

Request for Information in preparation of the tender Plush animals for museum shop Naturalis

Organisation: Naturalis Biodiversity Center

Naturalis Biodiversity Center (Naturalis)

Naturalis is one of the world's leading natural history museums. Our collection is one of the best in terms of both scale and quality. The institute is a valued partner within the network of the 12 largest museums of natural history in Europe and America (Washington DC, New York, Chicago, Denver, Los Angeles, Toronto, Berlin, Paris, London, Copenhagen, Brussels, and Leiden) and a core member of the Consortium of European Taxonomic Facilities (CETAF).

Thanks to our collection, scientific expertise, and research facilities, we play an essential role in biodiversity research at both national and international level. We work with all of the Dutch research universities and several universities of applied sciences. Our contribution towards the academic landscape in the Netherlands is substantial, in the form of chairs, lectorates, supervision of PhD candidates, and BSc/ MSc education, but also through scientific conferences, a national research agenda, and subsidy programs.

At an international level, Naturalis is a leading institute when it comes to compiling and providing access to digital biodiversity information. Naturalis employees fulfill management roles within the Global Biodiversity Information Facility (GBIF), the Catalogue of Life (CoL), and the international Barcode of Life (iBOL) initiatives.

As the largest museum of natural history and one of the largest science-oriented museums in the Netherlands, we are a leading national provider of educational and public activities. Our activities in this context include membership of the Foundation for Dutch Natural History Collections (SNNC) and the Association of Science Museums and Science Centers in the Netherlands (VSC). The building and the new exhibitions, as well as our online campaigns and activities, are rated highly by the public and our peers.

In 2020, all Naturalis facilities were housed in an entirely new museum building that we have developed, constructed, renovated, and brought into use over the last few years. We have built an open IT infrastructure for national biodiversity data services according to the latest standards, which is suitable for managing large flows of information and high-performance computing applications. Many new employees have found their feet within our organization. We have expanded and strengthened our relationships with our partners in the scientific community, the corporate sector, government bodies, and society.

Museum and shop

A total of 508,471 visits were made to the museum in 2023, a new record for Naturalis. For more information about the museum please visit <https://www.naturalis.nl/en/museum/museumshop>.

Purpose of this request for information

The purpose of this request for information is:

- To find out which parties potentially are interested in the tendering procedure and the contract;
- To ensure that the tender is well aligned with the interests and possibilities of the tenderers;
- To collect suggestions from potentially interested parties on possible adjustments for the tendering procedure and the contract.

Reason for the tendering procedure

The purpose of the tendering procedure is to select one suitable supplier to supply naturalistic plush animals and dinosaurs. The supplier must be able to supply a wide catalogue of plush animals and dinosaurs so that the museum store can respond well to the museum's exhibits and the needs of its visitors.

Description and objective of the contract

Naturalis will conclude a framework agreement with the supplier. Under this framework agreement, Naturalis can place orders for plush animals and dinosaurs. The supplier must have the following characteristics:

- The supplier has implemented sustainability as far as possible in its production and supply chain;
- The supplier can provide a wide collection of naturalistic plush animals and dinosaurs;
- If Naturalis has a need for a plush animal or dinosaur that is not supplied by the supplier as standard, Naturalis has the right to purchase these from another supplier. Custom-made
- The supplier provides a user-friendly ordering system.

Duration of the assignment

Naturalis intends to conclude a framework agreement for an initial contract period of 24 months, including two unilateral options for the contracting authority to extend the framework agreement by 12 months. The maximum duration of the framework agreement will be 48 months, including extension options.

Budget indication

Future sales are not certain but based on past years, Naturalis currently estimates that the value of the contract will be around EUR 100,000 excluding Dutch VAT.

European Open Tendering Procedure

Naturalis is bound by European and Dutch procurement laws and regulations. For this contract, this means specifically that Naturalis is obliged to follow the European Open procedure. The European Open procedure has several formal procedural and formal requirements. Although Naturalis will minimize the administrative burden on you as much as possible, reading the documentation, writing the offer and filling in the necessary document will require a considerable amount of time from you.

TenderNed

An important feature of the European Open procedure is that the contract is published publicly on TenderNed. TenderNed is a Dutch online tender platform that unfortunately is only available in Dutch. This means that although the tender documents will be in English, to use the platform you have to understand the Dutch content and instructions. There are Dutch advisory firms that can assist in the use of TenderNed for a fee

(<https://www.tenderned.nl/cms/en/english/training-and-consultancy-businesses>).

Planning

Naturalis would like to start the European Open procedure as soon as possible. In practice, that would probably be in October. The procedure itself would have a lead time of about three to four months.

Questions

Please answer the following questions:

1. Would you be interested in submitting a proposal for the aforementioned assignment considering the description and planning of the assignment?
2. Which of the 17 UN sustainable goals (<https://sdgs.un.org/goals>) are you currently contributing to with your plush animals?
3. Which of the 17 UN sustainable goals will you be contributing to in the next 3 years?
4. Are you able to handle orders of EUR 20,000? I.e. deliver them quickly, and finance them?
5. What is your average delivery time for an order?
6. Please send us your most current catalog with plush animals and dinosaurs, including purchasing prices.
7. Do you have a representative for the Dutch market? And if you do, is he/she fluent in Dutch?
8. Do you have any comments or suggestions for improvement of the tendering procedure or the contract? If so, please list them accordingly.

Application

Interested companies are invited to send an expression of interest to Naturalis via the message module of TenderNed. Please clearly state the name of the contact person of your company and his or her contact details.

Follow-up

Depending on the information collected with this RfI Naturalis could start an European open tender procedure. Interested parties will be invited to participate in this procedure via TenderNed (www.tenderned.nl). If this RfI shows that there are no suppliers interested to participate in an European Open procedure for this contract. Naturalis will choose one supplier to negotiate and conclude the contract with.

Naturalis can use the information collected as a result of this request for information when revising the assignment. Participants to this RfI should note that information they provide in the context of this request for information may be made public (albeit in anonymised form).

In the follow-up process, no distinction will be made between parties that have or have not participated in this RfI-procedure.

Deadline

The deadline for responding to this request for information is set at **23 August 2024, at 17:00h CEST**

Yours sincerely,

Thomas van Oudheusden
Procurement consultant
Naturalis Biodiversity Center