



Expression of Interest – Auditorium and Conference Room Hardware and Installation

The National Archives (TNA) requires a supplier to partner with to enable the conversion of two of our conference spaces to deliver hybrid conferences/events. These spaces are our **Auditorium** and **Conference Room 1GD**.

At our single site in Kew, West London, we have an Auditorium with a normal capacity of 150 seats and an expansion capacity of 250 seats for non-screen events. The Auditorium opened in 2017 and was designed for in-person, on premise events. The impact of Covid and changes to ways-of-working mean we now need to be able to deliver hybrid events to/from the Auditorium. For dimensions and photographs, please see **Annex 1**.

We require a supplier to collaborate with us in designing and delivering a capability to deliver 1-way (Teams Live, Teams Webinar, Zoom webinar, YouTube, etc.) and 2-way (Teams meeting, Zoom meeting, etc.) events from the Auditorium, integrating with the existing built-in sound and video system.

Conference Room 1GD has a capacity of 18 people and is equipped with a ceiling mounted projector, speakers and retractable screen. We require a supplier to collaborate with us in designing and delivering a full proposal for equipping this room to enable Microsoft Teams meetings, including the type of equipment, audio, stands and repeater screens etc., if necessary. For dimensions and photographs, please see **Annex 1**.

The successful provider(s) will ideally be able to draw upon a diverse range of skills and experience within this specialist field. We are looking to partner with a supplier who will be able to design and deliver the requirement in full – including hardware provisioning and installation and commissioning services.

There is no set format for your Expression of Interest. Please reply with:

- Details of your relevant experience;
- A specific example related to each conference space (The Auditorium and Conference Room 1GD), telling us with whom you have worked, for how long and the services provided; and
- Your fees/fee mechanism(s)

All suppliers who submit an Expression of Interest will be invited to a Supplier Day on **6th October 2022** at The National Archives in Kew, Richmond (UK) and subsequent Invitation to Tender. Our maximum budget for this project is **£22,500 exclusive of VAT**. This will include all hardware, installation and commissioning services. The closing date for Expressions of Interest is **3PM (UK Time), Thursday 29th September 2022**.