# Request for Proposal (RFP)

*A picture containing indoor, plastic

Description automatically generatedPanel of Suppliers for the Provision of Taonga Tūturu Services*

**by**: Manatū Taonga │ Ministry for Culture and Heritage   
**for**: Provision of Taonga Tūturu Services

**Website**: [www.mch.govt.nz](http://www.mch.govt.nz)

**Address:** Old Public Trust Building, 131 Lambton Quay, Wellington

**RFP released**: Version 2 - August, 2022

## Key Information

### Context

1. This Request for Proposals (RFP) is an invitation to submit a Proposal for the Provision of Taonga Tūturu Services contract opportunity.
2. This RFP is a single step procurement process.

### Our timeline

This panel is open for ten years from the time it was established (March 2021) with a right of renewal at the end of this term. If a Supplier wishes to leave the panel it may do under the Master Services Agreement. Therefore, there is no deadline for proposals or questions or response to questions. The Buyer will endeavour to respond to any questions at the earliest opportunity.

### How to contact us

1. Contact us through our Point of Contact via email or the Government Electronic Tenders System (GETS).
2. Our Point of Contact:

**Name:** Kiriana Haze

**Title/role:** SeniorAdviser, Te Pae Māpuna, Heritage and Taonga

**Email address:** protected-objects@mch.govt.nz

### Developing and submitting your Proposal

1. This is an open competitive tender process.
2. Take time to read and understand the RFP.
3. Take time to understand our Requirements. These are in SECTION 2 of this document.
4. Take time to understand how your Proposal will be evaluated. See SECTION 3 of this document.
5. For resources on tendering visit <https://www.procurement.govt.nz/suppliers-2/>
6. If you have questions, ask our Point of Contact.
7. Use the Response Form to submit your Proposal.
8. Complete and sign the declaration at the end of the Response Form.
9. Check you have provided all the necessary information in the correct format and order.

### Address for submitting your Proposal

Submit your Proposal to the following address: protected-objects@mch.govt.nz

**We will not accept Proposals sent by post or delivered to our office.**

### Our RFP Terms

1. **Offer Validity Period**By submitting a Proposal, the Respondent agrees that their offer will remain open for four calendar months from the Deadline for Proposals.
2. **RFP Terms**By submitting a proposal, the Respondent agrees to the RFP-Terms described in SECTION 6 .
3. **Precedence**Any conflict of inconsistency in the RFP shall be resolved as per the process laid out in section 6.25 of the RFP-Terms described in Section 6.

### Later changes to the RFP or RFP process

1. After publishing the RFP, if we need to change anything or provide additional information, we will let all Respondents know by contacting Respondents by email.

### Defined terms

These are shown using capitals. You can find all definitions at the back of the RFP-Terms.

## Our Requirements

### Background

This RFP is issued by Manatū Taonga, Ministry for Culture and Heritage, referred to below as “the Buyer” or “we” or “us”.   
  
As part of the Buyer’s responsibilities for the interim care of newly-found taonga tūturu we facilitate and support iwi and hapū lead taonga tūturu conservation projects around the country for extremely vulnerable taonga.

If iwi, hapū or whanau choose museum practice conservation as the preferred method for their taonga tūturu project, the Buyer will connect one of more of our Panel suppliers with them. These Suppliers are usually specialist conservators or other heritage practitioners within the wider museum sector.

### Key outcomes

The Buyer requires suppliers capable of some or all the care responsibilities the Buyer may need to service the conservation of taonga tūturu, this includes:

* Conservation of wet organic materials – such as flax fibres and wood
* Remedial conservation of taonga tūturu
* Crate making and assembly
* Display frame assembly
* Expert museum advice
* Freeze drying capabilities
* Artefact installation specialists

**You DO NOT have to specialise in all areas to respond.**

The composition of the panel may change throughout the term of the panel contract, with non-used suppliers or under-performing suppliers able to be removed, and new suppliers able to be added where needed. Newly added suppliers would be evaluated against the criteria set out in this RFP.

The Buyer invites submissions from suppliers with the capability and expertise to join members of our panel and provide services as they occur on an ad-hoc basis. We are interested in having both individuals and organisations (small to large) on the panel. The Buyer reserves the right to tender projects independently of this Panel. We are not looking for suppliers to undertake work in a volunteer capacity.

### What we require from a Respondent:

To be successful, you will have specialist skills and expertise in your specialist area and will be able to demonstrate your relevant professional track record, credentials, and competence. We need to be confident not only in your skills but also in your understanding of our business and your ability to work with our small team effectively.

### Other information

### Why should you respond?

Manatū Taonga Ministry for Culture and Heritage supports the arts, heritage, media and sports sectors, to help culture in Aotearoa New Zealand thrive. An example of this is our responsibility for the Protected Objects Act 1975. This Act requires Manatū Taonga to play an interim coordination and protection role in the discovery and care of newly found taonga tūturu. Having iwi and hapū involvement in the care of their taonga tūturu is crucial to ensuring taonga are kept safe in a way that only they can provide.It is a great privilege for bothManatū Taonga and suppliers on our Panel to be involved and work collaboratively in this space.

### What happens after I respond?

**Our main drive behind establishing this panel is efficient, effective, and user-friendly procurement processes.**

You will be evaluated against the criteria set out in this RFP. Successful respondents will then become suppliers on the Panel. Each supplier will sign a Master Services Agreement (MSA). When work is needed, the Buyer will reach out to Suppliers available and interested in the works being requested and request a quote. The Buyer will then commission the work officially through a Statement of Work (SoW) that will define the specifics of the services to be provided.

In most cases we will direct source suppliers based on the skills required and the location of the project and considering iwi preferences. We may use a secondary procurement process and ask 2 or 3 suppliers if they are available and interested if, for example, multiple suppliers on the panel are in the same location and are capable of the works being requested. Follow-up work with suppliers would be added as variations or extensions to the initial SoW.

Volumes of work will be entirely dependent on the frequency and quantity of taonga tūturu being found around New Zealand. Work is not guaranteed. The services described in this RFP are affected by numerous factors including, but not limited to, approval of the Buyer’s financial budget in each annual budget round and changes to process, systems, policy and legislation at any time. For this reason, the Buyer is unable to guarantee any minimum level of purchase of services to any supplier during the term of any resulting panel contract.

### Other procurement documents

In addition to this RFQ, we refer to the following documents. These are on the Buyer’s website and are available for all interested suppliers. These documents form part of this RFP.

1. Appendix A - Response Form
2. Appendix B – Master Services Agreement
3. Appendix C (1) – Statement of Work Template for Small Projects
4. Appendix C (2) – Statement of Work Template for Conservation Projects
5. Appendix D –Supplier Code of Conduct.

## Our Evaluation Approach

This section sets out the Evaluation Approach that will be used to assess Proposals.

### Evaluation

The evaluation model is simple score. Price is not a weighted criterion. Suppliers that are capable of the delivery of their services will be shortlisted by score, and the Successful Respondent(s) will then be selected from the shortlist based on an overall assessment of best value-for-money over the whole-of-life of the Contract.

Quotes for all service categories will be evaluated against the following criteria:

|  |  |
| --- | --- |
| Criteria | Weighting |
| Experience / track record, specialist skills, expertise | 50% |
| Capacity to deliver services | 30% |
| Professional knowledge of the cultural and heritage sector | 20% |

### Scoring

The following scoring scale will be used in evaluating Quotes. Scores by individual panel members may be modified through a moderation process across the whole evaluation panel.

|  |  |  |
| --- | --- | --- |
| Rating | Definition | Score |
| EXCELLENT significantly exceeds the criterion | Exceeds the criterion. Exceptional demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Quotes identifies factors that will offer potential added value, with supporting evidence. | 9-10 |
| GOOD exceeds the criterion in some respects | Satisfies the criterion with minor additional benefits. Above average demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Quotes identifies factors that will offer potential added value, with supporting evidence. | 7-8 |
| ACCEPTABLE meets the criterion in full, but at a minimal level | Satisfies the criterion. Demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource, and quality measures required to meet the criterion, with supporting evidence. | 5-6 |
| MINOR RESERVATIONS marginally deficient | Satisfies the criterion with minor reservations. Some minor reservations of the Respondent’s relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence. | 3-4 |
| SERIOUS RESERVATIONS significant issues that need to be addressed | Satisfies the criterion with major reservations. Considerable reservations of the Respondent’s relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence. | 1-2 |
| UNACCEPTABLE significant issues not capable of being resolved | Does not meet the criterion. Does not comply and/or insufficient information provided to demonstrate that the Respondent has the ability, understanding, experience, skills, resource and quality measures | 0 |

### Price

We wish to obtain the best value for money. This means achieving the right combination of fit for purpose, quality, on time delivery, quantity and price.

This RFP asks for you/your organisations hourly and daily rates only. This is as the Buyer will request for services as they occur on an ad-hoc basis where time and materials will be able to be quoted for.

### Due diligence

In addition to the above, we may undertake the following processes and due diligence in relation to shortlisted Respondents. The findings will be considered in the evaluation process. Should we decide to undertake any of these, we will give shortlisted Respondents reasonable notice.

* Reference check the Respondents organisation and named personnel
* Interview Respondents
* Undertake verification of qualifications

## Pricing information

### Pricing information provided by Respondents

1. Respondents must use the Pricing Schedule provided.
2. Where the price is based on fee rates, specify all rates, either hourly or daily or both as required.
3. Respondents must document all assumptions and dependencies that affect its pricing and/or the total cost to us. In other words, if the Respondent would expect us to pay more than the quoted price or estimate if particular assumptions or dependencies are not satisfied, the Respondent must call out those assumptions and dependencies.
4. Respondents must tender prices in NZ$. Unless otherwise agreed, we will arrange contractual payments in NZ$.

## Proposed Contract

### Master Services Agreement

The Master Services Agreement that we intend to use for the supplier panel is attached as Appendix B.

In submitting your Proposal, you must let us know if you wish to question and/or negotiate any of the terms or conditions in the draft Master Services Agreement or wish to negotiate new terms and/or conditions. The Response Form contains a section for you to state your position. If you do not state your position, you will be deemed to have accepted the terms and conditions in the draft Master Services Agreement in full.

## RFP Terms

View the [RFP Terms](https://www.procurement.govt.nz/assets/procurement-property/documents/templates/rfp-terms-and-conditions.pdf) dated June 2021.