**INVITATION TO TENDER**

**(OPEN PROCEDURE)**

**FOR**

**Boathouse 6- Exhibition Design & Build Appointment**

Reference: NMRNO.2025.001

The National Museum of the Royal Navy

HMS Naval Base (PP66)

Portsmouth

PO1 3NH

**Version 2025.01 (PA23)**

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Section 1

Introduction

* 1. This Procurement is being conducted in accordance with the Act using the Open Procedure. This document describes how the Procurement will be conducted, including details of the associated Procurement timetable, participation and award criteria and how to respond to this opportunity. Suppliers are strongly encouraged to read this document before preparing their submission.
  2. The tender is advertised by the National Museum of the Royal Navy as “NMRN Operations” (Company number 09988314).
  3. **Please read this document carefully, as failure to comply with this document may result in exclusion from the Procurement and/or the rejection of any submission.**
  4. This document should be read in conjunction with the Tender Notice and any other Procurement documents which have been made available at this stage of the Procurement.
  5. The Authority reserves the right to issue updated versions of this document to Suppliers as and when the need arises, together with any changes to the Procurement or any other new information.
  6. **Please read and ensure compliance with the Procurement terms and conditions contained in Appendix A.**
  7. Common terms and expressions shall have the meanings ascribed to them in the glossary in Appendix E.
  8. All references to dates and times within this document shall be interpreted in accordance with the United Kingdom time zones applicable at the date of the Procurement (i.e. GMT/BST).
  9. Annex C and any relevant Appendices details the NMRN Standard Contract Terms and Conditions against which your Tender will be contracted
  10. **All suppliers bidding for this tender MUST be registered to the Central Digital Platform (CDP) to be eligible to bid for this tender. Guidance can be found here;** [**Central Digital Platform - factsheet (HTML) - GOV.UK**](https://www.gov.uk/government/publications/procurement-act-2023-short-guides/central-digital-platform-factsheet-html)
  11. **The link for registration can be found here;** [**Find a Tender**](https://www.find-tender.service.gov.uk/Search)

Introduction to the NMRN

* The National Museum of the Royal Navy (“the National Museum”) was established in 2008 and is the holding company of the National Museum of the Royal Navy Group. The Group’s unique and historically significant Royal Naval collections, ships and aircraft are located and displayed in museums at;
  + National Museum of the Royal Navy in Portsmouth (including HMS Victory, HMS Warrior and HMS M33 and the national collection for the Royal Marines)
  + Fleet Air Arm Museum in Yeovilton
  + Royal Navy Submarine Museum (including HMS Alliance) and Explosion! The Museum of Naval Firepower in Gosport
  + National Museum of the Royal Navy Hartlepool (including HMS Trincomalee)
  + HMS Caroline in Belfast

|  |  |
| --- | --- |
| **Our Vision** | *To be the world’s most inspiring Naval Museum, linking Navy to Nation* |
| **Our Mission** | *Inspiring enjoyment and engagement with the story of the Royal Navy and its role in shaping both our nation and the modern world.* |
| *Learn more about the NMRN on our website;* [*https://www.nmrn.org.uk/*](https://www.nmrn.org.uk/) | |

The Authority’s Requirement

* 1. Annex A and any relevant Appendices details the specification or scope of requirement against which your Tender will be evaluated.

The Procurement Timetable

* 1. The timetable for the Procurement is set out in the following table (the Procurement Timetable). Deadlines for the submission of responses to the Authority are shown in bold. Failure to meet these deadlines will result in a Supplier’s submission not being considered unless there are exceptional mitigating circumstances such as a technical failure in connection with the NMN Tenders Inbox.

|  |  |  |
| --- | --- | --- |
| **Exhibition Design & Build** | | |
| Under Procurement Act 2023- Open Procedure | | |
| 1 | **Issue of Invitation to Tender Document** | Friday 28th February 2025 |
| 2 | **Site Visits** | Week Commencing  10th March 2025 or 17th March 2025 |
| 3 | **Final date for Clarification Questions/Requests for additional information** | Midday (1200)  Friday 21st March 2025 |
| 4 | **Deadline for return of ITTs** | Midday (1200)  Friday 4th April 2025 |
| Post Submission of Open Procedure- | | |
| 5 | **Evaluation Moderation of ITTs** | Week Commencing  7th April or |
| 6 | **Post Submission Interviews** | 14th April 2025 or 21st April 2025 |
| 7 | ***Award Summary Notices Issued and Standstill Begins*** | Week Commencing  21st April 2025 or 28th April 2025 |
| 8 | ***Earliest Commencement of Contract after Standstill Period Ends and Contract Award Notice Issued*** | Earliest Commencement 1st May 2025 |
| 9 | ***Expected Practical Completion of Exhibition Design and Build*** | May 2026 for June 2026 Opening |

Tender Document Pack

The tender document pack is available by emailing [tenders@nmrn.org.uk](mailto:tenders@nmrn.org.uk) and quoting the tender name and registering your interest and requesting the tender pack.

A link will be sent to you whereby the information can be downloaded accordingly.

|  |  |
| --- | --- |
| **Site Visits, Tenderer Interviews and Clarification Questions** | |
| **Site Visits** | The NMRN may require Tenderer’s to visit the site of work during the tender process in order to further understand the requirements of the NMRN Tender. Site Visits may be booked via [tenders@nmrn.org.uk](mailto:tenders@nmrn.org.uk) and should give at least two working days to make arrangements. If site visits are required, these will take place during the week commencing **Week commencing 10th and 17th March 2025.** |
| **Post- Submission-Tenderer Interviews** | The NMRN may, at its discretion, decide to interview Tenderers to further the tendering process. It is envisaged that interviews, if required by the NMRN, with a minimum of **3 shortlisted bids and a maximum of 5** will take place during the week commencing 14th April 2025 or 21st April 2025.  The NMRN reserves the right to amend this timetable. Tenderers should ensure that key members of their delivery team are able to attend the interviews. |
| **Post-Submission Clarifications.** | During the evaluation period, the NMRN reserves the right to seek further information from the Tenderers to assist in its consideration of the Tenders; this may take the form of post-submission clarification meetings or written clarifications. |

* 1. Please note that the Authority reserves the right, in its absolute discretion, to amend the Procurement Timetable or extend any time period in connection with the Procurement.
  2. Any changes to the Procurement Timetable will be notified simultaneously to the Suppliers.

Service Levels, Service Credits and Key Performance Indicators (KPIs)

* 1. The KPIs for this tender opportunity will be similar to other professional services for this project, with the KPIs focusing on the following;

**KPI-01- Client Team Critical Milestones**

* The appointed contractor ensures to achieve the key milestone deadlines as set out within the NEC4 Contract for the Royal Marines Experience Museum (RMEM) Project. These include but not limited to;
  + Completion of up to RIBA 5-7 for Opening of the RMEM for Summer 2026.
* Quality of the Output and Specifications are submitted to the NMRN to a high sufficient level.

**KPI-02- Client Team Satisfaction**

* The Project Team attends regular project meetings and responds to actions set by the Project Manager in a timely fashion.
* Quality of the Output and Specifications are submitted to the NMRN to a sufficient level.

**KPI-03- Quality Management**

* Quality Management of the Output and Specifications submitted to the NMRN to a sufficient level as set out in KPI-02
* These will be regarding site inspections, documentation, and employee site representatives reporting back to the Project Manager or Project Advisory Board. Professional Team are to inspect the works, snag reports and resolve issues from this.

**KPI-04- Out Turn Time & Actual vs Planned Cost**

* + Planned Costs within the project are to be calculated in relation to the scope of works that are set out within the ITT and Project Execution Plan and subsequent revisions. In addition to any further updates set by the Appointed Project Manager in Project Meetings.
  + This will be measured by the Project Director or Appointed Project Manager for the Actual vs Planned Costs to assess the impact and drive value engineering.

Contract Risks

* 1. See the JCT Particulars in file named 5026128-Exhibition Fit-Out-2025-02-19 in the tender pack.

Contract Terms

* 1. Annex C and any relevant Appendices details the JCT Design & Build contract against which your Tender will be awarded onto.

Section 3

How to Respond to this Opportunity

3.1 Construction of Tenders

3.1.1 Your Tender is to be written in English, using either Calibri/Arial/Aptos in a minimum font size 11.

3.1.2 Prices must be provided in **£GBP** Prices must be provided within the document listed as the Pricing Schedule as set out in the tender documentation pack provided by our Quantity Surveyors Ridge LLP within the tender submission pack.

3.1.3 Please provide your pricing proposal including the fee, payment dates, and other relevant sections such as a detailed breakdown, resource allocation as appropriate to the tender. It should be clearly labelled within your tender submission.

3.1.4- To assist the NMRN’s evaluation, you must set out your Tender response in accordance with Section 4 (Tender Evaluation).

3.2 Submission of your Tender

Your completed response should be submitted by the due date and time required:

Date: Friday 4th April 2025

Time: 1200 Midday

Responses should be submitted in an electronic format addressed to: [tenders@nmrn.org.uk](mailto:tenders@nmrn.org.uk)

Please ensure your submission has been received by keeping a copy of the automatically generated read receipt from the mailbox. If a submission is undeliverable for any reason, you will need to supply evidence in order that submissions can be considered.

* **It is the sole responsibility of the Tenderer to deliver their response and submission pack as specified and to ensure that their response has been received. It is suggested that this may achieved by setting either a Delivery Receipt or a Read Receipt.**
* The NMRN takes no responsibility for identifying any clerical errors or misunderstanding in any tenders submitted. Tenderers must therefore ensure that the content of any Tender submitted is complete and accurate.
* Please be aware that on occasions the NMRN IT Security settings may potentially block emails or submissions, please ensure to communicate prior to the submission deadline either through clarifications registering interest in the tender. This is checked post-deadline.
* If you have received **no response** from the NMRN regarding your tender submission by **1700 (5pm)** of the date of the tender returns (excluding weekends) please email [procurement@nmrn.org.uk](mailto:procurement@nmrn.org.uk) or [enquiries@nmrn.org.uk](mailto:enquiries@nmrn.org.uk) citing the name of the tender you have submitted for. Or alternatively call; *02392891370 Ext: 2042* to speak to the Procurement Officer. Please leave a voicemail if the call is unable to be answered.

3.2.1 Your Tender and any ITT Documentation must be submitted via the NMRN Tenders Inbox by Midday (1200) Friday 4th April 2025. The NMRN reserves the right to reject any Tender received after the stated date and time.

3.2.2 The NMRN may, in its own absolute discretion allow the Tenderer to rectify any irregularities identified in the Tender by the NMRN or provide clarification after the Tender return date. Tenderers will be provided with instructions via the ‘Central Digital Platform’ (CDP)portal on how they can correct such irregularities which must be completed by the deadline set. The NMRN will cross reference the amended Tender with the original Tender submitted to the ‘Central Digital Platform’ (CDP) portal before the Tender return date to ensure that no other amendments, other than in relation to the specific irregularity/clarification communicated by the NMRN, have been made. Should Tenderers make additional amendments to the Tender other than those relating to the specific irregularity/clarification communicated to the Tenderer by the NMRN, this will result in a non-compliant bid.

3.2.3 You must not upload any ITAR or Export Controlled information as part of your Tender or ITT documentation into the ‘Central Digital Platform’ (CDP) portal. You must contact *Procurement Officer on 02392891370 ext 2042* to discuss any exchange of ITAR or Export Controlled information. You must ensure that you have the relevant permissions to transfer information to the NMRN.

3.2.4 Your Tender must be compatible with MS Word and other MS Office applications.

### **3.3 Variant Bids**

3.3.1 Subject to the submission of a compliant tender, Tenderers may also submit an alternative price and method for provision of the services or goods which NMRN, at its sole discretion, may or may not pursue.

3.4 Confidentiality

3.4.1 NMRN will not disclose to any third-party information that is supplied in tenders that is marked as confidential. All other information supplied by Tenderers to NMRN will similarly be treated in confidence except that references may be sought from banks, existing or past clients, or other referees submitted by the Tenderers.

3.5 Conflict of Interest

3.5.1 Tenderers are required to confirm that they are not aware of any conflict of interest or any circumstances that could give rise to a conflict of interest in the performance of the proposed Contract.

3.6 Consortia

3.6.1 Bids from multi-disciplinary organisations and specially formed consortia are encouraged, but all organisations in specially formed consortia must be identified in the response to the ITT. Each group or consortium will be required to nominate a lead person with whom NMRN can contract or form themselves into a single legal entity before contract award. In the case of group Tenderers or consortia, each service provider will be required to become jointly and severally responsible for the contract before acceptance.

3.6.2 If the tenderer is a group Tenderer or consortium, each member of the consortium must be identified separately as part of the response to this ITT.

3.6.3 If the tenderer is a member of a group of companies, they should provide information only about themselves and not the Group as a whole (except where Group information is specifically requested by the question).

Section 4

Requests for Clarification

* 1. Any requests for clarification relating to the Procurement must be submitted via the NMN Tenders Inbox, no later than the deadline in the Procurement Timetable at paragraph [15] above to allow the Authority sufficient time to respond prior to the closing date for receipt of submissions. The Authority will endeavour to respond to requests for clarification submitted in accordance with these requirements as soon as possible.
  2. The Authority reserves the right not to answer any requests for clarification submitted after the deadline set out in the Procurement Timetable or submitted via any means other than the NMN Tenders Inbox.
  3. If Suppliers identify a technical issue with the NMRN Tenders Inbox, they should contact the Authority without delay via the following contact point at:

**Procurement Officer**

[Procurement@nmrn.org.uk](mailto:Procurement@nmrn.org.uk) or by phone 02392 891370 ext 2042.

* 1. Where the Authority considers any requests for clarification to be relevant to the proper functioning of the Procurement, it will transmit to all other Suppliers (without reference to the identity of the Supplier which submitted the clarification question) the clarification question raised and the Authority's response, with the exception of those deemed confidential as provided below.
  2. If a Supplier considers that its request for clarification should be treated as confidential and not disclosed to other Suppliers, it must communicate this and the reason why to the Authority at the time of the submission of that clarification request. The Authority will advise the Supplier in advance of providing the clarification response if it considers that all or any part of the request for clarification cannot be treated as confidential, and will provide an opportunity for the Supplier to withdraw such aspects of the request for clarification.
  3. In such circumstances, the Supplier may either submit an amended request for the clarification to be treated as confidential, which would be considered by the Authority in the same manner as the original request, or raise a new request to be treated as a non-confidential request for clarification.
  4. It is the responsibility of each Supplier to monitor all clarifications issued by the Authority. The Authority accepts no liability for any Supplier's failure to keep abreast of clarifications issued.

Section 5

Tender Assessment and Evaluation

5.1 Evaluation of Tenders (Compliance)

5.1.1 You will have your tender response evaluated as set out in Annex B and scored in accordance with below:

**Stage 1: Receipt and Opening** - Tenders will be downloaded from [tenders@nmrn.org.uk](mailto:tenders@nmrn.org.uk) email inbox after the Closing Date. The NMRN firewall will be checked to ensure that all submissions are received including any attachments.

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**Stage 2:** **Compliance Check**

Each Tender will be checked for compliance with the requirements of this ITT. Tenders which are not substantially complete or which are non-compliant with the ITT may be excluded from further participation in the evaluation process or, at the NMRN’s discretion, Tenderers may be asked to provide clarification. In the case of the latter, a failure by the Tenderer to provide a satisfactory response within the deadline specified in the request for clarification may result in disqualification from the evaluation process. The NMRN reserves the right to evaluate Tenders before declaring them non-compliant.

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**Stage 3:** **Evaluation of Tender Responses** - Price and quality evaluation will be carried out in accordance with the published evaluation criteria

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**Stage 4:** **Score Review** - Review of quality and price scores

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**Stage 5:** **Final Evaluation Report and Recommendation** - A final evaluation report will be completed, recommending award.

5.1.2 Please note that the NMRN may require clarification of the answers provided or ask for additional information.

5.1.3 The response should be submitted by an individual of the organisation, company or partnership who has the authority to answer on behalf of that organisation, company or partnership.

5.1.4 Should the response be found to be erroneous or in any other way incorrect, the NMRN reserves the right to disqualify the candidate from the tender.

5.2 Evaluation of Tenders (Award)

5.2.1 In accordance with the Procurement Act 2023 and the Procurement Regulations 2024 the NMRN seeks to award the contract on the basis of the Most Advantageous Tender.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weighting** | **Demonstrated by** |
| **Quality including Methodology and Approach** | [100]% | Each criterion will be marked using the scale 0-10 and the specified weighting applied. The formula to calculate the weighted score will be:  *(marks awarded) x weighting*  *marks available*  For example, if the weighting is 20% and the maximum mark is 5, and the mark received is 3, the weighted score would be:  *( 3 / 5 ) x 20 = 12*  NB**:** For the purposes of this calculation, weighting is expressed as a number not a percentage. |
| **Commercial**  **Price per Quality Score Points** | Price Only | In this approach a PQP is calculated for each bid by:   * determining the bid price; * determining the quality score for each bid, expressed as a whole number rather than as a percentage (though the whole number may still be points out of 100); and * dividing the bid price by the quality score to give an output price per quality point.   Price  –––––––––––––––––––––––––––––––––––  Quality score   * *For example, if a bid was £15,000 and the tenderer scores 75/100 the Price Per Quality score would be 200.* * The lowest ranked Price per Quality Score will be the Most Advantageous Tender based upon this. |

5.2.2 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses not so rejected will be scored by an evaluation panel appointed by the NMRN for all criteria other than Commercial using the scoring model given in the table below:

|  |  |
| --- | --- |
| Points | Interpretation |
| 10 | **Excellent** –Overall the response demonstrates that the Tenderer meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the Tenderer can meet the requirement.  The response therefore shows: • Very good understanding of the requirement • Considerable competence demonstrated through relevant experience • Considerable insight into the relevant issues The response is also likely to propose additional value in several respects above that expected |
| 7 | **Good** -Overall the response demonstrates that the Tenderer 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 the Tenderers failure to provide all information at the level of detail requested.  The response therefore shows: • Good understanding of the requirements • Sufficient competence demonstrated through relevant experience • Some insight demonstrated into the relevant issues |
| 5 | **Adequate** - Overall the response demonstrates that the Tenderer meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the Tenderer can meet the requirement due to the Tenderer’s failure to provide all of the evidence requested.  The response therefore shows: • Basic understanding of the requirements • Sufficient competence demonstrated through relevant experience • Some areas of concern that require attention |
| 3 | **Poor** – The response does not demonstrate that the Tenderer meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the Tenderer can meet the requirement due to the failure by the Tenderer to show that it meets one or more areas of the requirement.  There are reservations because of one or all of the following: • There is at least one significant issue needing considerable attention • There is insufficient evidence to demonstrate competence or understanding • The response is light and unconvincing |
| 0 | **Unacceptable** - The response is non-compliant with the requirements of the ITT and/or no response has been provided.  The response is significantly below what would be expected because of one or all of the following: • The response indicates a significant lack of understanding • The response fails to meet the requirement |

Section 6

Structure and Format of Response

6.1 Introduction

6.1.1 Your response to this tender document should follow the defined structure as outlined in Annex D. Your response will be used to evaluate and score the different sections of each proposal received. All parts of this section are deemed Essential and require response. **Failure to provide this information may result in your submission being disqualified:**

1. **The Suppliers Central Digital Platform Reference Number**
   1. **Suppliers can sign up here;** [**Find a Tender**](https://www.find-tender.service.gov.uk/Search)
2. **Annex D – Tender Submission Document**
3. **Annex E - Form of Tender**
4. **Annex F - Certificate of Non-Collusion**

Please supply relevant documentation with your submission. You are asked to answer questions fully and where indicated in the format required. Please do not provide additional attachments or documents where not requested to do so. These will not be read and will not be taken into account in the evaluation of your Tender. **Any tender not conforming to this requirement is likely to be disqualified.**

6.1.2 The response should be presented in A4 format with an easily readable font style and size.

6.2 Approach to the Contract (Quality Control)

6.2.1 Tenderer’s should describe how they will approach the implementation and performance of this contract with particular regard to the requirements outlined in the Specification / Schedule of Requirements (Annex A and its Appendices). Tenderer’s should outline their proposals for on-going quality control during the project and how they will remedy any failures.

6.3 Project Resourcing

6.3.1 Tenderer’s should describe the resources that they will be deploying on this contract if they are successful, stating whether any staff resources are currently in place or will require to be recruited. They should also give indications as to the background and knowledge of key personnel who will be deployed in the delivery of this contract.

6.3.2 Explain any sub-contract arrangements that you will depend on to deliver the contract and explaining how you will manage this/these relationships with other stakeholders (if any). Any Lead Times between award of Contract and start of Services should be highlighted.

Section 7

Terms and Conditions of Tender

Procedural requirements

* 1. This document together with all other associated documents provided to Suppliers in connection with this Procurement contain procedural requirements which Suppliers must follow. Failure to comply with or follow any procedural requirement may result in the exclusion of the Supplier from the Procurement at the Authority’s sole discretion.

Central Digital Platform

* 1. **Suppliers that wish to participate in this Procurement are responsible for ensuring that the Central Digital Platform contains complete, accurate and up-to-date information about their organisation and any Associated Suppliers which are relevant for the purposes of this Procurement**. Suppliers must notify the Authority immediately if it is unable to register on the Central Digital Platform and/or provide accurate and up-to-date information via the Central Digital Platform.

Transparency

* 1. Suppliers should note that, in accordance with general transparency obligations and procurement law obligations under the Act, the Authority routinely publishes details of its procurement processes and awarded contracts. This includes, but is not limited to, the contract value, the identity of the successful Supplier, compliance with payment obligations and contract performance. Compliance with these obligations may involve the Authority taking steps without consultation with Suppliers. Where required under the Act, a copy of the contract will be published (subject to making any reasonable and proportionate redactions permitted under the Act).
  2. All central government departments and their executive agencies and non-departmental public bodies are subject to controls and reporting within government. In particular, they report to various government bodies including but not limited to the Cabinet Office and HM Treasury for all expenditure. The Authority reserves its absolute right to share within government any of the documentation/information submitted by Suppliers during this Procurement (including any information that a Supplier considers to be confidential and/or commercially sensitive).]
  3. Where required, the Authority will disclose on a confidential basis any information it receives from Suppliers during the Procurement to any third party engaged by the Authority for the specific purpose of assessing or assisting the Authority in assessing the Supplier’s submission. In providing such information the Supplier consents to such disclosure.

Modifying the Procurement

* 1. Neither the Tender Notice, this document nor any information given as part of the Procurement shall be regarded as a commitment or representation on the part of the Authority (or any other person) to enter into a contractual agreement.
  2. The Authority reserves the right to cancel the Procurement at any point and/or to choose not to award any contract as a result of this Procurement.
  3. Suppliers will remain responsible for all costs and expenses incurred by them, their staff, and their advisers or by any third party acting under their instructions in connection with this Procurement. For the avoidance of doubt, the Authority is not liable for any costs or expenditure resulting from any cancellation or amendment of this Procurement.
  4. The Authority reserves the right at any time:

a. to issue amendments, modifications or additional information to any documentation which forms part of this Procurement, including the Procurement terms and conditions contained in this Appendix A

b. to require a Supplier to clarify their proposal(s) and/or tender submission in writing and/or provide additional information – failure by a Supplier to respond adequately may result in their tender submission being rejected

c. to alter the Procurement Timetable for this Procurement.

d. to rewind and re-run any part of the Procurement on the same or alternative basis.

e. to amend the Procurement as described herein, including the number of stages and the number of Suppliers to be selected at any stage

Option to direct award

7.10 The NMRN reserves the right to Direct Award a procurement should the procurement process result in only one Applicant submit an acceptable tender.

Confidentiality and publicity

* 1. Save to the extent made publicly available by the Authority, the information in this document (together with all attachments and any other information communicated to Suppliers during the Procurement) is made available on the condition that it is treated as confidential information by the Supplier and is not disclosed, copied, reproduced, distributed or passed to any other person at any time except in order to comply with legal obligations or for the purpose of enabling a submission to be made to the Authority, provided that such person has given an undertaking prior to the receipt of the relevant information (and for the benefit of the Authority) to keep such information confidential.
  2. Suppliers must not take part in any publicity activities with any part of the media about this Procurement without obtaining the express prior written agreement of the Authority. When requesting prior written agreement, Suppliers are required to detail the proposed media coverage including format and content of any publicity.

Freedom of information and environmental information

* 1. The NMRN is not defined as a Public Authority under Schedule 1 of the Freedom of Information Act and we are not required to respond to your information requests
  2. You may find information of interest to you within the NMRN’s Annual Trustees’ Report and Statement of Accounts available on the NMRN’s or the Charity Commission’s websites.

Requirements on sub-contractors and consortium

* 1. If requested to do so by the Authority, a Supplier will be required to enter into a legal arrangement with other members of a consortium or with any parties which are relied on in order to satisfy the conditions of participation relating to this Procurement (in accordance with section 72 of the Act). Acceptance of this request shall be considered a mandatory requirement and failure to accept the same may result in the Supplier’s exclusion from the Procurement.

Parent company guarantee or other securities

* 1. The Authority reserves the right to require a parent company guarantee or alternative equivalent form of security should the Supplier be successful in this Procurement.
  2. Where the Supplier’s parent company is incorporated outside the United Kingdom, the Authority will require a legal opinion from an independent firm of lawyers practising in that jurisdiction (at the Supplier’s own cost and expense) as to the capacity/authority of the parent company to enter into the parent company guarantee and the enforceability of the terms of the parent company guarantee in the relevant overseas jurisdiction.
  3. Notwithstanding the above, the Authority may specify minimum contractual financial security requirements as appropriate having regard to the financial assessment undertaken during this Procurement. Where the Authority specifies any financial security requirements, acceptance of the requirements shall be considered a mandatory condition and failure to accept the same may result in the Supplier’s exclusion from the Procurement.

Non-collusion, non-canvassing

* 1. Any attempt by a Supplier or their advisers to influence the Procurement in any way may result in the exclusion of the Supplier, without prejudice to any other civil or legal remedies available to the Authority and without prejudice to any criminal liability that such conduct by a Supplier may attract.
  2. Specifically, Suppliers must not directly or indirectly at any time:

a. devise or amend the content of their submissions in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, subcontractor, consortium member insurance provider or provider of finance

b. enter into any agreement or arrangement with any other person as to the form or content of any other submission or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other submission

c. enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a response in this Procurement

d. canvass any employees, members or agents of the Authority in relation to this Procurement

e. attempt to obtain information from any of the employees, members or agents of the Authority or their advisors concerning another Supplier or submission

f. carry out any other co-operation or collusion with another Supplier or any other person which the Authority considers capable of undermining fair competition

* 1. Suppliers are required to complete and return Appendix G (Certificate of non-collusion and non-canvassing) noting that the Authority will be entitled to rely on the information provided in the certificate.

Conflicts of interest

* 1. Suppliers are responsible for ensuring that no actual, potential or perceived conflicts of interest (within the meaning of the Act) exist between themselves and the Authority or its advisers. Suppliers must notify the Authority immediately of any actual, potential or perceived conflict of interest. [DN: The Authority should include information on their process for dealing with supplier conflicts of interest.]
  2. In the event of any actual, potential or perceived conflict of interest, the Authority shall in its absolute discretion decide on the appropriate course of action. The Authority reserves the right to:

a. exclude any Supplier that fails to notify the Authority of an actual, potential or perceived conflict of interest, or where an actual conflict of interest exists

b. request further information from any Supplier and require any Supplier to take reasonable steps to mitigate a conflict of interest. This may include requiring any Supplier to enter into a specific conflict of interest agreement with the Authority. Failure to do so may result in the Supplier being excluded from participating in, or progressing as part of, the Procurement process

* 1. The Authority strongly encourages Suppliers to contact the Authority as soon as possible using the NMN Tenders Inbox should it have any concerns regarding actual, potential or perceived conflicts of interest.

Conflict assessments

* 1. The Authority confirms that, prior to the issue of the Tender Notice in this Procurement, a conflict assessment has been prepared in accordance with the Act.

Intellectual property

* 1. Suppliers are reminded that all intellectual property rights, including copyright, in the documents and materials supplied by the Authority and/or its advisers in this Procurement, in whatever format, belong to the Authority, its advisers or the relevant owner/licensor. Suppliers shall not copy, reproduce, distribute or otherwise make available any part of these documents to any third party (except for the purpose of preparing a submission) without the prior written consent of the Authority. All documentation supplied by the Authority in relation to this Procurement must be returned or destroyed on demand, without any copies being retained by Suppliers.

Anti-competitive behaviour

* 1. Suppliers are reminded of their obligations under applicable competition laws. The Authority may require evidence from Suppliers that their arrangements are not anti-competitive and reserves the right to require any Supplier to comply with any reasonable measures which may be needed to verify that no anti-competitive arrangements are in place.
  2. Any evidence of anti-competitive behaviour may result in a Supplier being disqualified from the Procurement. The Authority also reserves the right to refer any suspected breaches of applicable competition laws to the relevant authorities including, but not limited to, the Competition and Markets Authority and the Serious Fraud Office.
  3. Suppliers should note that anti-competitive behaviour may result in the Supplier being excluded from bidding for contracts under Schedule 7, Paragraph 7 of the Act. Where a relevant decision has been made by the Competition and Markets Authority under the Competition Act 1998, the Supplier may also be excluded from bidding for contracts under Schedule 6, paragraph 41 and may be added to the debarment list and/or be liable for civil and/or criminal penalties.

Contract

* 1. A tender submission is an offer to enter into a contract on the terms of the contents of the submission. Notification of an award decision does not constitute acceptance by the Authority. Any document submitted by a Supplier shall only have contractual effect when it is contained within an executed written contract.
  2. The Supplier’s tender submission must remain valid for acceptance for a period of [90 days] from the date of its submission or until any procurement challenge/s have been resolved.

Supplier withdrawal

* 1. Suppliers may withdraw from the Procurement at any time before the tender submission deadline by providing written notification to the Authority via the NMN Tenders Inbox.

Modifying your Tender

* 1. Suppliers may modify their submitted prior to the submission deadline. The Authority will not open until after the submission deadline set out in the Procurement Timetable.

Supplier eligibility

* 1. Suppliers are reminded that the eligibility requirements in this document, Tender Notice and all other associated tender documents apply to the Procurement at all times.
  2. The Authority reserves the right to require any Supplier to provide such further information as the Authority may require (and for the avoidance of doubt, the Authority may make multiple requests) as to any issue addressed in the ITT, including, but not limited to, the economic and financial standing of the Supplier at any stage of the Procurement and prior to the notification of the award decision and/or the award of the contract.
  3. The Authority must be notified in writing via the NMN Tenders Inbox ([tenders@nmrn.org.uk](mailto:tenders@nmrn.org.uk)) promptly of any changes in the information that the Supplier has provided in its response to this Procurement (including but not limited to arrangements in relation to any Associated Suppliers) at any point before the entry into the Contract so that the Authority may assess whether the Supplier continues to satisfy the relevant conditions of participation and should continue to qualify for participation in the Procurement. For the avoidance of doubt, the Authority reserves the right to take such action as it deems appropriate in the light of its assessment of the updated information, including (but not limited to) excluding the Supplier concerned from the Procurement.

Supplier warranties

* 1. In responding to this invitation, the Supplier warrants, represents and undertakes to the Authority that:

a. it understands and has complied with the conditions set out in this document

b. all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Authority by the Supplier, its staff or agents in connection with or arising out of the Procurement are true, complete and accurate in all respects, both as at the date communicated and as at the date of the submission of the response to this document

c. it has made its own investigations and undertaken its own research and due diligence, and has satisfied itself in respect of all matters (whether actual or contingent) relating to the invitation and has not submitted its response in reliance on any information, representation or assumption which may have been made by or on behalf of the Authority (with the exception of any information which is expressly warranted by the Authority)

d. it has full power and authority to respond to this document and to perform the obligations in relation to the contract and will, if requested, promptly produce evidence of such to the Authority

* 1. Suppliers should note that the potential consequences of providing incomplete, inaccurate or misleading information include that:

a. the Authority may exclude the Supplier from participating in this Procurement

b. the Supplier may be excluded from bidding for contracts under Schedule 7, Paragraph 13 of the Act

c. the Authority may rescind any resulting contract under the Misrepresentation Act 1967 and may sue the Supplier for damages

Tender Commercial Evaluation

* 1. Suppliers should note that bids where applicable which significantly exceed the advertised budget under ‘best technically affordable tender’ may be deemed non-compliant and lead to disqualification from the tender process. This is in accordance with Tender Evaluation Commercial Policy Statement.
  2. The NMRN may use Price per quality point (PQP) is an evaluation technique designed to make it easier to consistently and fairly compare bids of varying quality and price. It also makes it easier for evaluation panel to judge how they may score overall.

Annex A

Specification / Scope of Requirement

Introduction

National Museum of the Royal Navy (NMRN) Vision

By June 2026 NMRN are to introduce two new attractions into Boathouse No.6, Portsmouth Historic Dockyard (PHD) to deepen and broaden the offer to its audiences. The two attractions will be:

**The Royal Marines Experience Museum (RMEM**)

* In October 2022 His Majesty the King was announced as Captain General Royal Marines on the 358th anniversary of the Corps. Since the closure of the Royal Marines Museum at Eastney, there is no formal museum to tell the history of the Royal Marines from its origins in 1664.The Royal Marines Experience Museum (RMEM) will be on the ground floor of Boathouse No.6.
* The RMEM is to be a world class immersive, experiential museum, including physical, interactive and virtual exhibits, that places the Royal Marines story within the history of this Nation, and Royal Navy, in a way that is inspirational, accessible, and meaningful to the public. RMEM will illustrate how the achievements of the past inform the Royal Marines of today and the future Commando force of tomorrow. It will be inclusive by design so those wounded in the line of duty can access their history.

**A Dedicated, Flexible-use Exhibition Space**.

* The gallery space on the first floor will host major temporary exhibitions by NMRN, Dockyard partners, national and international maritime museums, and other National Museums who wish to extend their reach. These exhibitions will be deliberately chosen to broaden the appeal of Portsmouth Historic Dockyard (PHD), moving away from “bombs and bullets” and towards contemporary topics that resonate with a broader audience and where the story of the Royal Navy (RN) is less known.

Boathouse 6

* Scheduled Ancient Monument *(Historic England List Entry Number: 1244594)* Grade II\* Listed Building. College Road, His Majesty’s Naval Base, Portsmouth PO1 3NH and is within the Portsmouth Historic Dockyard (PHD).
* Boathouse No. 6 and the slipway at the front was constructed in 1845 and is one of the first examples of a building constructed with a cast-iron internal frame of revolutionary design, which incorporates long-span cast-iron beams with wrought-iron ties. The building was designed by a Royal Engineer Captain RS Beatson RE so that heavy boats could be lifted and stored at the upper levels. Boats could be lifted internally through to the upper floors. Lloyd (1974) observes that "This is one of the earliest buildings where load-bearing iron-framed construction is used on such a massive scale, and with such sophistication". The eastern end of the building was badly damaged at first and second floor level during World War 2.
* During the period 1998 – 2001 Portsmouth Naval Base Property Trust (now Portsmouth Historic Quarter) repaired the building, replacing the roof and building fabric lost in the World War bombing. They also constructed a new external stair tower and inserted a 275-seat auditorium. The current Action Stations interactive exhibition, was opened in 1999 and is very dated and access to the auditorium which is used by No.6 Cinema as a public art house cinema throughout the year, is difficult and not served by a lift. The refurbishment and conversion won a Civic Trust Award in 2003.

The Long Term Vision

* Boathouse No. 6. Becomes the new Dockyard home of the Royal Marines Experience and Special Exhibitions
* Royal Marine History. The key output of this project will be a place that tells the story of the Royal Marines by using the Collection and lived experiences to bring their history to life.

**The project must illustrate how the achievements and spirit of the past, inform the Royal Marines of today and tomorrow.** •

* **Increase Access to Heritage**. The two new attractions will have an ambitious programme of exhibitions and activity plans that appeal to the cultural, diversity and inclusion growth segments identified in our audience development strategy. Both attractions will use digital technologies to blend the real with the virtual, changing the concept of what a museum is and attracting a community of users to our virtual global museum.
* **Organisational Resilience**. It is anticipated that RMEM will increase sales from 260,000 ticket sales which equates to 546,000 visits by 26,000 tickets per annum in the first two years of operation, and then taper to 20,580 in year 3. The gross ticket sales revenue on that level of ticket sales would be 2.517M over three years. NMRN would see additional net sales revenue of £1.36M, plus £202k in gift aid over the three years.
* **Sustainability Environment**. A key objective of this project is to improve energy efficiency and reduce the building's operational carbon emissions, so NMRN commissioned Steensen Varning (SV) to undertake a high-level servicing and energy strategy feasibility study.

Scope of Requirement- Exhibition D&B

The following are the key project personnel

|  |  |
| --- | --- |
| **Role** | **Project Team** |
| **Employer** | National Museum of the Royal Navy (NMRN) as NMRN Operations |
| **Exhibition Designer** | Real Studios & Sarner as Consortia |
| **Project Manager & Quantity Surveyor** | Ridge Partners LLP |
| **Architect Multi-Discipline Team** | Dannatt Johnson Architects, Mason Navarro Pledge, Steensen Varming, The Fire Surgery, CharcoalBlue, Centre for Accessible Environments, SWECO |
| **Project Advisor** | Namur Projects Ltd |
| **Procurement Consultancy** | DCE Ltd. |
| **Landlord (Co-Client)** | Portsmouth Historic Quarter Trust (PHQT) |

The Works Team Contractors are as follows for this project;

A diagram of a work team

Description automatically generated

**Open Procedure**

**Open Procedure**

|  |  |  |
| --- | --- | --- |
| **Works Package** | **Contractor** | **Comments** |
| **Construction Works** | | |
| **Base Build Contractor** | To Be Appointed | Restricted Tender- Underway |
| **Lift Manufacture** | | |
| **Lift Manufacturer & Installer** | Kone | Appointed December 2025 |
| Laser Quest | | |
| **Laser Quest** | Specialist Franchise | |

Exhibition Fit-Out Contractor (RMEM and Temporary Exhibition Space)

The appointed Exhibition Fit-Out Contractor will be responsible for progressing the exhibition designs for the permanent exhibition space on the Ground Floor, the Temporary Exhibition Space on the First Floor, and the associated circulation spaces, up to RIBA Stage 4. The contractor will also handle the design and build of the exhibition spaces up to RIBA Stage 7, with an expected opening in June 2026. The Stage 3 designs are included in the tender pack.

The tender pack will also include a contractor responsibility matrix, outlining the division of work between the Base Build Contractor and the Exhibition Fit-Out Contractor within Boathouse 6. The project is planned to be completed in phases, with sections handed over to the Exhibition Fit-Out Contractor from the Base Build Contractor.

**General Outline Performance Specifications Applicable Across the Exhibition on the Ground Floor and 1st Floor**

***Prepared by Exhibition Designers Real Studios & Sarner***

1. All exhibits to be sited on the existing floor will require levelling feet as the existing building floor is very uneven. Contractor to survey the floor before detailing and fabrication.
2. No fixings to be fixed into the building fabric; clamping to elements of structure is acceptable.
3. Floor fixing is not possible where the existing floor is exposed; floor fixing is possible on raised floor areas and this is to be co-ordinated with the base build contractor/designer.
4. Exhibits need to be safe for prolonged, hands-on use by adults and children.
5. Exhibits to be electrically safe.
6. Exhibits to have no sharp edges or corners.
7. Designer to ensure there is no possibility of children climbing on structures, where this is not intended.
8. Surface finishes, such as laminates, must not be used where they are likely to be damaged in such a way that sharp edges result.
9. Clearances must be considered to avoid trapped fingers, hands etc.
10. Moving parts must be considered so that finger traps, and other potential injuries are avoided, including trapping clothing, etc.
11. All cable ways to be built into exhibits / hidden by them. Power and data to be supplied horizontally or from above in the areas without the raised floor.
12. All power and data should be accessible for maintenance but inaccessible and hidden from visitors and should not impact on security or environmental rating of showcases.
13. All AV and POS and computer housings are to have sufficient ventilation for the equipment and security to prevent visitor access to cables and controls and should not impact on collection items in showcases.
14. All AV POS and computer housing design is to consider the location of all supporting equipment e.g. transformers, media players, local PC’s amplifiers etc, and allow for replacement maintenance etc. This equipment can be remote or local as suits the operation best.
15. All AV equipment should be easily replaced whilst using the same housing.
16. Cable management for client supplied equipment to be provided and to be easily accessed and allow for standard equipment cable lengths and for plugs to pass through.
17. The design to be accessible and meet DDA guidelines / Building Regulations and BS 8300 for both visitors and staff.
18. The surfaces should have limited / controlled surface spread of flame performance to prevent excessive / speedy fire propagation spread and need to meet the standards set out in the Classification of Linings section of Building Regulations Part B2
19. Fabrics / timbers can be treated with a fire-retardant system to enhance their performance properties if required. Internal showcase fabrics should be Oddy tested, however.
20. All showcases to be conservation museum grade, this to include showcase security, access, finishes, air tightness and construction to GIS standard.
21. All showcases to have passive conditioning with secured separate access (apart from frame cases where in case access is acceptable).
22. All cases to have hidden locks.
23. All showcases are to have linings that allow for secure the fixing of object mounts, and for GIS standard firearms secure mount fixings where noted.
24. All heat generating transformers are to be ex case to avoid heat build-up in the case and accessed via separate secured access.
25. Note cases which may be used to display decommissioned firearms (see case by case notes) are to have metal reinforced frames designed as required to all glass edges to meet GIS standards; these to be as visually discrete as allowed by the standards.
26. All showcase glass to have appropriate anti bandit resistance and be low iron.
27. New base build structure may intrude between the exhibits, and overall dimensions my differ from those indicated - design coordination with the Architects will be required.
28. Object mounts for cased artefacts are to be designed, manufactured and installed by the appointed contractor. This will be closely overseen by the NMRN Conservation Team in all phases for the object interface.
29. Object mounts for open display artefacts and props are to be designed, manufactured and installed by the appointed contractor. This will be overseen by the NMRN Conservation Team in all phases for the object interface.
30. All graphics must be produced and delivered in a way that considers durable edge protection, if a graphic wrap method is not used then this may include items as edging trims, to prevent damage and ensure guest safety by eliminating sharp edges. Edging solutions must be safe, robust, and align with the exhibition’s design. Suppliers should specify their proposed method and ensure a neat, durable finish.
31. This is to include a provisional cost for the design and fit out of the on the new circulation spaces (excluding historic fabric such as columns, ironwork and external walls) within Boathouse 6 throughout all public spaces which may include but not limited to:

* Wayfinding
* AV Screens (showing archive footage or what’s on screens)
* Wall Graphics
* Seating
* Mounts for Items.

1. The appointed contractor may have the option to design and fit out the Temporary Exhibition Space for the initial exhibition in this space on the First Floor of the Museum as part of the sectional completion of Boathouse 6. This is an expression of interest at the time of advertisement, with a cost schedule of rates provided within the optional costs.

Tender Document Pack

* The tender document pack containing the exhibition information and floor plans of Boathouse 6 is available by emailing [tenders@nmrn.org.uk](mailto:tenders@nmrn.org.uk) and quoting the tender name and registering your interest and requesting the tender pack.
* A link will be sent to you whereby the information can be downloaded accordingly.

Annex B

Tender Evaluation Criteria

* 1. B.1 The Tender Evaluation criteria for this ITT is defined as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | | | **Area Weighting** |
| **QUALITY**  **Overall Weighting: 100%** | | | |
|  | **Criteria 1- Organisation**  Please provide details of your proposed Design Team, including key personnel such as (but not limited to):   * **Lead Designer** (CVs must be provided) * **Designer** * **AV Specialist** * **Interpretation Specialist** * **Construction/Installation Team** (including commissioning) * **Lighting Specialist** * **Mounting Specialist**   Additionally, please submit an **organogram** outlining team structure and a **full list of proposed subcontractors** for this tender.  Your submission should also include a summary of how you will:   * Ensure all personnel and subcontractors are competent and adequately trained for their specific roles. * Maintain consistency in personnel to uphold the required standard of work. | | 20% |
|  | **Criteria 2- Exhibition Design & Build Period**   * Please provide your proposed programme, including: * The design phase, sectional elements, dependencies and key deliverables. * A detailed plan for managing each phase, including subcontractor involvement and their capacity to meet the project schedule and completion date. * Evidence of risk considerations in project planning, particularly regarding potential schedule delays. * Specific risk assessments for the work, along with a clear explanation of how risk planning and management will be maintained throughout the project and communicated to the Project Team. | | 15% |
|  | **Criteria 3- Accessibility & Inclusivity**   * Please provide relevant experience of exhibition installation where you’ve showcased accessibility by design to be as inclusive as possible for a wide range for their audiences. This should include where you have had input into both the design and build and through the use of mixed media across the exhibition. * In addition, please evidence where you’ve worked with the client or access consultants to adapt and improve accessibility in an exhibition. | | 10% |
|  | **Criteria 4- Working Alongside Base Build Contractor**   * Please evidence design coordination with an appointed Base Build Designer (e.g., for this project, Dannatt Johnson Architects). * In addition, please evidence collaboration with a Base Build Contractor on past projects (minimum of three examples). | | 10% |
|  | **Criteria 5- Approach to Sustainability and Carbon Emissions**   * Please outline your approach to **sustainability and carbon emissions** within your design and build proposal, including: * How sustainability will be **integrated and managed** throughout the design, build, and operation of the museum. * Steps to **limit, track, and/or offset carbon emissions**. * The benefits of this approach for the **NMRN** as the client, ensuring the exhibition remains sustainable after completion. * The UN Sustainability 17 Goals; [THE 17 GOALS | Sustainable Development](https://sdgs.un.org/goals) (The NMRN are building a sustainability policy, based upon these). | | 5% |
|  | **Criteria 6- Approach to Creating an Immersive Exhibition**  The intention is that in the new, re-imagined Boathouse 6 the Royal Marines story will be told in a truly engaging and immersive way, enabling visitors not only to learn about who the Royal Marines are (past and present), but also inviting them to partake in a number of tasks designed to give a taste of the level of physical and mental fitness required to do the job. Displays and content will draw on examples past and present and will put the very special Royal Marines ethos at the heart of the story.  These will be told using audio-visual experiences, including immersive projections, physical interactives which are suitable for a wide range of audiences with accessibility and inclusion in mind. We are asking the appointed contractor to design, build and install for the opening in June 2026.  Please provide detailed examples of where you have provided the following: | | ***40% Max***  ***See Split below*** |
|  | **6.1** | The history of the Royal Marines Corps and their ethos runs through the Boathouse 6 Project from the outset; they have their own clear identity and sense of belonging to the Royal Marines Museum.  Please demonstrate an example of where you’ve worked in either a museum or visitor attraction where a similar ethos/narrative has been demonstrated by the client and their stakeholders. | 10% |
|  | **6.2** | Please provide examples of projects where you have designed and installed **immersive AV experiences**, including but not limited to:   * **Large-scale 270° or 360° immersive projection experiences** * **VR headset experiences** * **AI generated content** | 15% |
|  | **6.4** | Please provide examples of projects where you have designed and installed **large, accessible, physical interactives**, including **4D experiences**, tailored to diverse audiences. | 10% |
|  | **6.5** | Based on the examples above and the NMRN’s exhibition design for the **Royal Marines Experience Museum**, where AV and interactive elements are central, please outline how you will:   * Support the **NMRN IT and Operations teams** during the first 12 months after opening. * Ensure AV systems remain **operational with minimal downtime**. * Provide visitors with a **seamless and immersive RMEM experience**. | 5% |
|  | **Criteria 7** | |  |
|  | Please confirm the following contractual information that is required to proceed within this project.  This can be done via a cover letter or in a separate statement linking to this Criteria. | |  |
|  | Agreement to Option A in the JCT Design & Build Contract | | Pass/Fail |
|  | Acceptance to the conditions imposed by the Landlord/NMRN Development Agreement | |
|  | * Please confirm that you already have or are able to obtain Public Liability Insurance of £30m * If you require to obtain, please ensure to put the costing of this uplift within your price proposal for this tender. | |
|  |  | |  |
|  | **Criteria 8- Post Submission Interview**  The NMRN and Project Team would like to invite you to a post-submission interview which will be hosted on site at Portsmouth Historic Dockyard with venue and timings confirmed later.  The interview itself will invite you to present to the project team your responses to Criteria 1-6 and expand upon that. This will be 1 hour in duration with 45 minutes for your presentation.  The interview is used to consolidate our understanding of your tender submission and NMRN reserve the right to adjust the moderated scores as a result of the interview. | |  |
| **PRICE** | | | |
|  | Price   * Please see in the tender submission pack the pricing schedule named ‘2.1.1 - 5026128\_Boat House 6\_Royal Marines Experience Museum (RMEM)\_Pricing Document’ provided by Ridge LLP, this must be completed in full. | |  |
| **TOTAL** | | |  |

* ***Please note tenders are assessed on evaluation responses alone, prior knowledge or prior working relationships are not taken into consideration for the purposes of fairness.***

Annex C

NMRN Standard Terms and Conditions

* The contract for this tender will be issued under a JCT model form contract, this will be drawn up by our appointed consultants Ridge Partners LLP who are acting as Project Manager and Quantity Surveyor for this project.

Annex D

TENDER SUBMISSION DOCUMENT

|  |  |  |
| --- | --- | --- |
| **Preliminary Questions- For Reference Only** | | |
| **Question no.** | **Question** | **Response** |
| **1** | What is your name? (Supplier name) |  |
| **2** | You must be registered on the central digital platform (CDP).  What is your central digital platform unique identifier?  Registration can be done here; [Find a Tender](https://www.find-tender.service.gov.uk/Search) |  |
| **3** | 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 contract), please provide:  a. the name of the group/consortium  b. the proposed structure of the group/consortium, including the legal structure where applicable  c. the name of the lead member in the group/consortium  d. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor) |  |
| **4** | Are you on the debarment list? |  |

* The Procurement Review Unit (formerly Public Procurement Review Service) allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. Link here; [Public Procurement Review Service: scope and remit - GOV.UK](https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 7** | **Additional Questions including Project Specific Questions** | | | |
| **Question no.** | **Question** | | | **Response** |
| **Insurance**  Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:   * *If these are not already pre-populated, please state your current maximum insurance levels are at time of submission.* * *The NMRN are currently working with our insurers to provide values for the remaining insurance levels to enable bidders to correctly cost where an uplift cost for this may be required.* | | | | |
| **7.1** | **Employer’s (Compulsory) Liability Insurance** = £enter value  *Policy Expiry Date:*  *Policy Reference:* | | | Yes  No |
| **Public Liability Insurance** = £30,000,000  *Policy Expiry Date:*  *Policy Reference:* | | | Yes  No |
| **Professional Indemnity Insurance** = £enter value  *Policy Expiry Date:*  *Policy Reference:* | | | Yes  No |
| **Product Liability Insurance** = £enter value  *Policy Expiry Date:*  *Policy Reference:* | | | Yes  No |
| Please note the insurance cover values shall not be less than the amounts detailed above for each and every claim.  \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.  See the Health and Safety Executive website for more information:  <http://www.hse.gov.uk/pubns/hse39.pdf> | | |  |
| **7.2** | **Use of Artificial Intelligence in Procurement Process & Proposal** | | | |
| **A** | AI tools can be used to improve the efficiency of your bid writing process; however, they may also introduce an increased risk of misleading statements via ‘hallucination’.  Have you used AI or machine learning tools, including large language models, to assist in any part of your tender submission?  *This may include using these tools to support the drafting of responses to Award questions.* | | Yes  No | |
| **B** | **If yes, please provide details: ………………** | | | |
|  |  | | | |
| **C** | Where AI tools have been used to support the generation of Tender responses, please confirm that they have been checked and verified for accuracy | | Yes  No | |
| **d** | Are AI or machine learning technologies used as part of the products/services you intend to provide to the NMRN. | | Yes  No | |
| **c** | If yes, please provide details: ……………… | | | |
|  |  | | | |
| **Section 7** | **Technical and Professional Ability** | | | |
| **Question no.** | **Question** | **Response** | | |
| ***Tender applicants must declare the following questions on their previous experience which are vital for a project of this size and importance to the NMRN.***  ***The minimum expectation of this Section 6.4-6.6 is bidders must be compliant on all three sections to be considered a ‘PASS’ for this tender opportunity. One ‘No’ Response will equal a ‘FAIL’ for this section.*** | | | | |
| **7.3** | **Projects with NHLF Funding**  Please confirm if you have previously worked on similar projects whereby there has been National Heritage Lottery Funding as the main funding |  | | |
| *500 words statement* |  | Yes  No  PASS/FAIL | | |
| **7.4** | **Exhibition Design & Build over £2.5m budget**  Please confirm if you have previously worked on similar projects as the lead Exhibition Design & Build contractor with budget of £2.5m for the appointment |  | | |
| *500 words statement* |  | Yes  No  PASS/FAIL | | |
| **7.5** | **Working with Listed Structures**  Please confirm if you have worked on previous projects that have been completed within a building that has either is Grade Listed or Ancient Scheduled Monument or equivalent. |  | | |
| *500 words statement* |  | Yes  No  PASS/FAIL | | |
|  |  |  | | |

Response to Quality Evaluation Criteria

Technical/Quality Evaluation Criteria

* *Each Criterion Question Response is clearly indicated to ensure it is clear for evaluation by the NMRN panel.*
* *Welcome to change fonts, but please keep these to a minimum of size 10 for response text.*
* *That no other part of the ITT is changed other than the Evaluation Criteria, as you’re welcome to separate this section only from the document.*
* *However, it must be clearly labelled for example- “Supplier Name Response to Quality Evaluation Criteria”.*
* *That the word limit is just that, it is not a target.*
* *You’re welcome to split the tables where applicable between criteria if required.*
* *CVs can be provided separately and do not count towards the word count.*
* *It can be submitted as a PDF document or Word Document.*

|  |  |
| --- | --- |
| **Criterion 1 (20%)** | **Criteria 1- Organisation**  Please provide details of your proposed Design Team, including key personnel such as (but not limited to):   * **Lead Designer** (CVs must be provided) * **Designer** * **AV Specialist** * **Interpretation Specialist** * **Construction/Installation Team** (including commissioning) * **Lighting Specialist** * **Mounting Specialist**   Additionally, please submit an **organogram** outlining team structure and a **full list of proposed subcontractors** for this tender.  Your submission should also include a summary of how you will:   * Ensure all personnel and subcontractors are competent and adequately trained for their specific roles. * Maintain consistency in personnel to uphold the required standard of work. |
| Response  [1500 word limit] |  |
| **Criterion 2** | **Criteria 2- Exhibition Design & Build Period**   * Please provide your proposed programme, including: * The design phase, sectional elements, dependencies and key deliverables. * A detailed plan for managing each phase, including subcontractor involvement and their capacity to meet the project schedule and completion date. * Evidence of risk considerations in project planning, particularly regarding potential schedule delays. * Specific risk assessments for the work, along with a clear explanation of how risk planning and management will be maintained throughout the project and communicated to the Project Team. |
| Response  [1500 word limit] |  |
| **Criterion 3** | **Criteria 3- Accessibility & Inclusivity**   * Please provide relevant experience of exhibition installation where you’ve showcased accessibility by design to be as inclusive as possible for a wide range for their audiences. This should include where you have had input into both the design and build and through the use of mixed media across the exhibition. * In addition, please evidence where you’ve worked with the client or access consultants to adapt and improve accessibility in an exhibition. |
| Response  [1500 word limit] |  |
| **Criterion 4** | **Criteria 4- Working Alongside Base Build Contractor**   * Please evidence design coordination with an appointed Base Build Designer (e.g., for this project, Dannatt Johnson Architects). * In addition, please evidence collaboration with a Base Build Contractor on past projects (minimum of three examples). |
| Response  [1500 word limit] |  |
| **Criterion 5** | **Criteria 5- Approach to Sustainability and Carbon Emissions**   * Please outline your approach to **sustainability and carbon emissions** within your design and build proposal, including: * How sustainability will be **integrated and managed** throughout the design, build, and operation of the museum. * Steps to **limit, track, and/or offset carbon emissions**. * The benefits of this approach for the **NMRN** as the client, ensuring the exhibition remains sustainable after completion.   The UN Sustainability 17 Goals; [THE 17 GOALS | Sustainable Development](https://sdgs.un.org/goals) (The NMRN are building a sustainability policy, based upon these). |
| Response  [1500 word limit] |  |
| **Criterion 6** | **Criteria 6- Approach to Creating an Immersive Exhibition**  The intention is that in the new, re-imagined Boathouse 6 the Royal Marines story will be told in a truly engaging and immersive way, enabling visitors not only to learn about who the Royal Marines are (past and present), but also inviting them to partake in a number of tasks designed to give a taste of the level of physical and mental fitness required to do the job. Displays and content will draw on examples past and present and will put the very special Royal Marines ethos at the heart of the story.  These will be told using audio-visual experiences, including immersive projections, physical interactives which are suitable for a wide range of audiences with accessibility and inclusion in mind. We are asking the appointed contractor to design, build and install for the opening in June 2026.   * Please provide detailed examples of where you have provided the following: |
|  | **Criteria-6.1-**  The history of the Royal Marines Corps and their ethos runs through the Boathouse 6 Project from the outset; they have their own clear identity and sense of belonging to the Royal Marines Museum.  Please demonstrate an example of where you’ve worked in either a museum or visitor attraction where a similar ethos/narrative has been demonstrated by the client and their stakeholders. |
| Response  [1500 word limit] |  |
|  | **Criteria 6.2-**  Please provide examples of projects where you have designed and installed **immersive AV experiences**, including but not limited to:   * **Large-scale 270° or 360° immersive projection experiences** * **VR headset experiences** * **AI generated content** |
| Response  [1500 word limit] |  |
|  | **Criteria 6.3**  Please provide examples of projects where you have designed and installed **large, accessible, physical interactives**, including **4D experiences**, tailored to diverse audiences. |
| Response  [1500 word limit] |  |
|  | **Criteria 6.4**  Based on the examples above and the NMRN’s exhibition design for the **Royal Marines Experience Museum**, where AV and interactive elements are central, please outline how you will:   * Support the **NMRN IT and Operations teams** during the first 12 months after opening. * Ensure AV systems remain **operational with minimal downtime**. * Provide visitors with a **seamless and immersive RMEM experience**. |
| Response  [1500 word limit] |  |

Annex E

Glossary

| **Defined term** | **Definition** |
| --- | --- |
| **Act** | means the Procurement Act 2023. |
| **Associated Suppliers** | means a Supplier who is associated with another Supplier if either (a) the Suppliers are submitting a tender together, or (b) the Authority is satisfied that the Suppliers will enter legally binding arrangements to the effect that the Supplier will sub-contract the performance of all or part of the Contract to the other, or the other Supplier will guarantee the performance of all or part of the Contract by the Supplier (as set out in section 22(9) of the Act). |
| **Authority** | means National Museum of the Royal Navy; as NMRN Operations |
| **BH6** | Boathouse 6 |
| **Central Digital Platform** | means the online system defined by regulation 5(2) of the Procurement Regulations 2024 (SI 2024 No. 692). |
| **Contract** | means the contract to be entered into by the Authority with the successful Supplier under a JCT Design & Build contract.. |
| **Portal** | means the NMRN Tenders ([tenders@nmrn.org.uk](mailto:tenders@nmrn.org.uk)) used by the Authority for the purposes of this Procurement. |
| **Procurement** | This Competitive Flexible Procedure procurement process. |
| **Procurement Timetable** | The timetable for this Procurement as set out in this document. |
| **Supplier or Suppliers** | means a supplier or suppliers (as the case may be) participating in the Procurement |
| **Tender Notice** | means the tender notice with reference [insert reference] published on [insert date] on the Central Digital Platform |

Annex F

Form of Tender

Dear Sir or Madam,

Name of Tender:

I/We, the undersigned, tender and offer to provide the Contract as listed below, which is more particularly referred to in the ITT supplied to me/us for the purpose of tendering for the provision of the Contract and on the terms of the draft Contract.

Included within this document are the following:

Checklist for tenderers to complete

List all documents to be submitted.

| **Document Number** | **Document Name** | **Included (Y/N)** |
| --- | --- | --- |
|  | Appendix D: Tender Response Document |  |
|  | Appendix F: Form of tender |  |
|  | Appendix G: Certificate of non-collusion and non-canvassing |  |
|  | Appendix H: Commercially Sensitive Information |  |
|  |  |  |
|  |  |  |

***Note: If Suppliers do not provide all of the items in the checklist, this may result in the response being treated as non-compliant and therefore rejected.***

[I/We confirm that I/we can supply the contract as specified in our response to the tender requirements and in accordance with the financial model response submitted.]

I/We understand that the Authority reserves the right to accept or refuse this tender in accordance with the Procurement Act 2023.

I/We confirm that all information supplied to the Authority and forming part of this tender and any previous submissions is true and accurate.

I/We confirm that the Supplier, together with all Associated Suppliers:

• **are registered on the Central Digital Platform**

• **have ensured their information contained on the Central Digital Platform is true and accurate**

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify the Authority immediately and update such information should this be required.

I/We confirm that this tender will remain valid for 90 days from the date of this form of tender or until any procurement challenge/s have been resolved.

I/We confirm that I/we are authorised to commit the Supplier to the contractual obligations contained in the ITT and the draft Contract particulars.

I/We understand that non-compliance with the requirements of the ITT or with any other instructions given by the Authority may lead to me/us being excluded by the Authority from (further) participation in the Procurement.

I/We agree that the Authority may disclose the Supplier’s information/documentation (submitted to the Authority during this Procurement) more widely within government for the purpose of ensuring effective cross-government procurement processes, including value for money and related purposes.

|  |  |  |
| --- | --- | --- |
| **Signature** |  | |
| **Name (print)** |  | |
| **Position** |  | |
| **Supplier name** |  | |
| **Date** |  |

Annex G

Certificate of Non-Collusion and Non-Canvassing

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any minister, official, representative or adviser of the Authority in connection with this Procurement and the proposed award of the contract by the Authority, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act. I/we agree that the Authority may, in consideration of our tender, and in any subsequent actions, rely on the statements made in this certificate.

I/we further hereby undertake that I/we will not canvass any minister, official, representative or adviser of the Authority in connection with the Procurement and/or award of the contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

Statement of non-collusion

The Authority must receive bona fide competitive tenders from all Suppliers.

In recognition of this requirement, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer or the price in accordance with any agreement or arrangement with any other person (except any Associated Supplier identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time during the Procurement or, in the event of my/our final tender being successful, during the term of the contract, any of the following acts:

1. communicate to any person, other than the Authority, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence was essential to obtain insurance premium quotations required for its preparation.

2. enter into any agreement or agreements with any other person that they shall refrain from participating in the tendering process carried out by the Authority or as to the amount of any offer submitted by them during the course of this process

3. cause or induce any person to enter into such an agreement as is mentioned in paragraph 2 above or to inform us of the amount or the approximate amount of any other tender for the contract.

4. commit any offence under the Bribery Act 2010.

5. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other tender or proposed tender for the performance of the contract.

In this certificate, the word ’person’ includes any person, body or association, corporate or incorporate and ‘agreement’ includes any arrangement whether formal or informal and whether legally binding or not.

I/we agree that the Authority may, in its consideration of the tender and in any subsequent actions, rely on the statements made in this Certificate.

|  |  |  |
| --- | --- | --- |
| **Signature** |  | |
| **Name (print)** |  | |
| **Position** |  | |
| **Supplier name** |  | |
| **Date** |  |

Annex H

Commercially Sensitive Information

*This appendix should be read in conjunction to the PA23 Regulations the NMRN are obligated where applicable to publish a redacted copy of the winning contract, the below is to inform us the areas of your submission to redact from this submission.*

I declare that I wish the following information to be designated as commercially sensitive:

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under FOIA and EIR is:

|  |
| --- |
|  |

The period of time for which it is considered this information should be exempt is:

|  |
| --- |
|  |

Supplier to amend as appropriate [until award of contract OR during the period of the contract OR for a period of [number] years until [month], [year]].

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| **Signature** |  | |
| **Name (print)** |  | |
| **Position** |  | |
| **Supplier name** |  | |
| **Date** |  |