National Army Museum Tender Number K-7-9-4-6-1 (internal reference only):

Date of Release: 22 Feb 2019

**Project Brief**

The National Army Museum wishes to appoint a contractor to make good, paint and build the set works for our next temporary exhibition The Art of Persuasion. War-time posters by Abram Games.

Scope of Works:

* Preliminaries and coordination with 2D and 3D designers on relevant structures as specified.
* Installation of 7 walls of Museum owned Panelock system made up of :

2no. 3600mm in width

2no. 2400mm in width

2no. 3600mm + 1200mm in width

1no. 2400mm + 1200mm in width

* Preparation of all wall surfaces, including the Panelock system to specifications outlines below including painting.
* Removal of wall graphic at exhibition entrance, making good and prep for new vinyl wallpaper.
* Production, fabrication and installation of the following setwork elements:

Table structure to house 2 AV screens and 1 inset object and direct to print media graphic (by others). See drawing 028\_701

Three base units to house Perspex display tops. See drawing 028\_710

Setworks for 3 Meyvaert display cases (2200 x 600mm) triple-coated with dacrolyte before painting to ODDY approved standard and label fittings (TBC). See drawing 028\_720

Plinth to house 22-inch touchscreen. See drawing 028\_703

Plinth to house small exhibition booklet. See drawing 028\_703

Weighted voile screens (voile to be printed and supplied by others for 3D contractor to fit). See drawing 028\_700

8 structures to support graphic theme panels (supplied by others) See drawing 028\_730.

* Installation only of the following setwork elements, designed by others:

Suspended light sheet installation. See drawing ‘NAM Art of Persuasion\_Light Sheet Detail\_Planlux’

Filling/packing out gaps between panelock walls and main walls of the space.

Thorough clean of gallery after messy works and prior to graphic/object install

Removal of waste from site

Included as separate documents with this tender brief are:

* Panelock information
* General arrangement of exhibition layout – Drawing 028\_200
* Drawing 028\_700
* Drawing 028\_701
* Drawing 028\_702
* Drawing 028\_703
* Drawing 028\_710
* NAM Art of Persuasion Light Sheet Detail Planlux
1. **The Contractor will be responsible for:**

1.1 Making good, preparing and painting gallery with minimum of two coats of vinyl matt emulsion as specified (details to follow). Where coverage requires additional coats the express approval must be given by Museum staff. Provision of paint and labour and paint only must be provided as separate costs.

1.2 Installation of the Museum owned panelock system to specified detailed design. Making good, sanding and preparing the panel lock walls before applying minimum two coats of paint. Where coverage requires additional coats the express approval must be given by Museum staff. Paint requirements are provided on the floor plans. Paint should be vinyl matt and the provision of paint and labour and paint only must be provided as separate costs.

1.3 Panelock system to be filled, sanded and sealed prior to painting to ensure finish is free from cracking/joins between panels. Zinseer seal or equivalent to be used. Painted with two coats of vinyl matt emulsion to be specified. Where coverage requires additional coats, the express approval must be given by Museum staff. Provision of paint and labour and paint only must be provided as separate costs.

1.4 Ensuring the fixing and stability of the hanging light interactive.

1.5 Production, delivery and installation of set-works to detailed drawings provided.

1.6 Responsibility for duty of care to building and internal structures during work. All precautions must be taken to avoid damage including the supply/fitting of suitable protection for floor and other areas of gallery spaces.

1. **Timetable/ Schedule**

The contract will be awarded by Monday 11 March. On-site installation will begin on Monday 18 March 2019. All messy works should be completed by Sunday 24 March, installation of setwork elements may continue after this time until Friday 29th March in tandem with the graphic and object install and taking into consideration the clean environment required for those installs.

Access notes:

Movements outside the gallery will need to be restricted to outside of opening hours. Entry to the National Army Museum will be via the groups entrance, from the museums staff carpark off Royal Hospital Road. These doors enter the museum on the first floor. We do not have a loading bay or dedicated goods lift but there is a large passenger lift that will accommodate most of the movements

Normal working hours are 08.00 – 18.00 Monday to Friday but late night working until 22.00 and weekend working are available on request.

1. **Health and Safety**

The company will be required to provide method statements and risk assessments for any potentially hazardous process that take place on NAM property (e.g. use of heavy lifting equipment, work at heights, etc.) and will be fully responsible for health and safety compliance for all work at lenders sites and during transit. Note where the contractor expects CDM compliance will be required they should highlight this and expected costs in their tender submission.

The company will be expected to comply with the Museum Contractor’s Code of Conduct which will be issued to the successful company.

1. **Site Visits**

Site visits to NAM in Chelsea can be accommodated if required (except Wednesdays). To arrange site visit contact Emma Harper at eharper@nam.ac.uk or on 020 7881 2494.

1. **Criteria on which tenders will be awarded**

In order of relevance:

* Strength of tender (Consideration of specific needs and experience). (50%)
* Overall cost. (30%)
* Proven experience of similar projects. (20%)
1. **Deadline for tenders**

The deadline for the tender is 12 noon on Friday 8 March 2019

All tender documents/electronic media are to be addressed to Secretariat or tenders@nam.ac.uk and annotated with “TENDER DOCUMENTS NOT TO BE OPENED BEFORE 12 noon on Friday 8 March. On no account are the tender documents to be passed to the requesting department before the tender board date.

Hard copy tenders are requested for reference but are not essential and can follow after the electronic submission.

Address for the return of hard copy tenders:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT