



INVITATION TO TENDER - BUILDING SERVICES CALL-OFF CONTRACT

**CPV CODE – 71000000 – ARCHITECTURAL, CONSTRUCTION, ENGINEERING
AND INSPECTION SERVICES**

COMPETITIVE FLEXIBLE PROCEDURE

CLOSING DATE FOR TENDER SUBMISSIONS – 5PM, 13TH JUNE 2025

OBJECTIVE

- 1.1 The objective of this procurement process is to source a specialist Building Services partner to support The National Archives' Estates & Facilities team in the delivery of a range of capital projects.
- 1.2 Our aim is to work in partnership with a supplier who will provide additional resources as and when required to support our Estates Capital Projects team in key areas such as Mechanical, HVAC and Electrical Services. The supplier will produce detailed specifications for tender documents and will go on to support the design team with tender reviews and evaluations. Additional support will be required for design changes to building services and in undertaking regular condition surveys, providing associated reports and drawings.
- 1.3 We intend to award a contract for an initial period of 3 years, with two extension options of up to 12 months each. We anticipate that the demand for these services over the duration of the contract period (including any extension options) will not exceed a total expenditure of £500,000 excluding VAT/£600,000 including VAT, but The National Archives can make no commitment to any minimum level of expenditure during the contract period.

BACKGROUND

- 2.1 The National Archives (TNA) is the official archive and publisher for the UK government, and for England and Wales. Its role is to collect and secure the future of the government record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible. It is based in Kew, South West London. More information on TNA can be found at www.nationalarchives.gov.uk

THE REQUIREMENT

- 3.1 Bidders must be able to demonstrate experience in each of the following areas:
 - Undertaking site-wide validations;
 - Undertaking condition surveys;
 - Supporting design teams with design proposals;
 - Developing detailed designs and specifications to support the creation of tender packs;
 - Ensuring maximum performance from existing infrastructure;
 - Ensuring full statutory compliance;
 - Undertaking site reviews;
 - Updating site documentation and drawings, including AutoCAD;
 - Working in a Public Building;
 - Working in a live working site.

ADDITIONAL INFORMATION FOR BIDDERS

- 4.1 The appointed Supplier must comply with TNA's site security requirements and physical access arrangements for access to the Kew site when carrying out any on-site work.
- 4.2 All Supplier staff on site must have a minimum of DBS clearance and must be able to comply with a permit to work access process.
- 4.3 TNA recognises the benefits of innovative solutions in meeting its objectives and bidders are therefore encouraged to demonstrate their commitment to deliver innovation within their tender responses.

SOCIAL VALUE

- 5.1 TNA has identified that the Outcome 4 specified in the [Social Value Model](#) - *Sustainable procurement practices: reducing carbon footprints, minimising waste, and promoting the use of clean energy and green technologies* – is applicable to this contract, and we therefore require bidders to demonstrate how they will deliver additional environmental benefits in the performance of the contract, with a specific focus on collaborative ways of working with the supply chain, including working towards net zero carbon emissions and use of clean energy and green technologies.

HOW TO RESPOND

- 6.1 Please submit your tender response to procurement@nationalarchives.gov.uk by 5pm on 13th June 2025. If you have any clarification questions, please submit these to procurement@nationalarchives.gov.uk by 5pm on 30th May 2025
- 6.2 Your tender submission must comprise the following:
- 6.3 **A comprehensive description of your proposed service offering.** It is for bidders to determine what format this description should take so as to describe their offering in a clear, comprehensive and unambiguous fashion. However, please ensure that within this description you specify as a minimum:
 - *What services you will provide, and how, addressing point by point each of the items described in para 3.1 of this ITT;*
 - *The relevant skills, experience and qualifications of the proposed key staff who will be involved in the delivery of the contract;*
 - *What sub-contracting arrangements (if any) you will put in place;*
 - *What standards you will adhere to;*
 - *What assumptions (if any) you have made in preparing your tender response;*
 - *Your proposed Service Level Agreement (SLA)*
- 6.4 **A description of how, in the delivery of the contract, you will meet the Social Value objectives described in para 5.1 of this ITT.** This response should be no more than 750 words in length and should take the form of a

method statement describing how you will achieve the objectives, plus a description of how – and by when - you will implement your commitments and how you plan to monitor, measure and report on the associated impacts. See para 8.3 for information on how your response will be evaluated.

6.5 Your proposed **Rate Card**, as follows:

Role	Charge Per Day (ex VAT)
Director	£
Principal Engineer	£
Senior Engineer	£
Engineer	£
AutoCad Technician	£

6.6 **Confirmation** that you are able to meet the requirements described in paras 4.1 and 4.2 of this document. Please note that any bidder who fails to provide these confirmations will not be considered for contract award.

PROCUREMENT PROCESS

- 7.1 Tender submissions will be evaluated applying the criteria specified in paras 8.1 to 8.4 of this document.
- 7.2 Once all of those submissions have been evaluated, the top-three-ranked bidders will be invited to present their proposals (in person or via MS Teams, depending on each supplier's preference) to TNA's evaluation panel.
- 7.3 After those presentations have taken place, the top-three-ranked bidders' submissions will be re-scored applying the criteria specified in paras 8.1 to 8.4 of this document and a contract award decision will be made.

EVALUATION CRITERIA

8.1 Tender submissions will be evaluated as follows:

Category	Maximum Available Unweighted Score	Weighting	Maximum Available Weighted Score
Quality (Response to para 6.3 of this ITT)	10	6	60
Social Value (Response to Section 6.4 of this ITT)	4	2.5	10
Price (Response to Section 6.5 of this ITT)	10	3	30

Total		100
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8.2 The criteria used to evaluate the Quality category will be as follows:

10 Points	<ul style="list-style-type: none"> • Bidder has provided a response that addresses all parts of the requirement • Bidder has provided evidence to support all elements of their response • The evidence supplied is convincing and highly relevant to the requirement • Bidder's response is clear and easy to understand • Where relevant, Bidder has demonstrated a high level of capability to deliver new and innovative service approaches
7 Points	<ul style="list-style-type: none"> • Bidder has provided a response that addresses all parts of the requirement • Bidder has provided evidence to support most elements of their response • The evidence supplied is good and relevant to the requirement • Bidder's response is clear and easy to understand • Where relevant, Bidder has demonstrated some level of capability to deliver new and innovative service approaches
4 Points	<ul style="list-style-type: none"> • Bidder has provided a response that addresses some parts of the requirement • Bidder has provided evidence to support some elements of their response, but not all • The evidence supplied has limited relevance to the requirement • Bidder's response is not always clear and easy to understand • Where relevant, Bidder has demonstrated limited capability to deliver new and innovative service approaches
1 Point	<ul style="list-style-type: none"> • Bidder has provided a response that fails to address most parts of the requirement • Bidder has provided little or no evidence to support most elements of their response • The evidence supplied is very weak and has very limited relevance to the requirement • Bidder's response is not always clear and easy to understand • Where relevant, Bidder has demonstrated little or no capability to deliver new and innovative service approaches

8.3 The criteria used to evaluate the Social Value category will be as follows:

4 Points	The response addresses all of the below: <ul style="list-style-type: none">• A specific, measurable and time-bound commitment;• A description of how the commitment relates to the stated Social Value outcome;• A description of the metrics you will use to measure your performance against the commitment;• A description of how you will collaborate with TNA to deliver the stated Social Value outcome.
2 Points	The response addresses only some of the below: <ul style="list-style-type: none">• A specific, measurable and time-bound commitment;• A description of how the commitment relates to the stated Social Value outcome;• A description of the metrics you will use to measure your performance against the commitment;• A description of how you will collaborate with TNA to deliver the stated Social Value outcome.
0 Points	The response addresses none of the below: <ul style="list-style-type: none">• A specific, measurable and time-bound commitment;• A description of how the commitment relates to the stated Social Value outcome;• A description of the metrics you will use to measure your performance against the commitment;• A description of how you will collaborate with TNA to deliver the stated Social Value outcome.

8.4 The criteria used to evaluate the Price category will be as follows:

For each bidder's submission, the submitted day rates will be converted into a blended day rate by adding each of the submitted day rates together and dividing by 5. For example, if a bidder submitted day rates of £900, £750, £675, £600 and £450 their blended day rate would be £675 $((900+750+675+600+450)/5)$.

The bidder submitting the lowest blended day rate will be awarded the maximum of 10 (unweighted) points. All other bidders will be awarded a (unweighted) points score by applying the following formula:

$$((\text{lowest submitted price}/\text{bidder's submitted price}) \times 10)$$

To illustrate this via a worked example:

Bidder 1 submits a blended day rate of £700

Bidder 2 submits a blended day rate of £800

Bidder 3 submits a blended day rate of £900

Bidder 1 is awarded 10 (unweighted) points – $((700/700)*10)$

Bidder 2 is awarded 8.75 (unweighted) points – $((700/800)*10)$

Bidder 3 is awarded 7.78 (unweighted) points – $((700/900)*10)$

CONTRACT TERMS

- 9.1 The Mid-Tier Contract terms published at [The Mid-Tier Contract - Core Terms - GOV.UK](#) shall apply to this contract.

PROCUREMENT TIMETABLE

Publication of Tender Notice	13 th May 2025
Deadline for Submission of Clarification Questions	5pm, 30 th May 2025
Deadline for Receipt of Tender Submissions	5pm, 13 th June 2025
Tender Submissions Evaluated and Top Three Ranked ('Shortlisted') Bidders Identified	w/c 16 th June 2025
Shortlisted Bidder Presentations	w/c 7 th July 2025
Assessment Summaries Issued to all Bidders	17 th July 2025
Publication of Contract Award Notice	18 th July 2025
End of Standstill Period	30 th July 2025