

Freedom of Information requests

2011

Reference number: 11-013

21 November 2011

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Dear,

REQUEST FOR INFORMATION – *Information relating to the recent CCTV tender process and related information.*

Thank you for your request for information. As Head of Knowledge & Information Management for Amgueddfa Cymru - National Museum Wales, I am responsible for responding to your request for information.

I refer to your email of 24 October 2011, in which you asked for the following information:

- 1) *The name of the company which won the tender.*
- 2) *Which option was taken forward (Option 1 or 2).*
- 3) *A full copy of each tender submission, including all pricing and a full copy of each of the tendering companies PQQ's with their points marked on the copy.*
- 4) *Table for tender values and table for PQQ stage scores.*
- 5) *Copy of the evaluation process and how this equates into points on the PQQ.*

In responding to your request for information, I will be referring to each element of your request separately.

1) The name of the company which won the tender.

JPR Phoenix

2) Which option was taken forward (option 1 or 2).

I can confirm that Amgueddfa Cymru has decided to go forward with Option 2.

3) A full copy of each tender submission, including all pricing and a full copy of each of the tendering companies PQQ's with their points marked on the copy.

Your request for this information has been considered. Unfortunately, Amgueddfa Cymru is unable to provide the information you have requested.

It is considered that the public interest in withholding the information outweighs the public interest in disclosing it. Therefore, in accordance with the Freedom of Information Act 2000, this letter acts as a Refusal Notice.

The exemption applied is Section 43(2) Commercial interests.

This exemption applies because the disclosure of the requested information would be likely to prejudice the commercial interests of the contract holder, Amgueddfa Cymru and all those who have supplied detailed tenders in any future negotiations.

We do not provide financial information on current tenders as we consider this information is commercially sensitive. The contract was only awarded **1st November 2011** which makes this information very current thus very commercially sensitive. Disclosure of this current information is likely to prejudice all parties in future negotiations. Amgueddfa Cymru does not disclose current information which would likely prejudice the Museum's or other company's future negotiation opportunities. This information includes: the supplier's costing mechanisms, information relating to profit margins, day rates (where used to calculate a fixed price), overhead costs, etc (this is not an exhausted list). Such information is not released and exemption S.43(2) is applied.

Moreover, releasing such information would fetter the Museum's ability to obtain a competitive price on retendering i.e. disclosure would harm the

Museum's ability to achieve best value when the contract is next retendered.

We acknowledge that there is a public interest in disclosure to support openness and transparency, especially relating to the spending of public money, but there are opposite and weightier interests in non-disclosure due to the importance of ensuring a level commercial playing field and achieving best value in negotiations for public sector contracts.

We apologise that we cannot assist with your request, but if you have any further queries or concerns then please contact us. I am aware that you have been offered the opportunity to have an over view the other submissions but not record details, should you wish to take up the Museum's offer to view the documents, please contact the Museum's Procurement Officer.

4) Table for tender values and table for PQQ stage scores.

Attached to the covering email is a copy of the Pre-Qualification Questionnaire (Appendix A) and attached to the end of this letter is the table of the PQQ stage scores (Appendix B).

5) Copy of the evaluation process and how this equates into points on the PQQ.

As part of the evaluation, the two lowest tenders for Option 2 were invited to attend an interview at the Museum; a copy of the matrix criteria is attached as Appendix C at the end of this letter. A copy of the interview comments against the matrix criteria is attached as Appendix D and is attached to the covering email.

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at www.information.wales.gov.uk.

If you believe that I have not applied the Code of Practice on Public Access to Information correctly or have not followed the relevant laws, please contact me to request a first-stage review. If, after that, you are still not satisfied you may request a formal review by Amgueddfa Cymru. When dealing with any concerns, we will follow the principles of the National Museum of Wales's Code of Practice on Complaints, which is available on our website at www.museumwales.ac.uk/en/45/ or by post from:

Amgueddfa Cymru – National Museum Wales
Parc Cathays, Caerdydd CF10 3NP/Cathays Park, Cardiff CF10 3NP
Ffôn/Tel (029) 2039 7951 Ffacs/Fax (029) 2057 3321
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Llywydd/President Elisabeth Elias MA DL
Trysorydd/Treasurer J. Peter W. Morgan M.Sc FCS Cyfarwyddwr Cyffredinol/Director General David Anderson
Rhif elusen / Charity registration number: 525774
Rhif TAW / VAT registration number: GB 783 4541 10

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Mr Robin Gwyn
Director of Communications
Amgueddfa Cymru – National Museum Wales
Cathays Park
Cardiff
CF10 3NP

You also have the right to complain to the Information Commissioner.
Normally, however, you should pursue the matter through our internal
procedure before you complain to the Information Commissioner.
The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely,

Head of Knowledge & Information Management

Appendix A

Amgueddfa Cymru
National Museum Wales
CCTV Planned Preventative Maintenance Contract
Pre-Qualification Questionnaire

1.0 The Company
1.1 Company Name: Telephone : Fax: E-mail: 1
1.2 Registered office: Telephone : Fax: E-mail: 1
1.3 Office from which the contract would be managed Telephone : Fax: E-mail: 1
1.4 Local Director responsible for the contract Name: Qualifications: Telephone : Fax: E-mail: 1
1.5 Provide evidence - details of enrolment / registration of professional accreditation 1 per registration
1.6 Name, address, fax / telephone numbers of the individual to whom all enquiries regarding your application should be addressed 1
1.7 Is your application made on behalf of a group Yes = 0 No = 1 If Yes > please provide details of all group members
1.8 Is CCTV maintenance / Installation your core business Yes = 2 No = 0
1.9 If No please identify your core business
2.0 Experience & Policy
2.1 Please provide details of all maintenance project of a similar nature carried out within the last 3 years including other government clients: Detailing contact references annual value,

contract dates and retentions: 1. = 1 2. = 2 3. = 3
2.2 Provide details of similar service maintenance contracts within 1. Listed Buildings = 1 2. Museums or Similar Environments = 2 3. Local / Government Buildings = 1 4. Public Buildings / Hospital / Libraries = 1
2.3 Provide details of your company Quality Assurance Policy 1
2.4 Provide details of your company Health & Safety & CDM Policy 1
2.5 Provide details of your company Waste Management Policy 1
3.0 Financial / Contractual
3.1 Company Accounts = 1 per year submitted
3.2 Company difficulties No = 1 Yes = 0
3.3 Recent Mergers or Pending Acquisitions No = 1 Yes = 0
3.4 Litigation No = 1 Yes = 0
3.5 State the number of years trading 0/5 = 1 5/10 = 2 10+ = 3
3.6 Confirm acceptance to provide a company guarantee Yes = 1 No = 0
3.7 Confirm acceptance to provide a performance bond if required Yes = 1 No = 0
3.8 Provide details of your Bankers 1
3.9 What is the companies annual turn over Confirmed = 1 Not confirmed = 0
3.9a What is the regional office annual turn over Provided = 1 Not Provided = 0
3.10 The contract requires all risk insurance cover of £10m please confirm compliance Yes = 1 No = 0
3.10a The contract requires all risk insurance cover of £5m please confirm compliance Yes = 1 No = 0
4.0 Resources & Management
4.1 Please provide details of numbers and distribution of professional, technical and administrative staff in the company for each office location 1

Appendix C

Matrix of criteria

	Criteria	Max points		
	General approach and experience, attitude and ability	20		
	Geographical locations and placement of work force	10		
	Mobilisation and project execution plan	10		
	Staffing proposals, quality of individuals and supervision	20		
	Management, methodology and approach	10		
	Emergency procedures	10		
	First Time response / Fix	10		

	Health and Safety – management and systems	10		
	Total Appraisal score	100		

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