**Tender for the Design of the Temporary Exhibition**

**‘Brothers in Arms – The Sherwood Rangers’ (working title)**

**at the**

**National Army Museum, Royal Hospital Road, Chelsea**

**London, SW3 4HT**

**Contents**

|  |  |
| --- | --- |
|  | Page |
|  |  |
| Contents | 1 |
| Background Information | 2 |
| The Project - Scope of Works | 2 |
| Out of Scope | 3 |
| Project Liaison | 3 |
| Project Team | 3 |
| Tender Process | 4 |
| Key Dates | 4 |
| Award Criteria | 4 |
| Fee | 4 |
| Tender Return | 4 |
| Tender Submission | 5 |
| Tendering Costs | 5 |
| References | 6 |
| Enquiries | 6 |
| Copyright and Intellectual Property | 6 |
| Other Information | 6 |
|  |  |
| **Annexes** |  |
| Annex A: Form of Tender | 7 |
| Annex B: Certificate of Bona Fide Tender | 8 |
| Annex C: Contractor Qualification Questionnaire  **Under Separate Cover:**  Appendix 1 – Focus Gallery General Arrangement Drawings  Appendix 2 – Exhibition Overview  Appendix 3 – Draft Exhibition Timeline | 9 |
|  |  |

**Background Information**

**The National Army Museum**

1. 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 as a whole from the medieval period to today's military operations in Kosovo, Sierra Leone, Iraq and elsewhere. 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. NAM enhances the public’s understanding of the British Army, its heritage and values.
2. The Focus Gallery at the NAM is a small, 50 m2 space, which hosts the Museum’s smaller temporary exhibitions. It is sited on the 2nd floor of the building and easily accessible via a large passenger lift. The space used to be part of a larger gallery which was sub divided consequently, there is some sound leakage from the adjoining gallery. Appendix 1 (available under separate cover) shows the Focus Gallery General Arrangment Drawings of the empty gallery plan.

The NAM is working with the author James Holland to create an exhibition devoted to the WWII exploits of the Sherwood Ranger Yeomanry, a tank regiment that participated in almost every major battle in the North Africa Campaign. The reconnaissance troop was the first British unit to fight on German soil in 1944.

The exhibition centres on the wartime experiences of several members of the regiment, highlighting their bravery, resilience and humanity during WWII.

The exhibition is still at the development stage and a defined narrative and object list will be available from 14th June 2021. However, a brief overview of the Sherwood Yeomanry during WWII can be found in Appendix 2 and 3 Overview and timetable (under separate cover).

The exhibition is due to open 9th December 2021 and close on 6th May 2022. Designers will be required to produce a timetable for delivery of the design components that fits within the wider exhibition timetable in Appendix 3.

**THE PROJECT**

1. **Scope Of Works**

The NAM wishes to appoint an exhibition designer or design company, to create the design for the exhibition from the concept stage to final dimensioned As Built drawings to construct from. The successful tenderer will be responsible for not only the look and feel of the exhibition, but also any 3D structural elements and exhibition furniture. The NAM has display cases which we would like to re-utilise to keep costs down. These can be painted or clad. All structural elements and exhibition furniture must be compliant with CDM regulations and H&S guidelines. Materials utilised need to have passed Oddy testing and be suitable for use with historic artefacts and agreed with NAM in advance. Design solutions for the display of objects must be approved by the Conservator and Exhibition Manager at the NAM. The look and feel of the exhibition must enhance the aims and themes of the exhibition narrative. Build elements should be achievable within a build budget of £8,000.

The successful tenderer is also responsible for the graphic elements of the exhibition, including title walls, object labels and large- scale imagery. The successful tenderer should account for the production of visuals for presentation to NAM board members and also artworking graphic files to print from. The successful designer will be required to liaise with graphic production companies to produce the graphics elements, including approval of proofs. This is a complete design turnkey operation. £5,000 is available for the production of exhibition graphics.

The designer will therefore be required to attend regular project meetings, some of which will be on site. It is crucial that site visits take place on a regular basis to ensure that structures fit the space and the layout utilises existing socket and data outlets, whilst accommodating other fire requirements and security cameras within the space.

Prior to submitting a tender response, a site visit is necessary. During the build phase, which will be tendered separately by the NAM and managed by the NAM, the designers will be required to attend site at various phases of the build.

The visual identity of the graphic elements of the exhibition, also provides the visual identity for our marketing and communications team to ensure that posters and supporting public programme material, has the same visual language as the exhibition itself. Therefore, the successful designer should be willing to make these elements available to other NAM departments.

1. **Out Of Scope**

Audiovisual elements will be produced in house, educational elements, literature for marketing purposes, website presence, will all be in house at the NAM. The NAM will also focus lighting and install the objects into the exhibition. The Exhibition narrative will rest with the curators. Project Management of the build and overall exhibition will rest with the NAM Exhibition Manager.

**PROJECT LIAISON**

1. **Project Team**

The NAM has established a Project Team to ensure the progress of the works and the on-going project. The key personalities are as follows:

* Client - Council of the National Army Museum
* Project Lead – Ms Jane Holmes – Exhibitions Manager
* The Project Team - Curators: James Holland and Andrew Whitmarsh, overseen by Ian Maine.
* Terri Dendy – Head of Conservation

The above group is supported as required by other members of NAM staff.

**TENDER PROCESS**

1. **Key Dates**

|  |
| --- |
| Issue of Tender 17 May 2021 |
| Tender return 1 June 2021 |
|  |
| Design pitches around 8 June 2021 |
| Appointment 10 June 2021 |
| Internal Tender Board meeting 4 June 2021 |

1. **Award Criteria**

Tenders will be judged on the following criteria:

40% understanding of the project brief.

35% value for money

25% Experience of similar projects. It is therefore crucial that companies have experience of exhibition design in a museum or heritage setting and demonstrate this by including details of similar projects in their brief.

The NAM will ask the three designers who score the highest on the above criteria to attend site at NAM to pitch ideas for the job.

This tender brief should be read in conjunction with the separate Appendix 1 Focus General Arrangement Drawing. Please ensure all necessary tender documents, and Annexes are completed, signed and dated.

1. **Fee**

£4,600 + VAT (four thousand and six hundred GBP) is available for the design element of the exhibition.

1. **Tender Return**

All tender documents/electronic media are to be addressed “TENDER DOCUMENTS NOT TO BE OPENED BEFORE 10am on 1 Jun 2021” to. An electronic version should be sent to [tenders@nam.ac.uk](mailto:tenders@nam.ac.uk) and annotated with. On no account are the tender documents to be passed to the requesting department before the tender board date.

The tender shall be addressed to:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT

Tenders are to remain open for acceptance for a period of 30 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.

**Tender Submission**

1. 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);
* A lump sum fee for the provision of project. This fee is to include all expenses such as travel, accommodation, disbursements;
* Tenderers are required to include a suggested fee drawdown schedule in the tender. The NAM reserves the right to amend any suggested draw down schedule. An hourly rate for each category of personnel should be provided in the event that the Client instructs specific additional duties;
* 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 £10million. Note: depending on level of works this can be reduced;

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

**Tendering Costs**

1. The Client will not be responsible for or pay for any costs or expenses that are incurred by any tendering contractor in preparing and submitting their tender.

**References**

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

**Enquiries**

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

jholmes@nam.ac.uk

**Copyright and Intellectual Property**

1. After the award of the tender, the copyright of any materials, or assets created for/during this project and in consultation with the Museum will remain the copyright of NAM, The producer may ask NAM for permission to use these assets, and 'this will not be unreasonably withheld'.

**Other Information**

1. The Post Holder 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.
2. The successful tender will be expected to sign the Museum’s standard contract for the works. 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 A – Form of Tender**

Tender for: Design of the Brothers in Arms: Sherwood Ranger exhibition 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: Design of the Brothers in Arms: Sherwood Ranger exhibition 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 any body, 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: - 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 breach 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 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.

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