



INVITATION TO TENDER
EXHIBITIONS & EVENTS SERVICES CONTRACT

CLOSING DATE FOR TENDER RESPONSES – 5PM, September 2nd 2019

1 PURPOSE

- 1.1 The purpose of this Procurement Process is for The National Archives (TNA) to select a Supplier or Suppliers to provide Exhibitions and Events services.
- 1.2 This Contract is being competed as seven Lots. Potential Suppliers may bid for one, multiple or all of these Lots. Each Lot will be evaluated individually on its own merits.
- 1.3 This Contract is being competed on a no-minimum-expenditure-commitment basis. TNA cannot, therefore, guarantee how much business, if any, the successful Supplier for each Lot may be given over the Contract period.
- 1.4 The proposed Contract period for each Lot is 3 years, with one extension option of up to 12 months.

2 BACKGROUND

- 2.1 At [The National Archives](#) we are radically re-imagining our public programme as we transform into a vibrant and active cultural destination open to everybody. In the next three years we will deliver an ambitious and inspiring programme of exhibitions and events that will offer our existing and emerging audiences new ways of experiencing our unique collection.
- 2.2 The collection spans more than 1,000 years of national history and holds millions of individual and collective memories and stories, contained in iconic and everyday documents, records and objects, from the Domesday Book to vividly colourful Victorian designs to Margaret Thatcher's marginalia. We will work with storytellers, artists, designers, performers and our audiences to unlock this national story vault, animating our collection to create imaginative, immersive exhibitions and installations on and off site that experiment with new ways of displaying and interpreting archival material.
- 2.3 We envision our collection enlivening and populating as much of our public space as possible so the entire site is a creative and welcoming learning environment: creating moments of encounter with the unexpected and prompting curiosity and conversations.

3 THE PROCUREMENT PROCESS

- 3.1 This Procurement Process is about understanding and evaluating Potential Suppliers' Tender Responses for, and contractual commitments to, delivering the Contract.
- 3.2 Potential suppliers are invited to bid for one, multiple or all Lots at their own discretion. Each Lot will be evaluated individually on its own merits.
- 3.3 TNA will evaluate the Tender Responses received – and will make a Contract Award decision for each Lot - on the basis of Quality and Price. The evaluation methodology that will be applied is described in Section 6 of this document.
- 3.4 Dependent on the volume of responses received for each lot TNA may shortlist suppliers and invite those suppliers to make a presentation, before we make a contract decision for one or more of the lots.
- 3.5 Although this opportunity has been advertised with an estimated contract value of £500,000 TNA cannot make any commitment as to the minimum level of expenditure for any of the lots.

4 HOW TO RESPOND

- 4.1 If you have any clarification questions related to your Tender Response, please submit these to procurement@nationalarchives.gov.uk **by 5pm 1st August 2019**.
- 4.2 Please submit your Tender Response **by 5pm 2nd September 2019** to procurement@nationalarchives.gov.uk, providing the information specified in Section 5 of this Invitation to Tender document.
- 4.3 Potential Suppliers should note that there are [grounds for mandatory exclusion](#) from being awarded government contracts. By submitting a Tender Response you are self-certifying that none of these grounds apply to you or your organisation (or any other person who has powers of representation, decision or control in the organisation), or to any agents, affiliates or sub-contractors.

5 YOUR TENDER RESPONSE

5.1 Our requirements for each Lot are as follows. It is for Potential Suppliers to determine what format their Tender Response should take, for each Lot to which they are responding. However, please ensure that within your Tender Response for each Lot you address as a minimum the following:

- Your relevant experience in delivering the types of services that we require;
- How you would go about applying that experience in delivering services to TNA;
- The contact details of a previous or current customer with whom we can take up a telephone reference;
- Your proposed rate card

5.2 Lot 1 – Exhibition Design

We are keen to develop and experiment with creative approaches to displaying and interpreting our collection and seek to work with an exhibition designer to realise this through immersive, theatrical and playful exhibitions and installations. This will involve designing atmospheric 3D environments with layered interpretation, working closely with digital artists and designers to incorporate film, sound and physical and digital interactivity.

The designer will be sensitive to the conservation and environmental requirements of our unique collection whilst developing imaginative approaches to displaying and unlocking the stories contained within the documents.

The designer will work closely and collaboratively with our Events and Exhibitions team, wider project teams and design team and directly with our audiences on projects of differing scales in the temporary exhibition gallery and other public spaces on site, and potentially outdoor or off-site projects.

What we're looking for: an inventive designer with substantial experience of working with cultural and heritage organisations to deliver amazing experiences for visitors. You will be able to deliver creative solutions with limited budgets and have a flexible, collaborative approach.

5.3 Lot 2 – Graphic Design

We seek to work with a graphic designer to create exciting and accessible visual languages and identities for a diverse range of exhibitions and displays, working closely and collaboratively with the Events and Exhibitions team and the wider design team on projects of differing scales.

We are keen to explore innovative design methods and materials and to experiment with visual-led interpretation of our collection.

What we're looking for: an inventive designer with substantial experience of working with cultural, heritage or commercial organisations to deliver amazing experiences for

visitors. You will be able to deliver creative solutions with limited budgets and have a flexible, collaborative approach.

5.4 Lot 3 – Exhibition Build

We want to appoint an experienced and versatile fit-out contractor to build and install temporary exhibitions, which could include temporary walls, scenic structures, joinery, acrylic and metal fabrication.

You will liaise closely with graphic and exhibition designers and the Events and Exhibitions team to deliver immaculately-finished exhibitions.

What we're looking for: a competitive build contractor with substantial experience of working with cultural and heritage organisations to deliver amazing experiences for visitors. You will be solutions-focused and committed to delivering the highest-quality results.

5.5 Lot 4 – Set worker

We are keen to work with a smaller-scale designer and fabricators, who may have a background in theatrical or production design, who can bring scenarios and exhibits to life by creating and populating 3D environments and scenic structures from 17thC coffee shops to 19thC opium dens.

You will be inventive and able to create robust, affordable and beautiful designs, sensitive to the conservation and operational needs of collections and cultural institutions.

What we're looking for: an inventive designer with substantial experience of working with cultural, heritage or commercial organisations to deliver amazing experiences for visitors. You will be able to deliver creative solutions with limited budgets and have a flexible, collaborative approach.

5.6 Lot 5 – Graphics

We want to appoint an experienced and versatile specialist team to produce and install beautiful large format graphics and 3D displays across a range of exhibition projects of different scales. You will have experience of working in the museum and heritage sector and of developing and delivering materials and working methods suitable for the conservation and operational needs of collections and cultural institutions.

What we're looking for: a competitive graphics contractor with substantial experience of working with cultural, heritage or commercial organisations to deliver amazing experiences for visitors. You will be solutions-focused and committed to delivering the highest-quality results.

5.7 Lot 6 – Digital Designer & Producer

We want to appoint an experienced, creative multimedia designer and producer to help us develop and deliver projects which could include immersive digital environments,

projection mapping, fixed and mobile digital interactives and games and experiments blending physical and virtual environments. You will have an excellent knowledge of existing and emerging technologies, be focused on robust, affordable solutions and be an excellent communicator.

You will work closely and collaboratively with the Events and Exhibitions team, wider project teams and design team and TNA's audiences.

What we're looking for: an inventive designer with substantial experience of working with cultural, heritage or commercial organisations to deliver amazing experiences for visitors. You will be able to deliver creative solutions with limited budgets and have a flexible, collaborative approach.

5.8 Lot 7 – AV Hardware & Installation

We seek to appoint an experienced and creative provider of audio-visual interpretation, who can provide off-the-shelf and bespoke solutions to deliver a range of different digital content and software across a variety of projects of differing scales.

You will work closely and collaboratively with the Events and Exhibitions team and design team to deliver, install and service robust, durable and beautiful solutions which will enhance our audiences' experience of our exhibitions.

What we're looking for: a competitive AV provider with substantial experience of working with cultural, heritage or commercial organisations to deliver amazing experiences for visitors. You will be solutions-focused and committed to delivering the highest-quality results.

6 EVALUATION METHODOLOGY

Tender Responses will be evaluated, and a Contract Award decision for each Lot made, using the following criteria:

LOT 1 – EXHIBITION DESIGN			
CATEGORY	MAXIMUM AVAILABLE UNWEIGHTED SCORE	WEIGHTING	MAXIMUM AVAILABLE WEIGHTED SCORE
Quality	10	7	70
Price	10	3	30

LOT 2 – GRAPHIC DESIGN			
CATEGORY	MAXIMUM AVAILABLE UNWEIGHTED SCORE	WEIGHTING	MAXIMUM AVAILABLE WEIGHTED SCORE
Quality	10	7	70
Price	10	3	30

LOT 3 – EXHIBITION BUILD			
CATEGORY	MAXIMUM AVAILABLE UNWEIGHTED SCORE	WEIGHTING	MAXIMUM AVAILABLE WEIGHTED SCORE
Quality	10	7	70
Price	10	3	30

LOT 4 – SETWORKER			
CATEGORY	MAXIMUM AVAILABLE UNWEIGHTED SCORE	WEIGHTING	MAXIMUM AVAILABLE WEIGHTED SCORE
Quality	10	7	70
Price	10	3	30

LOT 5 – GRAPHICS			
CATEGORY	MAXIMUM AVAILABLE UNWEIGHTED SCORE	WEIGHTING	MAXIMUM AVAILABLE WEIGHTED SCORE
Quality	10	7	70
Price	10	3	30

LOT 6 – DIGITAL DESIGNER & PRODUCER			
CATEGORY	MAXIMUM AVAILABLE UNWEIGHTED SCORE	WEIGHTING	MAXIMUM AVAILABLE WEIGHTED SCORE
Quality	10	7	70
Price	10	3	30

LOT 7 – AV HARDWARE & INSTALLATION			
CATEGORY	MAXIMUM AVAILABLE UNWEIGHTED SCORE	WEIGHTING	MAXIMUM AVAILABLE WEIGHTED SCORE
Quality	10	7	70
Price	10	3	30

For each Quality Category, a point score between 0 and 10 is available. These points will be allocated applying the criteria as listed in the table below. If any Category within your Tender Response mainly has the criteria of one score, but also has one or more criteria of a lower score, then that Category will be awarded the lower score.

10 Points	<ul style="list-style-type: none"> Potential Supplier's Tender Response exceeds TNA's expectations. Potential Supplier's Tender Response makes clear contractual commitments throughout. Potential Supplier has provided high-quality, compelling and convincing evidence to support all elements of their Tender Response. Potential Supplier has submitted a Tender Response which is highly relevant to the Requirement. Potential Supplier's Tender Response is clear, comprehensive and easy to understand. Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches.
7 Points	<ul style="list-style-type: none"> Potential Supplier's Tender Response meets TNA's expectations. Potential Supplier's Tender Response makes clear contractual commitments throughout. Potential Supplier has provided evidence to support most elements of their Tender Response. The evidence supplied is good and relevant to the Requirement. Potential Supplier has submitted a Tender Response which is highly relevant to the Requirement. Potential Supplier's Tender Response is clear, comprehensive and easy to understand. Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches.
4 Points	<ul style="list-style-type: none"> Potential Supplier's Tender Response partly meets TNA's expectations. Potential Supplier's Tender Response makes clear contractual commitments only in part. Potential Supplier has provided evidence to support only some elements of their Tender Response. The evidence supplied has only some relevance to the Requirement. Potential Supplier's Tender Response is not always clear, comprehensive and easy to understand. Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches.
1 Point	<ul style="list-style-type: none"> Potential Supplier's Tender Response fails to meet TNA's expectations. Potential Supplier's Tender Response makes limited contractual commitments Potential Supplier has provided little or no evidence to support most elements of their Tender Response. The evidence supplied is weak and has limited relevance to the Requirement.

	<ul style="list-style-type: none"> Potential Supplier's Tender Response is not clear, comprehensive or easy to understand. Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches.
0 Points	<ul style="list-style-type: none"> No Response submitted.

7 PROCUREMENT TIMETABLE

The Procurement Timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender is published	17 September 2019
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	5 pm, 1 August 2019
3	Deadline for Potential Suppliers to submit their Tender Responses to procurement@nationalarchives.gov.uk	5 pm, 2 September 2019
4	Time box for Potential Suppliers to present their Tender Responses	w/b 9 th September 2019
5	TNA to evaluate Tender Responses, identify preferred Supplier(s), notify and give feedback. Standstill begins.	16 September 2019
6	Contract Award	26 September 2019
7	Contract Start Date	1 November 2019

Any clarification question received that TNA deems to be relevant to more than one Potential Supplier may be shared with all Potential Suppliers participating in the Procurement Process

8 CONTRACT TERMS AND CONDITIONS

8.1 The proposed Terms & Conditions for the Contract(s) are as attached as Appendix A.