



**CLOSING DATE FOR SUBMISSIONS – 4PM (UK TIME), FRIDAY 26<sup>TH</sup>  
AUGUST 2022**

**CLARIFICATION QUESTIONS AND RESPONSES**

The National Archives has received a number of clarification questions relating to this opportunity. Those questions, and their associated responses, can be found below.

*Q1: [We] need to know what the required equipment would be for the end of life MVC300 and MVC800 yealink.*

A1: There is no requirement for our end of life equipment. As per our ITT we are looking to add to our estate rather than replace existing equipment. We require a quote for all new and boxed equipment and installation in new meeting rooms. The specification listing MVC300 and MVC800 hardware is to demonstrate equipment in other meeting rooms.

*Q2: Please could the authority provide an indicative date on expected contract award to inform a project programme to meet the requested completion deadline?*

A2: We are looking to evaluate all bids a week after the deadline and, providing there are no clarification questions, we will be looking to award shortly after.

*Q3: Specification 2.7 – Each room is to be equipped with wireless DECT CPW90 or similar – please could the authority confirm whether a dedicated wireless microphone in each room is mandatory or whether the authority would consider other options for voice reinforcement?*

A3: Yes wireless equipment is a mandatory requirement. We will consider other voice reinforcement options but they must be wireless.

*Q4: Will the authority arrange for the cutting of meeting table desks to accommodate cabling between the MTR PC and the touch panel or will this be the responsibility of the AV contractor?*

A4: There is no need for any meeting table desk to be cut. Any responsibility of this nature will lie with The National Archives.

*Q5: Section 2.3 refers to a requirement for a "further 8 meeting rooms" as does the first page of Appendix A where it says "8 rooms in total". However, there are only details provided for 7no. meeting rooms in Appendix A and indeed the pricing schedule only requests pricing for 7no. meeting rooms. We assume that we are to price for the 7no. rooms we have the details for, but if there is an additional room to make up 8no. we would be happy to price it up if TNA can share the relevant details?*

A5: There has been a typo on the ITT. To confirm we have 6 rooms already in situ and we are looking for the supply and installation of 7 rooms as listed on Appendix A.

*Q6: Appendix A and ITT state it's a total of 8 rooms, however, Appendix A is showing only 7 rooms. Appendix C – cost spreadsheet also lists only 7 rooms. Is this an error or are we missing one room in the spreadsheet? If so, please let us know the missing room name, size, and capacity of people that can accommodate the room.*

A6: There has been a type on the ITT. To confirm we have 6 rooms already in situ and we are looking for the supply and installation of 7 rooms as listed on Appendix A.

*Q7: Are you able to confirm if we can quote for hardware from an alternative vendor if it is of the same spec and of commercial parity?*

A7: For consistency across our estate we are looking for Yealink equipment at this time. Please note that as per the ITT we do require all equipment to be brand new and boxed.

*Q8: I notice that your open competition invitation document states that 8 MTRs are required yet only 7 rooms are listed in appendix A. and C. Do the copies of appendix A and C that were sent to [us] have a room missing?*

A8: To confirm there are only 7 rooms that we are requesting – the mention of 8 is a typo on the Invitation document

**NB: Please note that the closing date for Submissions is 4PM (UK Time), Friday 26<sup>th</sup> August 2022**