

Date: 09/03/2017

NATIONAL
MUSEUM



www.nmrn.org.uk

Charity Registration No. 1126283

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Dear Sir/Madam,

THE NATIONAL MUSEUM OF THE ROYAL NAVY, PORTSMOUTH

Project title: Holland I submarine

**UNDERTAKING SPECIFICATION & INSTALLATION OF AIR HANDLING SYSTEM TO CONTROLLED GALLERY –
INVITATION TO TENDER (ITT)**

The National Museum of the Royal Navy (NMRN) invites your tender for carrying out the works described in the enclosed documents.

Enclosed tender documents:

The following tender documents are enclosed:

1. Brief for undertaking specification and installation of an air handling system to the controlled gallery containing the Holland I submarine.

On receipt of the ITT, please confirm you are willing to tender, by email to HST.Procurement@NMRN.org.uk. If you decide not to tender for this project, please notify the NMRN and do not divulge its contents to any other party.

Tender Instructions

PLEASE NOTE THE FOLLOWING ARRANGEMENTS FOR THE SUBMISSION OF TENDERS:

1. All tender documents must be sent electronically via email in a Microsoft Word or Pdf format to HST.Procurement@NMRN.org.uk.
2. All tenders must be received **NO LATER THAN 1700 ON MONDAY 10th APRIL 2017**. No tender will be considered if it is sent after the deadline.
3. Your tender is to remain open for acceptance for 90 calendar days from the date of submission.
4. The returned tender shall be **FULLY PRICED**.
5. Your tender must be submitted exclusive of VAT. (Value Added Tax will be paid in addition to the contract sum in accordance with the Value Added Tax (General) Regulations 1985).
6. **No qualifications are to be made to your tender**. Any tender queries are to be raised before tender submission.
7. **The Employer (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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Timetable and Appointment

Appointment will be based on selecting a tender which demonstrates the relevant skills, understanding of the brief, quality of method statement and approach and value for money.

A formal standstill period of 10 days will be applied once the successful tenderer is announced.

Queries about Procurement

Any questions about the procurement should be submitted in writing by email to

HST.Procurement@NMRN.org.uk.

If the Museum considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all Potential Providers who have expressed an interest before the closing date for the submission of the tender.

Further notes:

Will you please also note that:

1. During the tender period the Holland I submarine gallery will be open for internal inspection by prior appointment. To arrange access please contact the NMRN at HST.Procurement@NMRN.org.uk.
2. In the event of an error being discovered in the tenderer's priced specification, the tenderer will be informed and asked to confirm his/her tender in the tendered sum or withdraw their tender. If the tenderer does not confirm their tender in the tendered sum they will have to withdraw their tender as no amendment to the sum will be allowed.

Yours Sincerely,

Diana McCormack
Conservator (Historic Ships)
The National Museum of the Royal Navy