|  |
| --- |
| **Thank you for registering to the Science Museum Group’s e-tendering service and downloading this Invitation to Quote (ITQ)****Please read and complete all relevant sections** |



Invitation To Quote (ITQ)

*for the provision of*

Power Hall – Historic Engine Electric Motor Drives

SIM3666M

17 March 2025

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# Introduction

## The Requirement

SMG wishes to award a contract for the provision of the fabrication, assembly, installation and commissioning of electric drive systems for selected historic working machines (HWMs) in the Power Hall Gallery at Science and Industry Museum (the “Agreement”). Please see Section 2: Specification for further information about this requirement.

This procurement is a regulated below threshold procurement for the purposes of the Procurement Act 2023 (“PA23”). This is not a covered procurement nor is the Agreement a public contract for the purposes of PA23.

Interested parties (“Suppliers”) are invited to submit a response to this ITQ for SMG’s evaluation. The assessment methodology is set out in Section 2: Assessment Methodology below.

The Agreement is intended to run for a period of 6 months with scope for extension up to a maximum of 1 additional year at SMG’s sole discretion.

The Agreement terms and conditions can be found at Appendix 1. By submitting a response to this ITQ, each Supplier agrees to be bound by the terms and conditions without amendment if its quote is accepted. SMG may, at its sole discretion, negotiate all or part of the terms with the successful Supplier(s). Any Agreement concluded as a result of this ITQ shall be exclusively governed by the laws of England and Wales.

## The Science Museum Group

The Science Museum Group (“SMG”) comprises the [Science Museum](http://www.sciencemuseum.org.uk/) in London, the [National Railway Museum](https://www.railwaymuseum.org.uk/) in York, [Locomotion](https://www.locomotion.org.uk/)in Shildon, the [National Science and Media Museum](https://www.scienceandmediamuseum.org.uk/) in Bradford, the [Science and Industry Museum](https://www.scienceandindustrymuseum.org.uk/) in Manchester and the [Science and Innovation Park](https://www.scienceinnovationpark.org.uk/)in Wiltshire.

We share our [unparalleled collection](http://collection.sciencemuseum.org.uk/)—spanning science, technology, engineering and medicine—with over five million visitors each year.

You can find out more about the Science Museum Group here: [About us | Science Museum Group](https://www.sciencemuseumgroup.org.uk/about-us).

# Section 1: Key Information

##  Intended Timetable

Set out below is the proposed procurement timetable. This is intended as a guide and whilst SMG does not intent to depart from the timetable, it reserves the right to do so at any stage.

|  |  |
| --- | --- |
| **Date** | **Activity** |
| 17 March 2025 | Below Threshold Tender Notice published |
| 28 March 2025 | Clarification period closes |
| 11 April 2025 | Quotation response deadline  |
| 14 – 16 April 2025 | SMG evaluation of Quotations  |
| 16 April 2025 | Award decision made |
| 23 April 2025 | Target Agreement Commencement Date  |
| 28 April 2025 | Target for Below Threshold Contract Details Notice publication  |

## Important Notices

This ITQ and any of the information in it does not constitute an offer or invitation on the part of SMG (or any other person) to enter into the Agreement or any other contractual arrangements. SMG may, at is sole discretion, suspend, amened or abandon this quotation exercise at any time. SMG is under no obligation to award the Agreement as a result of this quotation exercise.

Whilst it is SMG’s intention to purchase the majority of its works and services under this Agreement from the appointed Supplier(s), this does not confer any exclusivity on the appointed Supplier(s). SMG reserves the right to purchase any works and services (including those similar to the works and services covered by this Agreement) from any provider outside of this Agreement.

The information in this ITQ is provided by SMG. It does not purport to be comprehensive and has not been independently verified. While this ITQ has been prepared in good faith, no representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability is or will be accepted by SMG or any of its group companies or subsidiaries or by its officers, employees or agents in relation to the adequacy, accuracy, completeness or reasonableness of this ITQ, or of any other information (whether written or oral), notice or document supplied or otherwise made available to Suppliers or their advisers in connection with the Agreement.

SMG will not in any circumstances be liable for any costs, expenditure, work or effort incurred by a Supplier in carrying out enquiries in relation to, proceeding with, or participating in, this procurement, including if the procurement process is terminated or amended by SMG.

## Submission Information

Your quotation should be submitted via the In-Tend portal at <https://in-tendhost.co.uk/sciencemuseumgroup/aspx/Home> by 11 April 2025.

Your quotation should remain open for acceptance for a period of 60 days. Any quotation received that is valid for a shorter period may be rejected. Suppliers’ attention is drawn to the contents of the declaration in the response template at Section 4 of this ITQ.

Any questions that you have about any of the information given to you should be raised anonymously through the post box on In-Tend.

In accordance with the obligations and duties placed upon public authorities by the PA23, the Freedom of Information Act 2000 (the ‘**FoIA’**) and the Environmental Information Regulations 2004 (“**EIR**”) SMG may be required to disclose and/or publish information submitted by Suppliers in response to this ITQ.

In respect of any information submitted by a Supplier that it considers to be sensitive commercial information, the Supplier should:

* clearly identify such information as sensitive commercial information;
* explain the potential implications of disclosure of such information; and
* provide an estimate of the period of time during which the Supplier believes that such information will remain sensitive commercial information.

Where a Supplier identifies information as sensitive commercial information, SMG will endeavour to maintain confidentiality. Suppliers should note, however, that, even where information is identified as sensitive commercial information, SMG may be required to disclose such information in accordance with the PA23, FoIA and/or EIR. Accordingly, SMG cannot guarantee that any information marked “confidential” or “sensitive commercial information” will not be disclosed. The decision as to whether any information is disclosable under the provisions of PA23, FoIA and/or EIR vests solely with SMG although SMG may choose to consult with the relevant Supplier.

SMG is subject to data protection law, that being all applicable statutes and regulations pertaining to the processing of personal data, including the privacy and security of personal data. As part of SMG’s obligations under data protection law it is required to process personal data lawfully and transparently. The ways in which we process personal data are set out here: [Privacy Notice | Science Museum Group](https://www.sciencemuseumgroup.org.uk/privacy-policy/)

# Section 2: Assessment Methodology

## Quote Evaluation

Responses will be evaluated on both price and quality to determine the most advantageous offer.

Suppliers must submit completed ‘Your Response’ (Section 4) and ‘Contract Specific Questions’ (Section 6) templates along with pricing information (Section 5). Please prepare your response with reference to the award criteria. Suppliers’ completed responses and any other information submitted in relation to this ITQ will be evaluated against the award criteria below. Failure to submit a complete response will result in rejection of your quote.

|  |  |
| --- | --- |
| Award Criteria | PERCENTAGE WEIGHTINGS |
| Price | 30% |
| Similar relevant experience | 30% |
| Approach & methodology | 40% |

## Scoring Methodology

## Quality

* 1. Unless otherwise specified, your responses to the qualitative questions in this ITQ will be scored using the following methodology outlined in the table below.

|  |  |
| --- | --- |
| Score | Criteria |
| 0 | **Unacceptable** - The response is non-compliant with the requirements and/or no response has been provided. |
| 1 | **Poor** – Overall, the response demonstrates that the Supplier does not meet the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the Supplier can meet the requirement due to failure by the Supplier to show that it meets one or more areas of the requirement. |
| 2 | **Adequate** – Overall, the response demonstrates that the Supplier meets all areas of the requirement, but not all of the areas of evidence requested have been provided or the response lacks significant detail. This, therefore, is an adequate response, but with some limited ambiguity as to whether the Supplier can meet the requirement due to the Supplier’s failure to provide all of the evidence requested/ detail required. |
| 3 | **Good** – Overall, the response demonstrates that the Supplier meets all areas of the requirement and provides all of the areas of evidence requested but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due to the Supplier’s failure to provide all information at the level of detail requested. |
| 4 | **Excellent** – Overall, the response demonstrates that the Supplier meets all areas of the requirement and provides all of the areas of evidence requested with excellent detail. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the Supplier can meet the requirement. |
| 5 | **Outstanding –** Overall, the response demonstrates that the Supplier meets all areas of the requirement and provides all of the areas of evidence requested with a level of detail that demonstrates a very comprehensive understanding of SMG’s requirements. The response provides additional assurances that give SMG a high level of confidence that the requirements will be delivered to a high standard. This, therefore, is a detailed, very comprehensive response, leaving no ambiguity as to whether the Supplier can meet the requirements, and provides SMG with additional assurances that delivery will be of a high standard. |

The methodology for evaluation against the above award criteria will be:

* A review of written submissions against the award criteria.

## Price

Price scores are calculated in the following way: Price Score = Total Available Marks x (Lowest Priced Compliant Quote / Quote Price).

# Section 3: Specification

See Appendix 2 – Power Hall Electric Drive Brief 2025

# Section 4: Your Response

You are required to submit your response to all questions in this Section 4: Your Response. Failure to provide any required information will result in the disqualification of your quote.

You must also complete the Section 5: Pricing Matrix answer any of the contract specific questions specified in Section 6: Contract Specific Questions. Failure to provide any required information will result in the disqualification of your quote.

## Supplier Details

|  |  |
| --- | --- |
| Company Name |       |
| Registered Office Address |       |
| Town/City |       |
| Postcode |       |
| Country |       |
| Website |       |
| Company or Charity Registration Number |       |
| Details of immediate parent company:Full name of the immediate parent company (if applicable)Registered office address (if applicable)Registration number (if applicable)Head office DUNS number (if applicable)Head office VAT number (if applicable)(Please enter N/A if not applicable) |       |
| Details of ultimate parent company:Full name of the ultimate parent company (if applicable)Registered office address (if applicable)Registration number (if applicable)Head office DUNS number (if applicable)Head office VAT number (if applicable)(Please enter N/A if not applicable) |       |
| VAT Registration Number |       |
| Type of Organisation | Choose an item.If “Other”, please specify:       |
| Are you a Small, Medium or Micro Enterprise (SME)? | [ ]  Yes [ ]  No |

|  |  |
| --- | --- |
| Please provide details of Persons of Significant Control (PSC), where appropriate:* Name;
* Date of birth;
* Nationality;
* Country, state or part of the UK where the PSC usually lives;
* Service address;
* The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);
* Which conditions for being a PSC are met;
	+ Over 25% up to (and including) 50%,
	+ More than 50% and less than 75%,
	+ 75% or more.

(Please enter N/A if not applicable)([See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships)) |       |
| Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the Agreement), please provide: 1. the name of the group/consortium
2. the proposed structure of the group/consortium, including the legal structure where applicable
3. the name of the lead member in the group/consortium

your role in the group/consortium (e.g. lead member, consortium member, sub-contractor) |  |
| Please provide: 1. a list of all suppliers who you intend to sub-contract the performance of all or part of the Agreement to (either directly or in your wider supply chain)
2. their Companies House number, charity number, VAT registration number, or equivalent
3. a brief description of their intended role in the performance of the Agreement

**If you are not intending to sub-contract the performance of all or part of the Agreement, then this question is not applicable.** |  |

## Questions for Non-UK Businesses

|  |  |
| --- | --- |
| Is your organisation registered with the appropriate professional or trade register(s) in the state where it is established? If yes, please provide the relevant details, including the registration number(s). |       |
| Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this. |       |

## Brief history of the potential Supplier’s organisation

|  |  |
| --- | --- |
| In no more than 400 words please give details of any parent and associated companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures, etc. which are currently in the public domain. |       |

## Grounds for Exclusion

**Important Notice:**
SMG may disqualify your quote (at its sole discretion) if you cannot answer ‘no’ to every question in this section and/or cannot provide evidence of Self-Cleaning (see section 5 below).

|  |
| --- |
| **Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted anywhere in the world of any of offences relating to any of the following areas** |
| a) Corporate manslaughter or corporate homicide | [ ]  Yes [ ]  No |
| b) Organised crime | [ ]  Yes [ ]  No |
| c) Corruption and/or Bribery | [ ]  Yes [ ]  No |
| d) Fraud | [ ]  Yes [ ]  No |
| e) Theft | [ ]  Yes [ ]  No |
| f) Labour market, slavery and human trafficking offences (including modern slavery, child labour and failure to pay the national minimum wage) | [ ]  Yes [ ]  No |
| g) Terrorism (including terrorist offences or offences linked to terrorist activities) | [ ]  Yes [ ]  No |
| h) Money laundering (including Proceeds of Crime)  | [ ]  Yes [ ]  No |
| i) Tax related offences | [ ]  Yes [ ]  No |
| j) Competition law infringements / distortion of competition (including a cartel offence) | [ ]  Yes [ ]  No |
| k) Environmental obligations | [ ]  Yes [ ]  No |
| If you have answered yes to any of the questions above (a-k), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, the reasons for conviction and the identity of who has been convicted. If the relevant documentation is available electronically, please provide the web address, issuing authority and precise reference of the documents. |       |
| If you have answered Yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | [ ]  Yes [ ]  No |

|  |
| --- |
| **Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation:**  |
| has been bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any state? | [ ]  Yes [ ]  No |
| has been guilty of professional misconduct? | [ ]  Yes [ ]  No |
| has entered into agreements with other economic operators aimed at distorting competition? | [ ]  Yes [ ]  No |
| is aware of any conflict of interest arising due your participation in the procurement procedure? | [ ]  Yes [ ]  No |
| has been involved in the preparation of this procurement procedure? | [ ]  Yes [ ]  No |
| has acted improperly in relation to any procurement, and in so doing, has put the organisation at an unfair advantage in relation to the award of a public contract? | [ ]  Yes [ ]  No |
| has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | [ ]  Yes [ ]  No |

|  |  |
| --- | --- |
| If you have answered “Yes” to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Known as “**Self-Cleaning**”) |       |

## ‘Self-Cleaning’

Any Supplier answering “Yes” to any of the questions in Section 4 above are required to confirm whether the circumstances are continuing or likely to occur again.

Any potential Supplier that answers ‘Yes’ to the above questions may provide evidence that the Supplier has taken the circumstances seriously, for example by:

(a) paying compensation;

(b) steps that the Supplier has taken to prevent the circumstances continuing or occurring again, for example by changing staff or management, or putting procedures and training in place;

(c) commitments that such steps will be taken, or to provide information or access to allow verification or monitoring of such steps;

(d) the time that has elapsed since the circumstances last occurred;

(e) any other evidence, explanation or factor that SMG considers appropriate.

If such evidence is considered by SMG (whose decision will be final) as sufficient, the Supplier concerned shall be allowed to continue in the quotation process.

##  Insurance

SMG may reject your quote (at its sole discretion) if you cannot answer ‘yes’ to this question.

|  |
| --- |
| INSURANCE |
| Please self-certify whether you already have, or can commit to obtaining, prior to commencement of the Agreement, the levels of insurance cover indicated below:Employers Liability Insurance = £10 millionPublic Liability Insurance = £10 millionProfessional Indemnity = £5 millionEmployer’s liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least £5 million. Please confirm that you have this in place. | [ ]  Yes [ ]  No  |

## Financial Standing

SMG may reject your quote (at its sole discretion) if any financial standing information provided does not satisfy SMG that the supplier has the relevant financial standing to carry out the Agreement.

|  |
| --- |
| FINANCIAL STANDING |
| SMG will conduct a credit check against all Suppliers that submit a quote. Where a supplier’s credit score identifies moderate risk or below, suppliers may be asked to submit the following information. Please indicate which of the following you would be willing to provide if requested: [ ]  A copy of your audited accounts for the most recent two years.[ ]  A statement of your turnover, profit & loss account and cash flow for the most recent year of trading.[ ]  A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.[ ]  Alternative means of demonstrating financial status if trading for less than a year. |

## Contact Point and Declaration

I declare, on behalf of [**INSERT NAME OF SUPPLIER**] that I have the requisite corporate authority to sign this declaration.

Having examined this ITQ, all other associated documents and clarifications (as updated or amended by SMG), and being fully satisfied in all respects with the requirements of the ITQ, I/we hereby offer to provide fabrication, installation and commissioning services as specified in my/our response for the full term of the Agreement (including any options to extend), in accordance with the provisions of the Agreement and for the price/ rates offered by me/us. My/our quotation will remain open for acceptance for a period of 60 days. Where required, I/we will execute documents in the form of the Agreement within 30 days of being called upon to do so and I/we understand that no contract shall come into force until such time that SMG signs the Agreement.

I/we warrant this is a bona fide and competitive quotation representing the best offer from me/us and that I/we have not fixed or adjusted the price or amount of the quotation or the rates and prices quoted by me/us, under or in accordance with any agreement or arrangement with any other party.

I/we hereby confirm that I/we have not canvassed any officer, employee, or agent of SMG or any government minister or official, in connection with the award of the Agreement and that no person employed by me/us or acting on my/our behalf has done any such act. I/we further hereby undertake that I/we will not at any time canvass or solicit any employee, agent or provider of SMG or any government minister or official, in connection with the award of the Agreement and that no person employed by me/us or acting on my/our behalf will do any such act.

I/we hereby confirm that I/we have considered whether any of our officers, employees, secondees, agents and/or contractors have any interests (whether personal, financial or otherwise) which conflict with the duties and obligations of SMG or any other Supplier in this quotation exercise. I/we will notify SMG in writing of any conflicts of interest identified, in advance of submitting my/our response.

I declare to the best of my knowledge the answers submitted and information contained in this document are correct and accurate. I/we understand that SMG may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I/we declare that, upon request and without delay I will provide certificates and documentary evidence referred to in this document.

I/we understand that the information submitted in my/our response to this ITQ will be used in the evaluation process to identify the most advantageous quotation(s).

I/we are aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| Contact Name |  |
| Name of Organisation |  |
| Position |  |
| Telephone Number |  |
| Mobile Number |  |
| E-mail address |  |
| Postal Address |  |
| Signature (electronic is acceptable) |  |
| Date |  |

# Section 5: Pricing Matrix

Each Supplier must list below a breakdown of all the proposed costs/charges to provide the works and services. The charges/prices must cover all requirements. All charges/prices must be expressed in pounds sterling and should be inclusive of VAT and all pricing information will form the basis of any resultant Agreement. The price will remain fixed for the duration of the Agreement.

|  |  |  |
| --- | --- | --- |
| Item/Name | Timeline | Cost |
| Pender |  |  |
| Firgrove |  |  |
| Buxton |  |  |
| National Gas Workshop |  |  |
| Other |  |  |
|  |  |  |
|  |  |  |

# Section 6: Contract Specific Questions

|  |
| --- |
| Contract Specific Questions |
| Please provide at least two examples of previous works to historic engines or other relevant experience. Please include project name, date, value of works and a short narrative of the work undertaken. |
| Response: |
| The work on the historic engines forms part of a larger programme of work to restore the collection and reopen Power Hall to the public. How will you plan and manage the historic engines work to meet the programme and budget constraints. |
| Response: |

# Appendix 1 – Terms and Conditions

Appendix 1 – Example Masterplan PSA