**Regulated Below-Threshold Tender**

Invitation to Tender – Statement of Requirements

**Invitation to Tender: Mount Designer/Maker for Isles of Scilly Museum**

This Invitation to Tender (“ITT”) has been issued by the contracting authority who are seeking to award a **below-threshold contract** for the provision of museum exhibit mounts.

The drawings and specifications in the accompanying ‘IoSM – case layout & collection system’ spreadsheet set out the requirements for the mount design, production and installation requirements for the Isles of Scilly Museum, Church St, Isles of Scilly. TR21 0JT.

You are invited to tender for the mount designer/maker work package.

**Outline programme**

* Tenders received by 12:00 Friday 17th October 2025
* Value engineering with preferred contractor (if necessary) – October 2025
* Contract issued – November 2025
* Examination of objects on St Mary’s, Isles of Scilly to enable detailed design to take place – November 2025 to January 2026
* Ongoing production drawings and samples produced and presented – drafted, submitted, revised, checked and signed off by mid February 2026
* Off-site production – February to May 2026
* Workshop inspections and pre-installation snagging – April to May 2026
* Pre-installation H&S paperwork – drafts submitted by end of April 2026 and checked, amended and approved by early June 2026
* Packing and shipment – June 2026
* Installation (assisting museum team as required) – July 2026
* First inspection – July 2026
* Snagging 1 – July 2026
* Second inspection – July 2026
* Operational training – July 2026
* Provision of Operation & Maintenance Manual and as-built drawings pack – July 2026
* Project completion and handover end July 2026

These dates are critical so please do not tender if you are unable to meet them.

**Supply and exchange of files**

Box.com will also be used for file sharing, including production drawings.

**Tender submission requirements**

You are invited to submit a tender comprising:

* Company profile/introduction – 2 A4 pages.
* 3 case studies of comparable projects (with referees’ contact details). The case studies should be from the last 5 years – 2 A4 pages each.
* 2no example production drawings from a similar project.
* Team details including a single page CV for each person.
* Packing and shipping methodology.
* Company insurance details.
* 1no completed Pricing Schedule – using the spreadsheet supplied.

Please do not submit an incomplete tender as it will not be accepted.

Your tender should be returned via e-mail to [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk) as a **single** PDF document to a maximum size of 8mb plus the separate Pricing Schedule Excel doc by the tender deadline.

Late tenders cannot be accepted.

**Raising questions**

You are welcome to raise questions by e-mail to procurement@scilly.gov.uk

The deadline for queries is 1600 Friday 10th October 2025. Questions and responses will be shared with all tendering contractors.

**Contractual arrangements**

The contract will be awarded, and invoices paid by the Council of the Isles of Scilly. Invoices with a valid Purchase Order number should be submitted for approval and payment against the invoicing schedule set out below.

**Preparing your tender**

Please read this document, the ITT Terms and Conditions and the accompanying ‘IoSM – case layout & collection system’ spreadsheet carefully before preparing your tender.

**Activity & outputs**

Please include all project/production management, attendance at an online start up meeting and progress meetings (online), liaison with the client and designer. Visits to St Mary’s to inspect and measure objects that require specially-shaped mounts will be required. Also include the creation of detailed dimensioned production drawings for each mount, and the submission of sample materials (one sent to the client and one sent to the designer). Finally, ensure the following is included in your tender: pre-installation H&S paperwork and activity, off site fabrication, equipment use/hire, all materials, supply, labour, expenses and delivery.

Each mount should be individually wrapped and labelled so it is easy for the installation team to identify the relevant item. Mounts should be boxed by showcase and appropriately labelled.

**Object installation**

Please include on-site installation of the objects that are highlighted in pink in the ‘IoSM – case layout & collection system’ spreadsheet.

Please note only one mount/object installer can visit St Mary's for the installation phase.

**Shipping, storage & waste removal**

Please note that there are very specific requirements for shipping and travel to and from the Isles of Scilly and you will be responsible for arranging and paying for this. This includes weatherproof protection for all goods.

Please include details of how you propose to handle shipping and deliveries in your tender.

No vehicles are permitted on the island.

**Welfare, accommodation & subsistence**

A toilet will be available in the museum building. Food and accommodation are available on the island – contractors to book direct and include all costs in the tender.

**Value engineering & post-tender variations**

A value engineering exercise may be required and following this, all final figures will be agreed and a contract issued.

Post-tender, no additional costs will be agreed without written permission being given by the Council of the Isles of Scilly or its agent.

**Quality**

All mounts must be of the highest quality, fit for purpose and carefully designed and made to suit each object. The minimum life expectancy is 10 years.

The requisite cleaning and maintenance regime should not be time-consuming and onerous for the clients who are responsible for managing the site.

**Health & Safety**

Include all requisite H&S activity such as Risk Assessments and Method Statements prior to installation.

**O&M, as-built pack & training**

Include the supply of an O&M manual and a final as-built drawings pack for all items. Please note that final invoices will only be approved once this information has been received and approved.

Allow for on-site training of client staff so they are comfortable with how to remove, clean and re-install the mounts.

**Warranty**

The minimum warranty period for all items is 12 months from handover. This should include a commitment and guarantee to repair or replace any item within 10 working days of a problem being reported.

**Your team’s details**

Please supply details of who will manage the project on behalf of your company – n.b. an overall project manager is required so the client and designer have a single lead contact who takes full responsibility for the work carried out. Note that we do not want to deal with a range of individuals or departments. Please explain how you will resource the project to deliver to the stated timeframe and include a brief resume of the staff members you will use on the project (including relevant professional qualifications).

**Site attendance, surveys & meetings**

On site activities will be required. This will include object surveys and briefings, online progress meetings, on-site presence during installation, inspections, snagging, final sign off and staff/volunteer training.

Contractors will take full responsibility for taking careful measurements and notes and liaising with others including the client and designer.

**Site cleaning**

Following installation/delivery, the site must be left clean and clear of all debris, tools etc.

**Insurance**

Please provide evidence of your company’s insurance cover in the form of scans of certificates and include these in your single tender PDF (not separately). Minimum insurance cover levels are as follows: Employer’s Liability £5,000,000.00; Public and Products Liability £5,000,000.00; Professional Indemnity cover of £2,000,000.00 (per claim).

**Fixed pricing**

Please confirm that your costings will remain fixed until the project is completed.

**Sustainability**

We want this project to be as sustainable and ‘green’ as possible, and would welcome suggestions for how we can achieve this.

**Publicity**

Contractors will not undertake any publicity activities in relation to this contract without getting approval to do so from the Isles of Scilly Council. Client and designer to approve all copy and be credited in all publicity materials issued by contractors (including a live link to the relevant web site).

**Invoicing arrangements (dates below are invoice submission timings). Payment terms – 30 days.**

* Invoice 1 – 10% on receipt of contract.
* Invoice 2 - 10% on approval of all production drawings and samples.
* Invoice 3 - 15% during month 1 of off-site fabrication.
* Invoice 4 – 10% during month 3 off-site fabrication.
* Invoice 5 – 15% during the final month of off-site fabrication.
* Invoice 6 – 10% on commencement of on-site installation.
* Invoice 7 – 20% on practical completion and first inspection.
* Invoice 8 – 5% on final approval of all works, operational training and the supply of the O&M manual.
* Invoice 9 – 5% retention 12 months following invoice 8.

**Tender response checklist**

Annex A

* Completed B3\_ITT\_Response to tender Standard Selection Questionnaire
* Evidence of insurances

Annex B

* Pricing schedule
  + Confirmation that your costs will remain fixed for the duration of the contract.
* Responses to qualitative questions D1 to D3 detailed in ITT Terms and Conditions document.
* Tender response document, as detailed above under ‘Tender submission requirements’

Annex C

* Certificate of *bona fide* tender

Expression of interest form. To be submitted as soon as possible to [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk) to ensure that any clarifications can be received.