

# NATIONAL MUSEUMS SCOTLAND INVITATION TO QUOTE

## INVITATION TO QUOTE FOR VIKING THEMED SCHOOL SHOW

- You are invited by National Museums Scotland to quote for the provision of goods/services detailed in this document.
- It is the responsibility of Tenderers to ensure that their tender is delivered no later than the appointed time and National Museums Scotland may not undertake to consider tenders received after that time.
- National Museums Scotland are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain fixed for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.
- The contract will be awarded on the basis of the most economically advantageous quote with 30% price and 70% quality. The quality analysis will be based on your answers provided in the quality section in the Bidder Quotation section of this document. This will be scored as per the scoring matrix in Appendix A. The price evaluation will be assessed by allocating 100% to the lowest bid and all other bids will be scored on a pro rata basis. (e.g. lowest bid price divided by the Bidders price multiplied by the price weighting as indicated above). The price and quality scores will be combined to give a total score.
- If you are a freelance contractor, National Museums Scotland will require the following to be in place prior to a binding contract and commencing trading.
  - A valid CRN or UTR;
  - A Freelance Contractors – Contract Award Letter, signed by the supplier
- This tender will be valid for **60** days from the returnable date.
- **Tenderers are instructed to complete and return the Bidder Quotation section of this document by 10am on Thursday 14 April 2016 to Sarah Cowie [s.cowie@nms.ac.uk](mailto:s.cowie@nms.ac.uk)**
- Tenderers can visit the museum to see the appropriate spaces and galleries. Please get in touch with Sarah Cowie to arrange this [s.cowie@nms.ac.uk](mailto:s.cowie@nms.ac.uk)
- Enquiries and returns regarding this Invitation To Quote should be emailed to:

**Date of Invitation:**  **Date to be returned:**

**Contracting Office:**  **Tel:**

**Name:**  **email:**

# THE BRIEF

## 1.0 Overview

National Museums Scotland wishes to engage a company to develop and deliver a Viking-themed schools show to take place during the 2016-17 school year.

## 2.0 The Requirements

The National Museum of Scotland (NMoS) runs a popular schools programme, welcoming over 45,000 school pupils each year. For the past 4 years, a Viking show has run at the museum for P2-P6 pupils. Due to changes in the school curriculum and feedback from teachers, NMoS are now looking for a new show to be developed and delivered as part of their 2016-17 schools programme.

The show would be:

- 45 minutes in length (with ability to be flexible if schools run late)
- Suitable for P2-P5 pupils
- Delivered in the Auditorium at the museum, seating up to 5 classes each show
- Take place Monday-Thursday, 10.45am and 11.45am on 3-6 October 2016 and 6-9 February 2017
- Straightforward to set up/pack away by performers and able to reset quickly between performances
- Any kit/equipment should be kept to a minimum and easy to store between shows
- Supported by the AV team at the museum who would assist with lighting/audiovisuals

The content of the show should:

- Be delivered by costumed characters
- Link to the Museum's Viking collections that pupils can visit in the Early People gallery (see appendix B for a list of key Viking objects/displays in the gallery)
- Be entertaining and educational, suitable for the age group, with opportunities for pupils/teachers to interact
- Include a song that children can practise beforehand

The story should be told within the context of the Vikings and Scotland and should include:

- Elements of 'myth-busting' about the Vikings
- The role of Viking men/women
- Details about Viking daily life to meet the following Curriculum for Excellence outcomes:

I can compare aspects of people's daily lives in the past with my own by using historical evidence or the experience of recreating an historical setting.

- **SOC 1-04a**

I can compare and contrast a society in the past with my own and contribute to a discussion of the similarities and differences.

- **SOC 2-04a**

The budget for this work is £6000, exclusive of VAT.

The deadlines would be as follows:

- Successful bidder appointed and initial meeting– 19 April 2016
- Draft script & 30 word description written for schools programme– 16 May 2016
- Initial run through of show to museum staff – By early July 2016
- Finalised script and final run through – By end of August 2016
- Delivery of show - 3-6 October 2016 and 6-9 February 2017

The company would provide all costumes, props, set dressing, and visual and audio content, although they would be supported by museum staff when appropriate to source items/images/information.

### **3.0 Payments**

The Contractor shall provide an invoice breakdown, per order, detailing the charges based on this Invitation To Quote document. Invoices shall be clearly itemised with the number of days, service description and pay rate.

This is not a commitment to purchase. Commitment to purchase will be made only through the receipt of a properly authorised National Museums Scotland purchase order.

Invoices received for work where no corresponding order exists will not be paid.

It is the responsibility of the Contractor to notify National Museums Scotland on any cost variance from the original quote prior to engaging in any additional work. This must be approved in writing by National Museums Scotland.

All invoices will be paid in arrears within 30 days of invoice

# BIDDER QUOTATION

*Complete and return this section to the procurer named in this document*

COMPANY INFORMATION	
Date	
Invitation to Quote Reference	Schools Viking Show
Company Name	
Organisation Legal Status	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Private Limited Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> Other
If you have answered 'other' to the question above please provide details here.	
VAT registration number (or <b>UTR (Unique Taxpayer Reference or CRN Company registration Number)</b> or alternative EU registration number)	

Quality	
Provide a method statement which details how your solution will meet the requirements detailed in this document. Additional attachments of up to 4 pages are permitted.	

PRICE			
Description of goods/services	Quantity	Price per unit (Ex VAT)	Total Price Ex VAT

<b>TOTAL EXCLUDING VAT</b>			<b>£</b>

## APPENDIX A

Assessment	Score	Interpretation
unacceptable	0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
Poor	1	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
Acceptable	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
Excellent	4	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

### **Appendix B Objects in Early People Gallery**

The following objects are some of the key Viking artefacts in the Early People gallery. The show should reference a selection of these, although it is up to the company about how many this would be and in which format they would be referenced. A visit to the gallery to see the objects is recommended, although the links below each object should provide some background information.

- Runes

Viking writing was called Runes. As well as on the Hunterston Brooch, we often find it on headstones or graves as the Vikings used it to mark the graves of family members.

[http://www.nms.ac.uk/explore/search-our-collections/collection-item/?item\\_id=167227&search=description='runes'&startfrom=1](http://www.nms.ac.uk/explore/search-our-collections/collection-item/?item_id=167227&search=description='runes'&startfrom=1)

- Viking Grave  
This is the grave of a man who died when he was about 30 years old. Many of the objects found within it can tell us more about the daily life of the Vikings in Scotland.  
<http://www.bbc.co.uk/education/clips/zwv3cdm>
- Currency  
The Vikings used ring money as currency in Britain. It was sometimes cut into pieces to pay for lower cost items.  
[http://www.nms.ac.uk/explore/search-our-collections/collection-item/?item\\_id=167362&search=description='ring money'&startfrom=1](http://www.nms.ac.uk/explore/search-our-collections/collection-item/?item_id=167362&search=description='ring money'&startfrom=1)
- Weaponry  
Weapons were an essential part of a Viking warrior's identity. The sword was his most prized possession. Viking swords were made of iron and usually double-edged.  
[http://www.nms.ac.uk/explore/search-our-collections/collection-item/?item\\_id=234400&search=description='viking sword'&startfrom=1](http://www.nms.ac.uk/explore/search-our-collections/collection-item/?item_id=234400&search=description='viking sword'&startfrom=1)  
[http://www.nms.ac.uk/explore/search-our-collections/collection-item/?item\\_id=167494&search=description='viking sword'&startfrom=1](http://www.nms.ac.uk/explore/search-our-collections/collection-item/?item_id=167494&search=description='viking sword'&startfrom=1)

**End of Invitation To Quote Document**