**National Army Museum Graphics Tender for the Permanent Gallery Titled ‘Army at Home’.**

Date of Release: 8th June 2023

**Project Brief**

The National Army Museum wishes to appoint a suitably experienced and qualified graphics company to print and install the graphic elements of a new permanent gallery entitled *Army at Home.* This exciting new gallery at the National Army Museum, Chelsea, explores the work of the British Army on home shores and the Army’s role in forging a united nation. It opens to the public on 19th September 2023, but needs to be completed by the 12th for press and event previews.

The graphics remit comprises object labels, text panels and a small amount of large scale wallpaper imagery. It also includes facsimiles of some paper items which need to resemble the original items as closely as possible, provision of samples and installation on site. Facsimiles should be on a matt surface with a cartridge paper quality and we look forward to suggestions on how best to replicate these. A complete schedule of all elements and materials can be found at **Annex A Graphics Schedule,** under separate cover. There will be an element of working at height required to install the large scale wallpaper imagery and the contractor should ensure a “safe system of work” is in place and the cost of any specialist equipment hire is included in the tender.

**The value of the tender is assessed in the region of £20,000 for the entire package** and responses should be broken down, detailed and totalled against each element in the column marked ‘Cost’ on Annex A which is under separate cover.

Contractors are requested to read the following documentation under separate cover, to inform their tender submission:

* **Annex A –** Graphics Schedule, with a list of graphic elements, including column for detailing costs.
* **Annex B –** Drawings of case layouts
* **Annex C –** Drawings of wall elevations and case layouts showing labels

Artworked files will be provided.

1. **The successful company will be responsible for:**

1.1 Print and production of graphic package to the specifications provided by the Exhibition Designers PLB and supply of samples;

1.2 Installation of printed graphics on site at the National Army Museum, Royal Hospital Road, Chelsea, London. **Supply and installation of graphics on site in the exhibition at the National Army Museum, Chelsea between 14th to 18th August 2023.**

1.3 Responsibility for duty of care to building and internal structures during work. All precautions must be taken to avoid damage including the supply/fitting of suitable protection for floor and other areas of gallery spaces if required;

1.4 Ethical removal of waste from site. The Museum has a zero landfill policy and all arisings of ethically or recycled where possible. Where required by legislation Waste Transfer notes must be provided for all arisings.

**Access notes** - Entry for materials to the Museum will be via the Groups Entrance, from the staff car park off Royal Hospital Road. These doors enter the Museum on the lower ground floor level. There is no Loading Bay or dedicated goods lift but there is a large passenger lift that will accommodate most of the movements but crucially the contractor must protect these during use to prevent and damage. The Museum is closed to the public on Mondays and all materials should be brought into the space during this time before 9.30am.

Normal working hours are 08.00 – 17.00 Monday to Friday.

1. **Timetable/ Schedule**

|  |  |
| --- | --- |
| Tender issued | 8th June 2023 |
| Tender Returned for | 7th July 2023 by 9am |
| Graphic Producer Appointed | 7th July 2023 |
| Installation of all graphics on site at the National Army Museum | 14th to 18th August 2023 |

1. **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. Note where the contractor expects CDM compliance will be required they should highlight this and the expected costs in their tender submission.

The company will be expected to comply with the Museum Contractor’s Code of Conduct which will be issued to the successful tenderer.

The National Army Museum is a Covid-19 secure workplace and the contractor will be expected to comply with Government guidance.

1. **Site visits**

Site visits to NAM in Chelsea can be accommodated if required. To arrange site visit contact Jane Holmes jholmes@nam.ac.uk

Questions relating to this tender contents should be directed to [jholmes@nam.ac.uk](mailto:jholmes@nam.ac.uk)

**Criteria on which tenders will be awarded**

In order of relevance:

* Strength of tender (Consideration of specific needs and experience). (35%)
* Overall cost. (45%)
* Proven experience of similar projects. (20%)

1. **Deadline for tenders**

All tender documents/electronic media are to be addressed to [tenders@nam.ac.uk](mailto:tenders@nam.ac.uk) and annotated with “ GRAPHIC TENDER DOCUMENTS NOT TO BE OPENED BEFORE 9am on 7th July 2023. On no account are the tender documents to be passed to the requesting department before the tender board date.

Two hard copy tenders are requested for reference in addition **an electronic version should be also be submitted.**

Address for the return of hard copy tenders:

Graphics Tender not to be opened before 7th July 2023 at 9am

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT

Electronic copies to [tenders@nam.ac.uk](mailto:tenders@nam.ac.uk)