**Thetford Town Council Is seeking a tender for the design and creation of heritage displays within the Guildhall as part of a National Heritage Lottery Fund project.**

**TTC/21/003**

**INTRODUCTION**

Thetford Town Council were successful in securing NHLF funding for the Thetford Guildhall Heritage Hub Project.

Within this project is the creation of displays that tell the stories of Thetford Folk and the history of the Guildhall, and this would need to be completed within 12 months.

There are 2 rooms for display with the potential to expand into a third space. There is also a desire for mobile displays in multifunctional areas for pop up events.

Room 1

Small Court room (current name)

This will be;

* A Tea Room and Heritage Hub
* Act as a jumping off point for visitors to Thetford
* Tell the story of the Guildhall’s Judicial history
* Sir Joseph Williamson
* Holmes & Cable

Room 2

Council Chamber (current name)

This room will tell the story of the Singh family and their civic connections to Thetford.

Maharajah Duleep Singh was buried on the outskirts of Thetford at Elveden. Thetford is the 2nd most important place in the world for the Sikh community.

The steering group that was set up to develop our Sikh links have expressed a wish that there should be a focus on Maharaja Ranjit Singh – the father of Duleep Singh.

Displays will be created in consultation with the project’s Sikh Steering Group

Room 3 (possible so please quote separately)

Large Court (current name)

This is a multifunctional room that will be used for a wide variety of community uses.

There is possibility of using this space for some interpretation/display for and /or

mobile exhibits.

A town of firsts

Rod and mace the same design as Parliaments

Henry Fitzroy

Boudicca

Sweyne Forkbeard

Howard family (early Dukes of Norfolk)

Please list prices of the different mediums, such as talking pictures, augmented

reality, audio visual and information boards.

There is a budget of £30-40k

The available funding is limited, however, there may be some fundraising activities that could add to this.

Site visits are considered essential and available on request.

Please contact David Brooks 07553388554

**Tender Requirements**

* A written itemised quote for project
* Copy of Public Liability and Employers’ Insurance.
* Health & Safety Policy.
* Environment Strategy.
* Example Risk Assessment/ Example Method Statement.
* Two references (commercial/business).

**Please note that tenders that do not include all the above may be discarded.**

**Contact name and number: Tina Cunnell, Town Clerk, 01842 754247**

[**tinacunnell@thetfordtowncouncil.gov.uk**](mailto:tinacunnell@thetfordtowncouncil.gov.uk)

**Quotations to be in by 12 noon, Thursday 1st July 2021**

**Sealed inner envelopes to be marked ‘Guildhall Heritage Display Project’, for the attention of the Town Clerk, Thetford Town Council. Electronic submissions cannot be accepted, to comply with our financial regulations.**

**Postal Address: The Carnegie, Cage Lane, Thetford, Norfolk, IP24 2DS**

**Details of the winning contract will be published IAW Local Government Transparency Code 2014.**

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| **Section 1 – Contact details.** |
| **Name of Applicant:** |
| **Contact Telephone Numbers:** |
| **Address:** |
| **Postcode:** |
| **Email address:** |
| **Section 2 - Referees who can provide details of your work s** |
| **1 Name of Referee** |
| **Contact Number:** |
| **Address:** |
| **Postcode:** |
| **Email address:** |
| **2 Name of Referee** |
| **Contact Number:** |
| **Address:** |
| **Postcode:** |
| **Email address:** |

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| **Section 3 – Application Statements** |
| **Please provide a supporting statement not exceeding 300 words giving details of your experience of display installations and how you would approach Thetford’s installation as detailed above. Also please provide photographs of previous installations.** |
|  |
| **Section 4 –** Please provide a quote for a one year and a three-year arrangement. |
| **Please tick to confirm completion/attachment of documents** |
| Completed supporting statement with contact details and referees **q** |
| Copy of public liability £10,000,000 minimum cover. **q**  Copy of employers’ liability £10,000,000 minimum cover. **q** |
| An example/copy of your health & safety policy/risk assessments/method statement **q**  Environment Strategy **q** |
| Signed Date |
| **Please return to the address below by noon on Thursday 1st July 2021** |