

TENDER REFERENCE
COS CMP-01

TENDER FOR
Play area design, build and installation

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1. THE TENDER PROCESS

1.1. General

These Instructions for Tenderers ("Instructions") apply to the submission of Tender for COS CMP-01, Play area design, build and installation

- 1.1.1. Tenders must be submitted in accordance with these Instructions. Tenders not complying with these Instructions may be rejected by the Royal Air Force Museum whose decision in the matter will be final. These Instructions will not form part of any contract for the Service
- 1.1.2. The contact person for this competition and their contact details are:

Kimberley Corral

Project manager / Senior Architect– Buttre

kcorral@buttre.net
- 1.1.3. Contact must be made by email only. Except where otherwise directed in these Instructions, Tenderers must not contact any person in relation to this competition other than the contact person, above or, if nominated, their designated deputy. The name of any designated deputy will be confirmed in writing.
- 1.1.4. The Tender must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the tender documents, other than on an "in confidence" basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the Tender. Tenderers should not release information concerning the invitation to tender and/or the tender documents for publication in the press or on radio, television, screen or any other medium.
- 1.1.5. The Royal Air Force Museum does not undertake to accept the lowest or any tender and reserves the right to accept the whole or part of any tender.
- 1.1.6. In any tender submitted, your organisation must warrant that it has not either directly or indirectly entered into any agreement or participated in any collusion or otherwise taken any action that might result in, or reasonably be expected to result in, the operation (in whole or part) of a cartel or price-fixing or market sharing agreement.
- 1.1.7. Offering an inducement of any kind in relation to obtaining this or any other contract will disqualify you from being considered and may constitute a criminal offence.

1.2. Tender Programme

Activity	Date
Tender Invitation	22.11.2019
Last Date for Tender Queries	06.12.2019
Tender Return Date	16.12.2019
Tender Assessment	17.12.2019
Tender Award	20.12.2019
First Project Site Meeting	06.01.2020

2. SUBMISSION OF TENDERS

2.1. General

- 2.1.1. Tenders and supporting documents must be written in English.
- 2.1.2. Tenders must be submitted in accordance with the tender documents including any tender amendments. Tenders must not be qualified or accompanied by statements or a covering letter that might be construed as rendering the tender equivocal. The Royal Air Force Museum decision as to whether or not a tender complies with these instructions will be final.
- 2.1.3. Tenders must be accompanied by the Form of Tender that must be signed by the Tenderer and returned together with the documents identified in the Form of Tender and listed in Appendix A in these Instructions. Unauthorised alterations or additions must not be made to any component of the tender documents.

Tenders should be sent by email, registered post, recorded delivery, courier or hand delivery in a plain sealed envelope. For those submitted by email, documents should be attached to an email titled **TENDER REFERENCE COS CMP-01** and sent to kcorrall@buttresearch.net

- 2.1.4. For those sent by registered post, recorded delivery, courier or hand delivery in a plain sealed envelope, whichever method is used, the envelope must not bear any marks, sign or reference that may indicate the name of the tenderer. The Tender must be sealed in an envelope clearly marked as follows:

TENDER REFERENCE COS CMP-01

Kimberley Corral
Buttress Architects
41 Bengal Street
Manchester
M4 6AF

- 2.1.5. The Tender must be submitted to the above address by the tender return time and date given in the invitation to tender letter. Any late tenders may be rejected. It is the tenderers responsibility to ensure that the tender is received on time. The Royal Air Force Museum decision as to whether to accept a late tender or not will be final.

2.2. Freedom of Information

- 2.2.1. As part of the Government's commitment to a culture of openness, we have to comply with the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (together "FOIA"). That means we may be obliged, upon request, to provide details of our spending contracts to anyone who asks for the information. Those details may include, amongst other things, the disclosure of a winning proposal price, the nature of the goods or service provided, standards of service or performance and our proposal evaluation criteria.
- 2.2.2. Please note that the intention of FOIA is not to allow your competitors to gain information on your organisation. The intension is rather to give people and organisations the right to see information on many aspects of Government funded organisations' operations, unless the information requested is covered by an exemption or exception under FOIA.

- 2.2.3. By responding to this tender, you acknowledge that, in order to comply with FOIA, we may be obliged to disclose information provided by or relating to you or which is likely to affect your interests. The decision as whether an exemption or exception applies under FOIA will need to be decided by us (as the public authority to which FOIA applies) on a case-by-case basis.

2.3. Tender Costs

- 2.3.1. The Royal Air Force Museum will not be liable for any costs incurred in tendering. While the information supplied by the Royal Air Force Museum in these documents is provided in good faith, it is the responsibility of the tenderers to obtain all information necessary for the preparation of the tender.

3. TENDER ASSESSMENT

3.1. General

- 3.1.1. Costs will be an important factor in the assessment of bids; however, the RAF Museum is not bound to accept the lowest bid. The Museum is seeking the best technical solution that provides overall best value for money to the taxpayer within the Authority's budget.
- 3.1.2. The award criteria for Tenders will be the Most Economically Advantageous Tender taking into account compliance with the list of criteria. Tenders that fail to meet the mandatory requirements or have areas of significant weakness will be deemed non-compliant and will be rejected.
- 3.1.3. The Royal Air Force Museum will not be responsible for any inaccuracies within this tender or misinterpretation by the tenderer of its contents that the tenderer fails to clarify as part of their submission.

3.2. Evaluation Method

- 3.2.1. The Royal Air Force Museum assessment panel will judge the tender submissions, based wholly on the contents of the tender submission that must therefore contain all the information that tenderers wish to be considered. During the financial assessment, consideration will be given to the viability of rates and prices against any historical precedence and the indicative budget. Following the financial assessment, consideration will be given to the sustainability and affordability of the whole bid.
- 3.2.2. Marks will be based on all the information supplied and will be awarded on the following assessment criteria, which reflect the project objectives:
- Concept and methodology – 50% weighting
 - Experience of similar projects – 20% weighting
 - Cost – 30% weighting
- 3.2.3. The Royal Air Force Museum reserves the right to undertake credit checks on companies tendering and may request copies of audited financial statements or other indicators of financial performance.

3.3. Site Visits

- 3.3.1. The Royal Air Force Museum may carry out visits to reference sites identified by the tenderer, in order to validate the proposals set out in the Quality Submission.

3.4. Standard Selection Questionnaire

- 3.4.1. The Royal Air Force Museum asks potential suppliers to self-certify that they meet certain criteria as part of the Standard Selection Questionnaire and, that they are able to provide documentation to support this. Only the successful tenderer will be asked to provide this supporting documentation.

4. TENDER AWARD

4.1. General

- 4.1.1. The Royal Air Force Museum reserves the right not to proceed with any proposal made in response to this invitation.
- 4.1.2. All Tenderers will be given the opportunity to obtain feedback (written or verbal) from an appropriate representative of the Royal Air Force Museum following the award of the contract.

APPENDIX A TENDER DOCUMENTS

List of Documents included with Invitation to Tender:

1. Instructions for Tenderers
2. Model Terms and Conditions of Contract
3. Form of Tender
4. Specification
5. Standard Selection Questionnaire

List of Documents to be returned to the Royal Air Force Museum as part of tender submissions:

1. Evidence of experience of three similar projects, including photographs
2. Concept sketches or proposals for sample or bespoke equipment to be provided
3. Suggested specification for the playground surface
4. Methodology and approach including a suggested or sample user risk assessment
5. Schedule for development and delivery
6. CVs of the proposed team

Please use no more than 12 sides of A4 for points 1 – 6.

7. The completed Form of Tender
8. The Price Schedule, Appendix B
9. The completed Standard Selection Questionnaire

APPENDIX B PRICE SCHEDULE

You should provide full details of costs to enable us to make an assessment of your financial submission.

It should be assumed the equipment and installation for the project will cost no more than £120,000. Based on this you are to quote the fee inclusive of travel and subsistence alongside any other costs to be included.

Activity	Cost
List all activities that have costs associated in order to deliver the provision of COS CMP-01 Tender. The Price Schedule will form the basis of your tender offer.	
Design of Play equipment from concept to technical design	
Construction of approved play equipment (based on space allocation of 1,500m ²)	
Installation of play equipment (based on space allocation of 1,500m ²) and construction of surfaces	
Any suggested warranty or service agreement	
Any other costs to be included – please define	
TOTAL CONTRACT PRICE	

Tenderer:

Date:

Signed: