



mechanical and electrical
consulting engineers

17th February 2017

Dear Sirs

Re: National Army Museum, Chelsea and Stevenage

Please find enclosed a full set of documents Volume I – V inclusive for a full labour comprehensive tender for the planned maintenance of the mechanical and electrical services for the above premises, which cover:

- The National Army Museum
Royal Hospital Road
Chelsea
London, SW3 4HT
- The National Army Museum Facility
Caxton Road
Stevenage
Herts

We would draw your attention to the following items in respect of the contract documents.

- 1) The tender should be a fully labour comprehensive contract including call outs based on the priority times listed, other than malicious damage/vandalism.
- 2) As the tender is for a fully labour comprehensive contract that includes all sub contractors which you choose to act on your behalf within the conditions of the contract, any maintenance item carried out by sub contractors will be subject to the same terms and conditions and there will be no additional charges, unless these are quotations for additional works.
- 3) As part of the tender process you must visit the sites by arrangement initially through our office, at GLP Consulting Engineers Ltd on telephone number. 0161-681 7070, email: mail@glpartnership.co.uk.
- 4) Your tender should include a flow chart of site management, a schedule of PPM activities and details of site operatives.
- 5) The contract includes the cost of all consumables/materials for the planned maintenance works and all travelling costs necessary to undertake the works.
- 6) The maintenance contractor must be aware that they will have to provide authenticated invoices for all materials over and above the £50.00 net limit together with associated labour sheets applicable for operatives in respect of additional work, all in accordance with the contract conditions.
- 7) The maintenance contractor shall ensure that all sub-contractors to the maintenance contractor are advised of the contract conditions prior to any tender submission.

T 0161 681 7070 E mail@glpartnership.co.uk

Unit 5 Haworth Court Oldham Broadway Business Park Chadderton Greater Manchester OL9 9XB

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www.glpartnership.co.uk



- 8) NAM Chelsea will be accessible in normal working hours from 0700hours to 1800hours on weekdays.
- 9) Volume V enables compliance with The Public Contract Regulations 2015 and includes Part 1: Tender evaluation procedure (for information only) and Part 2: Public procurement policy compliance (to be completed and submitted by the contractor on tender return).
- 10) Your hardcopy tender submission should be returned and addressed to Mr Philip Kinsella at GLP Consulting Engineers Ltd, Unit 5, Howarth Court, Oldham Broadway Business Park, Chadderton, Greater Manchester, OL9 9XB in a plain envelope marked "Tender for National Army Museum at Chelsea & Stevenage" with an additional electronic copy to GLP Consulting Engineers Ltd on mail@glpartnership.co.uk no later than 12 noon on Tuesday 21st March 2017.

No late tenders and/or incomplete tenders will be considered and therefore you are advised to ensure that the full contract requirements are enclosed with your tender submission.

If requested for interview with the client - the National Army Museum and consulting engineers, GLP Consulting Engineers Ltd would expect to interview both an operations director and contracts manager. If appropriate, interviews will take place before the selection of the successful contractor(s).

Should you have any queries in respect of the tender documents, please do not hesitate to contact Philip Kinsella at GLP Consulting Engineers Ltd.

Please confirm by return, your willingness to tender and acceptance of the above details.

Yours faithfully



Philip Kinsella
GLP Consulting Engineers Ltd

Encl. Volumes I-V

cc: Bradley Lingham – NAM Chelsea