 Disqualification – If you breach these Tender Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this ITT, and/or in any supporting documents, entitling the NMRN to reject a tender response apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process;
- to fix or set the price for goods or services;
- to enter into an arrangement with any other party that such party shall refrain from submitting a tender response;
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- to collude in any other way;
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the NMRN concerning this Procurement Process (other than as set out in these Tender Conditions) or from another potential supplier or another tender response,

the NMRN shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition below, by participating in this Procurement Process you accept that the NMRN shall have no liability to a disqualified potential supplier in these circumstances.

3.11 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response.

Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response that you will not be entitled to claim from the NMRN any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.

3.12 Rights to cancel or vary this Procurement Process - By issuing this ITT, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the NMRN is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this ITT but the NMRN reserves the right to terminate, suspend, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice to all potential supplier in writing. Subject to the “Liability” Tender Condition below, the NMRN will have no liability for any losses, costs or expenses caused to you as a result of such termination, suspension, amendment or variation.

3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Tender Conditions and the requirements of this ITT.

3.14 Liability – Nothing in these Tender Conditions is intended to exclude or limit the liability of the NMRN in relation to fraud or in other circumstances where the NMRN's liability may not be limited under any applicable law.

4. Mandatory Requirements / Constraints

4.1 As part of your tender response, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the NMRN's specification forming part of this ITT. A failure to comply with one or more mandatory requirements or constraints shall entitle the NMRN to reject a tender response in full.

5 Confidentiality and Information Governance

5.1 All information supplied to you by the NMRN, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

5.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the NMRN has given express written consent to the relevant communication.

5.3 This ITT and its accompanying documents shall remain the property of the NMRN and must be returned on demand.

5.4 The NMRN reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the NMRN. The NMRN further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to

such disclosure and/or publication by the NMRN in accordance with such rights reserved by it under this paragraph.

5.5 The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process you agree that the NMRN should not and will not be bound by any such markings.

5.6 In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the NMRN accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the NMRN, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the NMRN on the basis that it may be used by the NMRN in accordance with the provisions of this ITT.

5.7 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the NMRN’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the NMRN’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

6. Tender Validity

6.1 Your tender response must remain open for acceptance by the NMRN for a period of ninety days from the Tender Response Deadline. A tender response not valid for this period may be rejected by the NMRN;

7. Payment and Invoicing

7.1 The NMRN will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the NMRN must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the NMRN include:

- A description of the good/services supplied is included.
- The NMRN’s reference number/Purchase Order number is included.
- The address must reflect that supplied on the NMRN Purchase Order.