

# NATIONAL MUSEUMS SCOTLAND INVITATION TO QUOTE

## INVITATION TO QUOTE FOR EVALUATION OF GET ENERGISED PROJECT 2016-17

- 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 the 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 Monday 15 August 2016 to Sarah Cowie [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 evaluate its ongoing schools programme *Get Energised* which is funded by the ScottishPower Foundation.

The contract will start on 19/08/16 and end on 31/03/17.

## 2.0 The Requirements

National Museums Scotland is seeking to appoint a company to evaluate the impact of its *Get Energised* programme at the National Museum of Scotland and the National Museum of Rural Life on all participants.

*Get Energised* is a science/engineering/technology engagement programme which brings together curatorial, industry, education and engagement experts. It aims to create a programme of events and activities for a range of different audiences to investigate Scotland's future energy needs, focusing particularly on renewable energy. The project was launched in 2013 with the aim of enthusing and engaging secondary school pupils studying STEM-related subjects (science, technology, engineering and maths).

It is now in its fourth year and includes:

- Challenge Days for National Qualification Physics pupils
- Science Investigation Days for S1-3 pupils
- Magic Carpet session about weather for Nursery-P1 pupils
- Interactive STEM workshop for P5-7 pupils called *Get Energised: Power House*
- Training and support for teachers including CPD sessions

See Appendix B for the dates of all of these sessions. Further information about the sessions can also be found online: [www.nms.ac.uk/getenergised](http://www.nms.ac.uk/getenergised)

We also have a range of resources on renewable energy including:

- [Pupil Challenges](#) booklet (for National Qualification pupils)
- [Secondary Teachers' Guide](#)
- [Nursery and Primary Teachers' Guide](#)
- [Windmill template](#)
- Two short films on renewable energy, one on careers: [https://youtu.be/Z\\_VAbVKawRA](https://youtu.be/Z_VAbVKawRA), one on talking points: <https://youtu.be/nE8dMI6S9P4>

We would like to evaluate the impact of the programme on all pupils attending and have set the following learning outcomes:

Pupils should be:

- Deepening their understanding of renewable energy in Scotland
- Applying their knowledge of physics, maths and technologies to solve STEM challenges
- Developing skills in team-working to successfully complete a STEM challenge
- Able to understand the different career opportunities available in Scotland in the engineering sector
- Inspired by the innovative engineering and creative opportunities in Scotland's renewable energy industry

We would like to discover to what extent Get Energised activity meets these learning outcomes.

Additionally, we would like to discover what motivates teachers to bring their classes to these workshops and what views the teachers have on how to improve the workshops in the future.

#### **Research Objectives:**

- Find out the motivations of teachers to attend sessions and how they believe the programme could be further improved
- Carry out pre and post evaluation with pupils taking part in Challenge Days, Science Investigation Days and Power House sessions in October and November 2016 to discover to what extent the learning outcomes were met
- Discover if taking part in the programme further engaged or inspired school pupils with STEM topics
- Develop and carry out simple evaluation with Nursery-P1 pupils

#### **Target audiences**

- Teachers
- Secondary school pupils
- Primary school pupils
- Nursery-Primary 1 pupils (Early Years)

#### **Methodology**

- Questionnaires distributed to pupils
- Questionnaires distributed to teachers
- Observation of one Challenge Day, Science Investigation Day, Power House and Magic Carpet session

#### **Location**

National Museum of Scotland and National Museum of Rural Life

#### **National Museums Scotland Key Staff**

Sarah Cowie, Learning Officer (Schools), National Museum of Scotland

Nicki Bray, Learning Officer, National Museum of Rural Life

**Dissemination of results**

Written report and meeting with presentation to relevant staff.

**Time schedule**

Tender	July 2016
Deadline for Submissions	15 August 2016
Company appointed	19 August 2016
Evaluation of sessions in October-November	October-November 2016
Interim report	December 2016
Evaluation of Magic Carpet sessions	January-February 2017
Final report	31 March 2017

The budget for this work is £3500, exclusive of VAT.

**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	GET ENERGISED EVALUATION 2016-17
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 UTR (Unique Taxpayer Reference or CRN Company registration Number) or alternative EU registration number)	

Quality	
<p>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.</p>	

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

### Get Energised Dates 2016-17

#### **Challenge Days (S3-4)**

National Museum of Rural Life

Wed 5 Oct 2016

Thurs 6 Oct 2016

(Up to 80 pupils both days)

National Museum of Scotland

Mon 7 Nov 2016

Tues 8 Nov 2016

(Up to 100 pupils both days)

#### **Science Investigation Days (S1-2)**

National Museum of Rural Life



Wed 28-Fri 30 Sept 2016  
Mon 10-Wed 12 Oct 2016  
(Up to 36 pupils each day)

National Museum of Scotland  
Mon 21-Tues 22 Nov 2016  
Mon 8-Thurs 11 May 2017  
(Up to 36 pupils each day)

### **Power House Upper Primary School workshop (P5-P7)**

National Museum of Rural Life  
Wed 26-Fri 28 Oct 2016  
Wed 2-Fri 4 Nov 2016  
(Up to 33 pupils each workshop, 2 workshops a day)

National Museum of Scotland  
Mon 31 Oct-Fri 4 Nov 2016  
Mon 16-Fri 20 Jan 2017  
Mon 13-Thurs 16 Mar 2017  
(Up to 33 pupils each workshop, 2 workshops a day)

### **Magic Carpet**

Available year round at both National Museum of Scotland and National Museum of Rural Life  
(Up to 25 pupils each session)

**End of Invitation To Quote Document**