|  |
| --- |
| **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*

​​L HANGAR ROOF REPAIR WORKS – Rev 1​

​​NCC3631M​

06/04/2025

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# Introduction

## The Requirement

## SMG wishes to award a contract for the provision of cleaning and recoating L2 Hangar, with the option to carry out the same work to L1 Hangar (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 9 months with scope for extension up to a maximum of 1 additional years 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** |
| 06/04/2025 | Invitation to Tender (ITT) published |
| 07/04/2025 and 11/04/2025 | Site visits    Please contact Daniel Sumbler if you intend to attend on this date in order that access and security arrangements can be made. Names and email addresses are required. If this is not provided, access may not be possible.    [Daniel.Sumbler@ScienceMuseum.ac.uk](mailto:Daniel.Sumbler@ScienceMuseum.ac.uk) |
| 11/04/2025 | ITT Clarification period closes |
| **13/04/2025** | **Closing date for receipt by the Authority of Tenderer Responses to the ITT** |
| 16/04/2025 | Evaluation of ITT Responses Completed |
| 17/04/2025 | Notification to preferred bidder |
| 25/04/2025 | Contracts issued – reminder no changes to contract T&C will be made |
| 31st August 2025 | Deadline for works to be complete |
| 06 June 2025 – 05 September 2025 | L2 South-East hangar door replacement contractor expected works on site |

## 

## 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 goods and works 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 goods and works (including those similar to the goods and works 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 13th April. [Your quotation will be rejected if it is received after this date and or not submitted in the correct format.]

Your quotation should remain open for acceptance for a period of 120 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]  [PERCENTAGE RANKING] |
| **Price** | **40%** |
| **Quality** | **60%** |
| Relevant Experience | (15%) |
| Delivery methodology | (25%) |
| programme | (10%) |
| Sustainability | (10%) |

## 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.

Price scores are calculated in the following way: Price Score = Total Available Marks x (Lowest Priced Compliant Tender / Tender Price). The final score will be an average of all scores to obtain the initial quality score for each supplier

|  |  |
| --- | --- |
| 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.
* For shortlisted Suppliers, the possibility of a review of panel presentation, including case study, and responses to questions.
* Please take into consideration the criteria when preparing your response

## Price

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

# Section 3: Specification

Scope of works

* Preparation of hangar roof and gullies to be carried out by the way of sand/grit blasting to remove as much of the existing paint/coating as possible
* Specialist cleaning/removal of spent sand/grit and debris (water must not be used)
* Paint spraying of L2 hanger roof, gullies end elevations using a breathable waterproof coating – applied according to manufacturer's guidelines
* Waterproofing treatment to the South East and North west elevation
* Exact colour TBC - please advise best colour for UV and longevity of the works
* Cleanup of working areas after completion
* Allow for re-visit inspection and remedials 2.5 years from completion date
* Guarantees
* As a way of ensuring the quality of workmanship, the following guarantee must be provided as a minimum
* 5-year product guarantee on the coating including
* midpoint maintenance inspection after 2 1/2 years from date of completion and remedials
* 5 year workmanship guarantee
* Please refer to Appendix B for the detailed preliminaries, however contractors to note the key Prelims
* A welfare cabin will be provided for the entirety of the project; however, it is the responsibility of the contractor to ensure the space is kept clean and tidy. Any damage to the cabin will be the responsibility of the contractor. A condition survey should be carried out before taking on the space
* Access to work area should be managed and controlled by contractor – pedestrian fencing where required
* Contractor to provide waste management plan for all waste materials as well as their own skips if required
* Soft ground protection should be provided to gain access to the L Hangar
* Safe access onto the hangar roof must be provided by the contractor
* Contractor to provide their own suitable access plant equipment to carry out the works safely
* Concurrent works ongoing:
* replacement of the South-east hangar door on L2 expected to commence 2nd June 2025 – September 2025
* Collections management remedial works and moves taking place during the works. Free access into the hangar for SMG Collections services and their contractors must not be impeded
* Works to the South-eastern elevation must be completed first and work from the South-East to Northwest in order to move away from the hangar door contractor before they commence works on 2nd June 2025.

* Contents of Tender Pack:

This ITQ and below-

* Appendix A - Schedule of Amendments to JCT MW 2016
* Appendix B – Specification Pack including preliminaries
* Appendix C – Pre-Construction Pack  including constraints drawings
* Appendix D – Completion Templates

# 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 and 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 million  Public Liability Insurance = £10 million  Professional Indemnity = £5 million  Product Liability = £1 million  Employer’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 works 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 120 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 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 |  | Cost |
| L2 Roof – Preferred (inc. prelims) |  | £ |
| Value Engineering - Option |  | Cost |
| L2 Roof – Patch repairs - VE |  | £ |
| Optional additional works |  |  |
| Item/Name |  | **Cost** |
| L1 roof (Optional - works subject to budget constraints) (inc. prelims) |  | £ |
|  |  |  |
|  |  |  |

# Section 6: Contract Specific Questions

|  |
| --- |
| Contract Specific Questions |
| Relevant Experience - 15%    Please identify the key individuals within your organisation who would be delivering this project and highlight their key relevant experience.    Provide evidence of your organisation’s relevant competence by providing 3no. relevant case studies showing   * Project name * Function/occupancy use * Date * Contract type * Contract value * Duration * Who from your proposed team at S+IP worked on the project * How this is similar and relevant to the L-Hangar roofing works     Response Format: 2no. A4 pages maximum |
| Response: |
| Delivery methodology - 25%    Describe how you will deliver the project safely and in a timely manner with minimum disruption to site operations/and or neighbouring buildings/hangars.    Please include an outline construction phase plan detailing what you consider to be the main health and safety risks and how they will be mitigated/managed. Particular attention is to be provided to:   1. Considerations for working on a live site including how you will ensure SMG Collections Services will be kept safe during their everyday activities inside and adjacent to the hangar;  * How you will manage working with another specialist contractor working concurrently to replace the south-east hangar door on the same hangar  1. it is vital that your working methods do not allow for any material to impact on ay areas outside of your immediate work area. How you will ensure debris (including sand blasted materials, waste and roofing product) does not enter the hangar or other internal OR external SMG colleague or contractor areas 2. Set out details for the parking of construction vehicles and of site operatives’ and visitors’ vehicles so as not to impact on neighbouring hangars/staff routes into site and other contractors;  * Specify the intended delivery hours, taking account road networks and other local traffic peaks, as well as the restricted delivery times set out in the tender prelims/constraints' drawings.  1. Completion of the design and communication/authorising approval to change;  * Communication of disruption to the wider stakeholder team  1. Approach to handover including familiarisation, training, timely issuing of draft and completed O&Ms.     Please confirm your proposed guarantees and warranties offered should you be successful.    Please include an initial site-set-up drawing showing your site boundaries, welfare, parking, and any other key considerations for the various phases of work. Please refer to the constraint's drawings included in the tender pack.    *Response Format:* 2no. A4 pages + 1A4 page site set-up drawing |
| Response: |
| Programme – 10%    Please produce an indicative programme for the L2 roofing works. Within the programme the contractor is asked to consider the following:   1. Anticipated notification of preferred bidder: 3rd April 2025 2. Anticipated contract award date: 25th April 2025 3. Your expected mobilisation period, site set-up date, programme of works, Handover activities including familiarisation and training, Practical Completion 4. L2 SE hangar door contractor expected start date: 02 June 2025, what activities would you have completed in order to allow this work to start safely on site 5. Deadline for an instruction on the L1 hangar roof works in order to maintain the prices included in your return price 6. Works must be complete by end August 2025   Please provide a short commentary to demonstrate that you have understood the client’s programme constraints, and you have carefully considered the approach to pre-start activities, design, procurement, construction and handover works. Please advise what you consider the greatest programme risks.  Please Identify the critical path activities including when a decision would be required on instructing the L1 roofing works to remain on programme and maintain the costs included in your pricing matrix. Outlining if works to both L hangars were to be undertaken, the programme implications of them being done sequentially versus concurrently  Note: additional marks will not be awarded for the quickest programme. Tender programme will be incorporated into the contract key dates as contractual obligations, so you are advised to ensure a realistic programme is presented.  Max score 10 marks  Response Format: 1no. Microsoft Project Programme (at A3) with up to 1No. A4 Page of Commentary. |
| Response: |
| Sustainability – 10%    The Science Museum Group is committed to proactively managing, and reducing, its own environmental impact as an organisation, with a target for Net Zero by 2033.  As a supplier to SMG your activities would form part of our Scope 3 emissions. With this in mind, we are interested in how you manage your business sustainably and the impact this will have on SMG's Scope 3 emissions (sourcing materials, waste management, limiting travel, local supply chain, managing the supply chain to ensure they act sustainably, etc).  Please confirm that you have a sustainability policy and describe how you as a business operate sustainably (e.g no printing policy, electric pool/staff cars, green energy supplies to properties, etc)  Please confirm what your target for recycling materials would be for this site.  Please confirm whether you have any environmental accreditations such as ISO 14001  *Response Format :* 1no. A4 pages |
| Response: |

# Appendix 1 – Terms and Conditions

The proposed form of contract is JCT Minor Works 2024 with Design.