

FACILITIES MANAGEMENT SOFTWARE PLANNED PROCUREMENT NOTICE

1. CONTRACTING AUTHORITY

National Museum of the Royal Navy (as NMRN Operations)
 HM Naval Base (PP66)
 Portsmouth
 PO1 3NH
 Email: tenders@nmrn.org.uk
Tender Reference- NMRNO.2025.012

2. OVERVIEW

- 2.1. The purpose of this Planned Procurement Notice (PPN) is to inform potential suppliers of an upcoming opportunity to provide facilities management software and support services to the National Museum of the Royal Navy.
- 2.2. The Museum is currently operating without a digital facilities management system, having previously used such software until the start of the current financial year. In preparation for the next financial year, the Museum intends to explore the available options and refine its requirements ahead of a full tender process. The aim is to have a new system and contract in place by **1st April 2026**.
- 2.3. The aim of using facilities management software is to streamline and standardise across the NMRN sites the management of physical assets, buildings and services to ensure they operate efficiently, safely, and cost-effectively. By automating key tasks such as maintenance scheduling, asset tracking and compliance monitoring, the software should enhance operational visibility and support informed decision-making. Ultimately, we want the software to reduce downtime, extend asset lifecycles, improve stakeholder satisfaction, and align facility operations with broader strategic and sustainability goals.
- 2.4. The system must enable the Museum to effectively implement its **Property Maintenance Policy**, as outlined in Appendix 1, at time of writing will be a draft which can be shared upon request..

3. STATEMENT OF REQUIREMENTS

- 3.1. The NMRN is seeking to procure facilities management software and support services across its various sites.
- 3.2. It is envisaged that like Property Maintenance Policy any system will be adopted by all our sites which include: -

Portsmouth Historic Dockyard (NMRN), Portsmouth, Hants.

Royal Navy Submarine Museum, Gosport, Hants.

Explosion Museum of Naval Firepower, Gosport, Hants.

Fleet Air Arm Museum, Yeovilton, Somerset.

National Museum of the Royal Navy Hartlepool, Hartlepool, Durham.

HMS Caroline, Belfast, County Antrim.

- 3.3. We want a facilities management system that provides a comprehensive, user-friendly platform to support the effective operation, maintenance, and oversight of our buildings and assets. Key capabilities should include:
- **Planned Preventive Maintenance:** The ability to schedule and manage recurring maintenance tasks in line with our Property Maintenance Policy to reduce downtime and extend asset life.
 - **Compliance Management:** Tools to track statutory inspections, certifications, and ensure ongoing compliance with health, safety and regulatory standards.
 - **Reactive Maintenance:** A streamlined process for logging, prioritising, and managing unplanned repairs or faults across each site.
 - **Fault Reporting for Staff:** An accessible interface allowing all staff to raise faults or issues directly into the system, with status tracking and progress notifications.
 - **Real-Time Dashboard:** A central dashboard to display the overall health, performance, and workload across the sites, enabling data-driven decision making.
 - **Stakeholder Visibility:** Role-based access so that wider stakeholders (e.g., management and trustees) can view relevant data and performance metrics.
 - **Asset Management:** The ability to track the condition, location, and history of key assets to support lifecycle planning and replacement strategies.
 - **Budget Management:** The ability to forecast and profile appropriate budgets, controlling costs related to assets, maintenance, space, and utilities.
 - **Mobile Access:** A mobile-friendly interface for on-site teams to access tasks, upload photos, and close out work in real time.

Ultimately, the system should support operational efficiency, risk reduction, compliance assurance, and long-term asset sustainability for the Museum.

- 3.4. These requirements may change, so the aforementioned scope is indicative at the time of writing.

4. **Planned Procurement Notice (PPN)**

- 4.1. Expressions of interest should be issued to tenders@nmrn.org.uk
- 4.2. The future tender opportunity is anticipated to be issued in January 2026.
- 4.3. Product procurement will be through an Open Procedure under the Procurement Act 2023, with a reduced timeline due to the issuing of the PPN. This is subject to change.
- 4.4. Contract award should be expected from April 2025.
- 4.5. The NMRN are keen to undertake demonstrations of facilities management software during this period to inform out future tender documentation. These are proposed to take place in the afternoon of Thursday **4th, 11th and 18th September 2025**.
- 4.6. No supporting documents are available at the time of issuing this PPN however clarifications, expressions of interest or booking for demonstrations should be referred to tenders@nmrn.org.uk.