

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

Date of Release: 26 September 2018

Dispersal of loans from the Special exhibition “Special Forces”- National Army Museum, Chelsea

Project Brief

The National Army Museum (NAM) (**the Client**) wishes to appoint an art shipping company (**the company**) to transport 93 objects from the National Army Museum in Chelsea to 3 lenders and to de-install and pack and crate five larger objects.

Included as separate documents with this tender brief are:

- Excel spread sheet with a list of objects, crate dimensions, object dimensions (where required), courier requirements, lenders and return dates
- Specification of pre-existing crates
- Details of five objects for de-installation and packing only, crate specification to be confirmed.

1. The company will be responsible for:

- 1.1. Liaising with NAM and lenders from appointment onwards to ensure that dispersal of the objects will be achieved on time;
- 1.2. Where applicable, the provision of suitable packing systems to enable the safe transit of objects. This should include soft wrapping materials as well as transport crates;
- 1.3. Packing of objects for transport on collection at NAM;
- 1.4. Ensuring all objects are transported in a vehicle fitted with climatic control and air-ride suspension;
- 1.5. Collection and movement of objects from either the temporary objects store or gallery, on the second floor of the Museum, to transport vehicle. Please note this requirement with particular reference to the canoe from the Combined Military Services Museum, which will not fit in the Museum's lift;

- 1.6. Making all travel, accommodation and per diem arrangements for couriers, where required;
- 1.7. Insurance for all objects while in transit;
- 1.8. A duty of care to building and internal structures during transport and de-installation of objects. All precautions must be taken to avoid damage including the supply/fitting of suitable protection for floor and other areas of gallery spaces during de-installation of objects;
- 1.9. Ensuring the correct licences are held to transport the objects listed, including a Section 5 firearms licence;
 - Access notes: Entry to the National Army Museum will be via the groups entrance, from the Museum's staff carpark off Royal Hospital Road. These doors enter the Museum on the Ground 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 objects.
 - Examples of similar projects: The provision of evidence relating to previous projects of a similar nature to those detailed in the accompanying document is essential and will be viewed in support to suggested method and cost estimates. Of particular relevance would be evidence demonstrating appropriate handling of large 3D objects and the logistical management of projects involving multiple lenders.

2. Timetable/ Schedule

The tender will be awarded the week commencing 08 October 2018. The Museum will de-install all loan objects ready for dispersal on 29 October 2018. It will require all loan objects to be returned to lenders the week beginning 29 October 2018.

3. 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.

4. Site Visits

Site visits to NAM in Chelsea can be accommodated if required. To arrange these please contact Jenni Fewery, Registrar (jfewery@nam.ac.uk) or 020 7881 2467.

5. Criteria on which tenders will be awarded

in order of relevance:

- Strength of tender (Consideration of specific needs of objects). (50%)
- Overall cost. (30%)
- Proven experience of similar projects. (20%)

6. Deadline for tenders

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 8 October 2018. On no account are the tender documents to be passed to the requesting department before the tender board date.

Address for the return of hard copy tenders:

Secretariat
National Army Museum
Royal Hospital Road
Chelsea
London
SW3 4HT