

## INTRODUCTION AND INVITATION TO TENDER

### INTRODUCTION

#### 1. Project Title

Garden toilet refurbishment – The Horniman Museum and Gardens

#### 2. Address

Horniman Museum and Gardens, 100 London Road, Forest Hill, London, SE23 3PQ

#### 3. Outline of project in general terms

Refurbishment of existing external WC toilet block. Removal of all existing fittings, fixtures and finishes, configuration to remain the same, no structural works. External decoration and new windows.

**Scope and Objectives** of the project can be found in the specification, CDM information, Drawings and the Schedule of Works Pricing Document.

#### 4. The Client

The Client is The Horniman Public Museum and Public Park Trust. Its Board of Trustees is responsible for strategic decisions.

Management of the project on a day to day basis is delegated to the Head of Estates with support from the Capital Project Board. This board will also have a direct involvement in the Client approval process for the project. The Capital Project Board is comprised of three trustees and the following Horniman employees:

- |                    |  |
|--------------------|--|
| • Gordon Seabright | Chief Executive Officer                    |
| • Michelle Edward  | Director of Finance and Corporate Services |
| • Kirsten Walker   | Director Collections Care and Estates      |
| • Beth Hodges      | Head of Estates                            |

#### 5. Project Organisation and Responsibilities

The professional team responsible for the successful design and delivery of the project is as follows:

- |                          |                        |
|--------------------------|------------------------|
| • Head of Estates        | Beth Hodges            |
| • Project Coordinator    | Adele Harrington       |
| • Contract Administrator | Dorian Burt Associates |

*Please note the successful contractor will be appointed as both **Principal Contractor** and **Principle Designer** under the CDM 2015 regulations.*

## INVITATION

### 1. Background

The Horniman Museum and Gardens is a grade II\* listed museum with a world class Natural History, Anthropology and Musical instrument collection. Set within 16 acres of stunning grounds that also house an Aquarium, Animal Walk and Butterfly House. The Horniman connects us all with global cultures and the natural environment, encouraging us to shape a positive future for the world we all share.

### 2. Scope

**Scope and Objectives** of the project can be found in the specification, CDM information, Drawings and the Schedule of Works Pricing Document.

### 3. Instruction

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new contract with a publicly funded body, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

### 4. Tender Schedule

Tender Milestone	Date
Invitation to Tender Issued	25 <sup>th</sup> Sept
Site visit 1	6 <sup>th</sup> October
Site visit 2	8 <sup>th</sup> October
Clarification Request Deadline	17 <sup>th</sup> October
Closing Date for receipt of Tenders	23 <sup>rd</sup> October
Clarification Interview (TBC if required)	12 <sup>th</sup> November
Notification of intent to award by	14 <sup>th</sup> November

### 5. Tender Content

The Tender Pack comprises the following information:

- ITT & Evaluation
  - 1) Invitation to Tender
  - 2) Quality Questions & Scoring Methodology
  - 3) Form of Tender
  - 4) HMG Garden Toilets JCT MWD Tender Terms
- Information & Client requirements:
  - 1) Existing photos Concept Design
  - 2) 1000\_100 Garden toilet plans
  - 3) 1000\_200 Garden toilet elevations
  - 4) 1000\_400 Sanitaryware schedule
  - 5) 1000\_500 Issue sheet

- CDM & Health and Safety:
  1. Asbestos Management Plan
  2. Museum Rules for Visiting Contractors
  3. CDM Appointment Notice
- Pricing & Evaluation Documents:
  1. Schedules of Work Pricing Document
  2. Standard terms and conditions of purchase for goods and services

## 6. Site Visit and Clarification

Site visit and accompanied walk round of the works areas are available to the tendering contractors. Please contact **Adele Harrington** [aharrington@horniman.ac.uk](mailto:aharrington@horniman.ac.uk) to book a site visit, which will be undertaken as small group visits.

Time slots will be made available on the **6<sup>th</sup> and 8<sup>th</sup> October @ 10am**

Please Note: We will not accept tender submissions from companies who have not undertaken a site visit.

Clarifications on the scope of the works may be asked by email to **Adele Harrington** [aharrington@horniman.ac.uk](mailto:aharrington@horniman.ac.uk).

Tender clarification questions and answer will be grouped together and published weekly on the Find a Tender website throughout the tender period. It is strongly recommended you sign up for updates from Find a Tender so you are always aware when clarifications or updates are made to the tender.

## 7. Tender Submission

For your tender return to be considered as compliant the digital tender submissions must be received by **12 noon 23<sup>rd</sup> October 2025**

- Tender submissions should be made electronically to **Adele Harrington** [aharrington@horniman.ac.uk](mailto:aharrington@horniman.ac.uk)
- Documents may be sent in MS Word, Excel or PDF format. Receipt of submissions will be acknowledged by email upon request.

For your tender return to be considered as compliant, you are required to return the following;

- Form of Tender duly signed
- Please ensure that you include with your submission a total price for the works identified noting any exclusions. Prices should be submitted using the Schedules of Work – Pricing document.
- A detailed programme for the works with critical path and associated information required.
- Evidence of your insurances, VAT registration and UTR
- Three references of relevant works, completed within 3 years
- Details of your company history and profile, including financial information and environmental policy
- Response to the quality assessment questions
- Digital tender submissions must be received by their attendant deadlines

**IMPORTANT:** All compliant tenders will be initially assessed and scored according to their cost submissions (representing a maximum of 60% of the total score available). Once these have been assessed we will then undertake the quality assessment and scoring for the three most economically competitive tenders only.

## **8. Tender Assessment**

The tender returns will be assessed on the following weighting:

- 60% Cost
- 40% Quality

Please ensure a completed set of quality assessment questions is provided, the questions can be found in the Quality Questions & Scoring Methodology document

Assessment will be undertaken by Beth Hodges (Head of Estates) and Adele Harrington (Project Coordinator)

Interviews will be conducted online with the highest scoring appointable companies on **12<sup>th</sup> November 2025**, please keep this day available for an interview / clarification meeting. The Horniman will provide a link if you are invited to interview.

## **9. Award of Contract**

Following the evaluation process HMG will make a recommendation to award the contract through the internal governance procedures.

Once approval to award has been obtained, HMG will send letters via email to all those suppliers who submitted a tender to advise:

- Whether your bid has been successful or unsuccessful
- How to request feedback for unsuccessful bids