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Tender

British Museum Design Competition Management

The Trustees of the British Museum

F02: Contract notice

Notice identifier: 2023/S 000-037372

Procurement identifier (OCID): ocds-h6vhtk-042715

Published 19 December 2023, 7:06pm

Section I: Contracting authority

I.1) Name and addresses

The Trustees of the British Museum

The British Museum, Great Russell Street

London

WC1B 3DG

Email

procurement@britishmuseum.org

Telephone

+44 2073238000

Country

United Kingdom

Region code

UKI - London

Internet address(es)

Main address

www.britishmuseum.org

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.delta-esourcing.com/tenders/UK-UK-London:-Organisation-of-architectural-design-contests./C88B8C8W86>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Recreation, culture and religion

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

British Museum Design Competition Management

Reference number

BM.23.052

II.1.2) Main CPV code

- 71230000 - Organisation of architectural design contests

II.1.3) Type of contract

Services

II.1.4) Short description

The British Museum plans to embark in Spring 2024 on a procurement exercise that will lead to the appointment of a Design Team for the re-development of its Western Range as part of the Museum's Masterplan. The procurement approach will be in the form of a Restricted Procedure under the Public Contracts Regulations 2015. The evaluation methodology for the appointment of the Design Team has been developed, and approved by the Museum's Masterplan Committee.

We now seek to appoint a Procurement Consultant to manage the delivery of the Design Team appointment in accordance with the agreed methodology whose main responsibilities will be:

- Administration of e-sourcing portal including all communications with participants.
- Facilitation of in-person events
- Management of all evaluation stages by chairing and providing secretariat services to panels.

For the avoidance of doubt the Procurement Consultant will not score any elements of the Design Team selection themselves.

II.1.5) Estimated total value

Value excluding VAT: £100,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKI - London

Main site or place of performance

LONDON

II.2.4) Description of the procurement

As part of managing the Competition that will lead to the appointment of a Design Team the Procurement Consultant will be responsible for carrying out the following services and providing the deliverables listed below for each stage. For the avoidance of doubt the Procurement Consultant will at no point in the delivery of the Services be involved in the scoring of any elements of the submissions provided by the design teams taking part in the Competition. Their role is to administer and facilitate the scoring that will be performed by others as required at each stage of the Competition.

Pre-Competition and Stage 1

- If required refine Client's final Competition documents including, Contract Notice, standard questionnaire (SQ), Stage 1 selection questions and draft invitation to tender (ITT) documents to ensure alignment with regulatory requirements in effect at time of launch.
- Refine and finalise the tender programme.
- Administer the publication of Competition documents via the Client's e-sourcing portal, official launches and presentations in consultation with the Client's communications team.
- Prepare and host via online website procurement and communications documentation.

- Act as point of contact for tenderers on all correspondence and queries liaising with relevant subject matter experts from the stakeholder groups where needed to ensure accurate, timely responses are provided via an actively maintained clarifications log.
- Manage relationships with tenderers on behalf of the Client.
- Manage evaluation of project specific elements of Stage 1 responses by Client team. Chair and provide all necessary secretariat services to shortlisting panel for evaluation and moderation sessions as required to arrive at final Stage 1 scores and establish shortlist in accordance with pre-determined published process.
- Prepare summary report on outcome of Stage 1 for review by Client stakeholders.
- Draft Stage 1 notification letters for review by Client team, legal advisors and administer distribution and relevant communications.

Stage 2 and Post-Competition

- Apply any necessary amendments to ITT document pack prior to issue to shortlisted tenderers.
- Publish ITT packs via Client's portal.
- Manage all communications with tenderers as in Stage 1
- Arrange and facilitate any events, such as charettes, presentations or interviews that may be required.
- Chair supporting technical panels and provide all required secretariat services.
- Take receipt of Client's Quantity Surveyor's appraisal of fee proformas ITT entries, and alongside technical panel reviews, collate into a single document for the jury panel.
- Moderate and provide all required secretariat services for jury panel meetings (noting the consultant will not have a decision-making role on the panel)
- Develop and produce tender reports providing recommendations for appointment to relevant Client stakeholders.
- Draft standstill letters and manage interaction with Client legal advisors, administer distribution of these letters and, if required, subsequent relevant communications.
- Support execution of contract with successful Design Team.

- Support Client communication team as required with announcements relating to the appointment of the Design Team.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

13

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

To respond to this opportunity please click here: <https://www.delta-esourcing.com/respond/C88B8C8W86>

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

2 February 2024

Local time

5:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

2 February 2024

Local time

5:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

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GO Reference: GO-20231219-PRO-24806029

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

London

Email

publicprocurementreview@cabinetoffice.gov.uk

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Chartered Institute of Arbitrators

12 Bloomsbury Square

London

WC1A 2LP

Country

United Kingdom