**Tender for the Design and Build of Mechanical Stamper Units**

**for the Family Trail in the Permanent Galleries**

**at the**

**National Army Museum**

**4 April 2024**

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**Background Information**

**The National Army Museum**

The NAM, a Body incorporated by Royal Charter (1960), is the British Army's own Museum. It is the only museum in the United Kingdom to tell the Story of the Army from the Civil War period to today's military operations around the world. It commemorates the contributions of soldiers, male and female, who have served in the Army. By using examples from the past, the NAM inspires the present generation of soldiers to understand that they are the inheritors of a rich tradition of bravery, service and professionalism and allows greater understanding of the impact of our Army on our nation.

The National Army Museum has recently represented all the Museum’s permanent galleries.

These consist of:

* **The Formation Gallery** – which explains how and why our Army was formed.
* **The Soldier Gallery** – which showcases Soldiers stories and their routines.
* **The Global Wars Gallery** – charts the history of our Army’s deployments overseas.
* **The Conflict in Europe Gallery** – which charts the big European wars, from the French Revolutionary Wars to the Cold War.
* **The Army at Home Gallery –** Showcases the work of the Army on home soil from the 17th century to the present day.

**The Project Brief**

1. The NAM is seeking to appoint an interactive company to design, make and install the mechanical stamper units and the stamps. The individual units must contain the following elements:

* Mechanical enclosed unit with as few moving parts as possible.
* Guidelines to ensure the booklet is placed in the stamp machine accurately to line up with the stamp positions, at two angles.
* Because of the nature of the activity the Museum envisages that some of our visitors may wedge other items underneath the stampers, so we need the ability to clear this path quickly and easily. We do not want a large aperture where fingers could be trapped.
* Ability to change the ink (and stamps if required) in the future and to have a spare set.
* The unit must be encased in a lockable fascia to ensure that the mechanism cannot be interfered with by visitors.
* The unit must be able to be operated with suitable force to provide a clear stamp, yet also not a danger to small fingers.
* Parts sourced should be generic and easily replaced without reference to a specialised supplier.
* The family stamper trail is aimed at 4–10-year-olds so the height of the machines needs to be commensurate with this age range. The Museum will agree the height with of unit in discussion with the successful contractor.
* The units must be robust enough to withstand large groups of visitors.
* Contain a place to detail instructions, hold replacement booklets and consumables. The instructional graphic panel will be produced in house, an agreed holder must be discussed with the Museum.
* Units must be powder coated to match the galleries – RAL references tbc.
* Ink must be fast drying.
* The units must have a warranty period of at least 5 years from the date of installation.
* Suitable units must incorporate a suitable cupboard space with adjustable shelf and kick plate to store consumables.

**Note: The booklet holder does not form part of this tender but the lockable cupboard does.**

1. The NAM is creating a family stamper trail for children that will be sited in each of the permanent galleries. Each gallery will have a stamp unique to that gallery because the stamp will be based on an object in the gallery. Due to its size, the Conflict in Europe Gallery will have two stamps and units. Parents will be able to pick up a booklet which will ask questions about each gallery. Once the children have answered the questions posed, they will be able to stamp the booklet in the gallery, collecting stamps as they progress around the permanent galleries. The aim is to fill the booklet with stamps. We have enclosed the indicative artwork for the booklet (Annex G – under separate cover with Annex F), to show where the stamps need to fall on each page and the guidelines for feeding the booklet into the unit. **The artworked production files for the stamps will be supplied. There are 6 physical stamper units in total. A site visit is strongly advised. The units should be of an identical type and size in Annex F, to fit the locations also noted in Annex F. Annex G contains the indicative artwork for the stamper booklet and is linked to Annex F.**
2. Audience

The key audiences for the stamper interactive are families and 4-10 year olds children.

The primary learning outcome is to engage the children with the content of each gallery through the questions posed in the booklet and the stamps act as a ‘reward’ for answering the questions and to encourage conversation with their parents or guardians.

1. Project Team

* The Client is the Council of the National Army Museum
* Project Lead, Jane Holmes – Head of Exhibitions
* Tracey Weller – Head of Learning
* John Costa – Designer of the booklet
* Jamie Hunt – Family Learning Producer

1. Tender Fee

The fee for all works will be in the region of £30,000 + vat in total to cover both design development, physical production of the units and their installation.

The NAM suggests a drawdown schedule of 10% upon signing of the contract, 40% upon signing off the production drawings. 40% upon delivery and successful demonstration of the installed interactives on site. 5% retention fee for 24 months.

1. Tender Process

The tender process will be in accordance with the NAM Financial Procedures and an open tender process advertised on NAM website and Government Tender website.

1. Tender Timetable

The stamper units need to be installed in the galleries before the Autumn School Holidays. The Museum is closed to the public on Mondays so 2nd September 2024 would be a good time to install the units in the galleries.

Issue of Tender 3rd April 2024

Tender return 26th April 2024

Appointment 30th April 2024

Installation in the galleries 2nd September 2024

1. Tender Submission

Tenders shall comprise of two hard copies of the complete submission to include:

* The Completed Form of Tender (Annex A);
* Certificate of Bona-Fide Tender (Annex B);
* Contractor Qualification Questionnaire (Annex C);
* Health and Safety Questionnaire (Annex D);
* Template for pricing (Annex E)
* Location plan and unit sizes (Annex F) – under separate cover.
* Final Artwork for the stamper booklet and the stamps (Annex G) under separate cover.

Copies of all up to date Employers, Public Liability and Professional Indemnity and other relevant insurances – the value of EI and PL should be up to £5million.

Please ensure all necessary tender documents, and appendices are completed, signed and dated.

All tender documents are to be addressed to;

NAM Secretariat,

National Army Museum,

Royal Hospital Road, Chelsea,

SW3 4HT  and annotated with “TENDER DOCUMENTS NOT TO BE OPENED BEFORE 9.30am on 30th April 2024.

On no account are the tender documents to be passed to the requesting department before the tender board date. One hard copy should be accompanied by an electronic copy sent to [tenders@nam.ac.uk](mailto:tenders@nam.ac.uk) and annotated as above.

Tenders are to remain open for acceptance for a period of 90 days.

Note: Emailed and other electronic versions of completed tender are not to be submitted to the NAM prior to the scheduled opening date. Any tender received in this way will be returned and the tender deemed as inadmissible.

1. Contract Award Criteria

The evaluation of technical proposals will be on the basis of their responsiveness to the Project Brief, applying the evaluation criteria and point system indicated below.

Each responsive proposal will be given a technical score. A proposal considered to be unsuitable shall be rejected at this stage if it does not respond to important aspects of the

Unsuccessful tenderers shall be notified of the non-acceptance of their technical proposal after completing the selection process.

Tenders will be awarded on the absolute discretion of the Board of the NAM, in accordance with internal policies and statutory regulations.

The decision will be final and binding, no correspondence will be entered into.

Technical Proposal evaluation criteria and point system (Note - points to be inserted and agreed by Tender Board before tender is issued):

* 40% fee
* 40% experience and understanding of the project.
* 20% approach

1. References

References – tenderers must provide names and contact details of three recent similar contracts who could be approached to provide references.

1. Enquiries

All enquiries arising from this Invitation to Tender must be submitted in writing via email to:

[jholmes@nam.ac.uk](mailto:jholmes@nam.ac.uk)

Where an enquiry has bearing on the tender price it will be divulged to other tenderers.

1. Copyright and Intellectual Property

After the award of the tender, the copyright of any materials, or assets created for or supplied/during this project and in consultation with the Museum will remain the copyright of NAM and should not be used by other parties.

**Production drawings for the units, an operation manual and a list of working components are to be given to the NAM at the end of the project.**

1. Other Information

The contractor is advised that at no time do they become an employee of the NAM. They will, however, be expected to comply with the Museum's internal policies and procedures, including compliance in the areas of Equality & Diversity, Health, Safety and Environmental, Ethics and Data Protection (including Freedom of Information requests) and Confidentiality. Copies of all the Museums policies will be provided on commencement of the tender.

The successful tender will be expected to sign the Museum’s standard contract for the works. Tenderers will note that the Museum’s contract will be legal document on which the work will be awarded. This will be made available to the successful tenderer.

**Annexes**

* Annex A – Form of Tender
* Annex B – Certificate of Bona-Fide Tender
* Annex C – Contractor Qualification Questionnaire
* Annex D - Health & Safety Questionnaire
* Annex E - Template for Pricing
* Annex F & G– Design Drawings for the locations of the units in the galleries and the overall size of the unit (under separate cover)
* Annex G – Final artwork for the Stamper Trail booklet and the stamps (under separate cover).

**Annex A – Form of Tender**

Tender for: Family Stamper Trail at the National Army Museum

To: The Council of the National Army Museum

Sirs,

I/We the undersigned, having examined the enclosed tender documents and Appendices, do hereby offer to execute and complete in accordance with the said documents the works described therein:

For the sum as listed in the attached document:

Tenderer Reference:

I/We hereby affirm our agreement to enter into a contract with the Council of the National Army Museum for the due performance of the Works in the form described by the above said documents.

I/We have completed the Certificate of Bona-Fide Tender included in this document

I/We understand that the Trustees are not bound to accept the lowest or any tender which may be received nor or responsible for any cost incurred in the preparation of any tender

I/We declare that this offer is to remain open for acceptance for a period of thirty days from the date fixed for the receipt of tenders

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

**Annex B – CERTIFICATE OF BONA-FIDE TENDER**

Tender for: Family Stamper Trail at the National Army Museum

I/We certify that this is a bona-fide tender and that I/we have not fixed or adjusted the amount thereof by or under in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and I/We undertake that I/we will not do at any time any of the following acts:

* 1. Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of such amount(s) was necessary to obtain insurance premium quotations required for the preparation of the tender.
  2. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
  3. Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate the word “person” includes any person and anybody, association, corporate or un-incorporated; and “any agreement” includes such transaction, formal or informal, and whether legally binding or not.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

**Annex C: - CONTRACTOR QUALIFICATION QUESTIONNAIRE**

Please answer **all** questions and sign the declaration at end of the questionnaire.

1. If there is insufficient space for your response, please attach and sign any additional pages.
2. Please answer the questions specifically for your business **NOT** for the group if you are part of a group of companies.
3. Please note the term business refers to: Sole proprietor, partnership, limited liability partnership, incorporated company, co-operative, or voluntary organisation as appropriate.
4. This document is confidential, and all information provided will be for the purpose of supplier management only and kept solely within the National Army Museum. The information supplied by the contractor/supplier will be used to assess the contractor’s fitness for any work being tendered.

**Supply of this document to an applicant does not imply or guarantee that the recipient will be awarded works on a project.**

**A ADMINISTRATIVE INFORMATION**

A1 Trading Name of Business

A2 Registered Name of Business (if different from A1)

A3 How long has the business been trading?

A4 Main address for correspondence

A5 Registered Office address (if different from above)

A6 Name of person applying on behalf of the business.

A7 Position or title in the business of the person named in A6

A8 Telephone Number of the person named in A6

A9 Facsimile Number of the person named in A6

A10 E-Mail address of the person named in A6

A11 Is the business a sole trader, partnership, private limited company, public limited company, limited liability partnership, co-operative, voluntary organisation or other? (Please specify)

A12 Please provide the business’ VAT Registration Number

A13 If applicable, please state the number and date, and provide a copy of the Certificate of Incorporation or Registration (and Change of Name) under the Companies Acts or Industrial and Provident Societies Acts in the UK or the professional or trade register of the EU member state in which the company is established.

Applicable/Not applicable:

Certificate Number:

Date:

A14 Is the business part of a group?

Yes/No:

A15 If part of a group, please describe the group structure, (please provide an organisation chart if appropriate) and give names of the other Divisions or Subsidiary Companies in the Group.

Attached/Not Attached:

**B BUSINESS PROBITY**

B1 a) Being a company, no resolution has been passed or Order of the Court made for the company’s winding up otherwise than for the purposes of *bona fide* reconstruction or amalgamation, or receiver, or manager, or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof, or is not the subject or proceedings for any of the above procedures, or is not the subject of similar procedures under the law of any other state.

Not applicable / confirmed / not confirmed:

Details:

b) Being an individual, you are not bankrupt, you have not had a receiving order or administration order made against you, or made a composition or arrangement or trust deed with or for the benefit of your creditors, or made any conveyance or assignment for sequestration of your estate or appear to be unable to pay or to have no reasonable prospect of being able to pay a debt within the meaning of the Insolvency Act or any similar procedure under the law of any EU member state.

Not applicable / confirmed / not confirmed:

Details:

B2 Please confirm that no Directors, Partners, Associates or the Company Secretary have been involved in any company, which has been liquidated or gone into receivership.

Confirmed / not confirmed:

Details:

B3 Please confirm that none of the Directors, Partners, Associates or the Company Secretary has been convicted of a criminal offence relating to the conduct of their business or profession.

Confirmed / not confirmed:

Details:

B4 Please confirm that neither the company nor any of the Directors, Partners, Associates or Company Secretary has committed an act of grave misconduct in the course of their business or profession.

Confirmed / not confirmed:

Details:

B5 List the full names of every Director, Partner, Associate and the Company Secretary and indicate their title.

Attached / Not Attached:

B6 Please confirm that all obligations relating to the payment of taxes under the law of any part of the United Kingdom or the EU member state in which the company is established have been fulfilled.

Confirmed / not confirmed:

Details:

B7 Please confirm that all obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or EU member state in which the company is established have been fulfilled.

Confirmed / not confirmed:

Details:

B8 Please confirm that you understand that serious misrepresentation in the provision of information will be grounds for disqualification from the tender process.

Confirmed / not confirmed:

**C ECONOMIC AND FINANCIAL STANDING**

C1 If the business is a member of a group of companies, please give the name and address of the ultimate holding company.

C2 Would the ultimate holding company be prepared to guarantee your contract performance as its subsidiary?

Yes / No:

C3 Please state the name and title of the person in the business responsible for financial matters:

C4 Please confirm that we may obtain references from your bankers and provide their name and address:

Confirmed / not confirmed:

Details:

C5 Have you been trading for 3 years or more? **If no go to C7**, if yes, please attach copies of your audited Accounts for the past **three** years, to include:

* Balance sheet
* Profit and Loss Account
* Full notes to the Accounts
* Director’s Report
* Auditor’s Report
* Statement of Turnover in respect of the services to be provided under this contract.

NB: Where no accounts are audited, signed copies of the Partnerships accountant should be submitted.

Details attached – Yes / No:

C6 If the Accounts you are submitting are for a year ended more than 10 months, ago. Please confirm that the business is still trading and provide a statement of turnover since the last set of published accounts:

Not applicable / applicable:

Details attached – Yes / No:

C7 Has your business ever had a contract terminated for breech under the terms of the contract? (If yes, please provide details)

Not applicable / applicable:

Details attached – Yes / No:

C10 Has your business ever not had a contract renewed for failure to perform to the terms of the contract? (If yes, please provide details)

Not applicable / applicable:

Details attached – Yes / No:

C11 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Employer’s Liability Insurance Policy or other evidence that you have such insurance.

C12 Please give the Name of the Insurer, Policy Number, extent of cover, expiry date and provide a copy of your Employers/Public/Product Liability (Third Party) Insurance Policy or other evidence that you have such insurance.

C13 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Professional Indemnity Insurance Policy or other evidence that you have such insurance

**D COMPLIANCE WITH EQUAL OPPORTUNITIES LEGISLATION**

D1 Is it your policy as an employer to comply with your statutory obligations under the Equality Act 2010 or similar legislation of the EU member state in which applicant is established) and, accordingly, your practice not to treat one group of people less favourably than others because of their sex, colour, race, nationality or ethnic origins or disability in relation to decisions to recruit, train or promote employees?

Yes/No:

D2 In the last three years has any finding of unlawful racial, sexual or, disabilities discrimination been made against your organisation by any court or Employment tribunal?

Yes/No:

D3 In the last three years, has your organisation been the subject of formal investigation by the Equality and Human Rights Commission or other equalities body (or similar organisation in an EU member state) on grounds of alleged unlawful discrimination?

Yes/No:

D4 If yes, what steps did you take in consequence of that finding?

D5 Is your policy on equal opportunities set out:

a) in instructions to those concerned with recruitment, training and promotion?

Yes/No:

b) in documents available to employees, recognised trade unions or other representative groups of employees?

Yes/No:

c) in recruitment advertisement or other literature?

Yes/No:

d) in service delivery guidance notes/procedures or your quality manual?

Yes/No:

**E SUPPLIER STATEMENT**

We certify that the information supplied is accurate to the best of our knowledge and that we accept the conditions and undertakings requested in the assessment. We understand that false information could result in our exclusion from the Tender process or the Approved Suppliers List at any time, even after initial inclusion. We also understand that it is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower such body to cancel any contract currently in force and will result in exclusion from the Tender and / or the Approved Suppliers List.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: (in BLOCK LETTERS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This form should be signed by a Director, Partner or other authorised signatory of the organisation and returned as part of the Tender Response

**ANNEX D: - HEALTH AND SAFETY QUESTIONNAIRE**

**1. COMPANY DETAILS**

Registered Office:

Main contact office (if different):

Contact Telephone numbers:

Contact email address:

Total number of employees:

Does your Company have a health and safety policy statement?

If yes, please attach a copy to this questionnaire.

**2. ORGANISATION FOR HEALTH AND SAFETY**

Does your Company have a Director/Senior Manager who is responsible for health and safety? If yes, please give their details.

Name:

Contact telephone number/s:

     

Contact email:

Does your Company have a Health and Safety Manager/ Advisor? If yes, please give their details.

Name:

Contact telephone number/s:

Contact email:

If your Company’s Health and Safety Manager/Advisor is a Consultant then please provide their company’s full details.

Company name:

Business address:

Main Switchboard number:

Does your Company maintain written health and safety procedures? If yes, please provide information concerning your procedures for the following:

• Training

• Providing health and safety information to employees

• Health and safety committees

• Testing of equipment

• Risk assessment

• Supervision

How does your organisation keep up to date with changes in health and safety?

**3. INCIDENTS/ ENFORCEMENT ACTION**

Please provide information showing the number and nature of RIDDOR reported incidents over the last 3 years.

How are accidents/ incidents reported and investigated within your Company?

How are near misses reported and investigated?

Has any Enforcement Authority (HSE or Local Authority) served an improvement or prohibition notice on your Company within the last 3 years?

If so, please provide details.

Has your Company been prosecuted for health and safety offences within the last 3 years? If so, please provide details.

**4. RISK ASSESSMENT**

Has your Company completed risk assessments for this type of work? If so, please provide examples of assessments.

Who is responsible for carrying out risk assessments on your work activities?

Please provide examples of method statements for this type of work.

**5. WORK ON SITE**

When working for the National Army Museum, will you use any sub-contractors? If so, how do you ensure that sub contractors will be suitable?

Who will be responsible for supervision on the site?

How do you intend to monitor the work of your employees, including sub-contractors, while they are working on our site?

If you intend to use any hazardous substances, have risk assessments been carried out? If so, please provide details:

How do you ensure that equipment brought onto site will be safe?

How will you ensure that any waste is suitably controlled and disposed?

**6 OTHER INFORMATION**

Please provide the names, addressees and contact telephone numbers for 3 references for organisations where you have carried out similar work

**Reference 1:**

Name:

Address:

Telephone Number/s:

     

**Reference 2:**

Name:

Address:

Telephone Number/s:

**Reference 3:**

Name:

Address:

Telephone Number/s:

**ANNEX E**

**Template for Pricing**

|  |  |
| --- | --- |
| **Element** | **Price** |
|  |  |
| Design & Manufacture of the stamper units and cabinets (price for all 6) | £ |
| Installation on site cost | £ |
| Maintenance cost | £ |
| Total cost incl VAT | £ |
| Total Cost excl VAT | £ |
| Warranty period |  |

Note:

The above Pricing Template, should be in conjunction with the drawings in Annex F (issued under separate cover) and the specifications in Annex F and Annex G.

All costs to be inserted and totalled