Date of Release: 3rd March 2025

**Tender for the production and installation of graphic elements for the major exhibition, Myth & Reality: Military Art in the Age of Queen Victoria**

**Project Brief**

The National Army Museum wishes to appoint a suitable, experienced graphics contractor to print and install graphics for the National Army Museum’s major temporary exhibition, *Myth & Reality: Military Art in the Age of Queen Victoria* which opens to the public on 1st July 2025 and closes 1st November 2026.

The exhibition will be held at the National Army Museum, Royal Hospital Road, Chelsea and will explore how military painting has been used to represent soldiers and inform the public of events at a time when photography was in its infancy.

Graphic elements include main text panels, sub-text panels, object labels, facsimilies of some works on paper, such as engravings and watercolours, some directional signage that relates to the exhibition and title and decorative motifs.

In scope of tender:

* Supply of samples and colour matches stated in Annex A.
* Print production of graphics as per Annex A and using supplied art worked files provided by NAM.
* Install of graphics on site at NAM, Chelsea, as stated below:

26th & 27th May – installation of all wallpapers, signage and quotations. Supply of facsimiles.

* Installation of text panels and supply of labels 28-30th May 2025
* Installation of object labels 23rd June 2025

There is no flexibility within this schedule.

Contractors are requested to read the following documentation in conjunction with the Annex A, Graphic Schedule, which contains the type of substrates and pricing column under separate cover to this document:

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

1.1 Print and production of graphic package to specifications and art worked files provided by the Designer. Including the provision of samples.

1.2 Install of printed graphics on site from 19th May 2025 to be completed by 30th May 2025.

1.3 A site visit is essential. To arrange a site visit by appointment liaise with the Head of Exhibitions, Jane Holmes jholmes@nam.ac.uk and for any queries relating to layouts. For artwork file queries and colour rendering liaise with the graphic designer, John Costa jcosta@nam.ac.uk.

1.4 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.

1.5 Removal of waste from site, which should be done ethically and disposed of ethically. The NAM follows sustainable and ethical practices for the re-use and disposal of waste materials. Waste disposal notes where applicable will be required to be provided.

Access notes:

Installation will be restricted to Museum opening hours. Entry to the National Army Museum will be via the Groups Entrance, from the Museum’s staff carpark off Royal Hospital Road. These doors enter the Museum on the first floor. We do not have a loading bay or dedicated goods lift but there is a large passenger lift that will accommodate most of the movements. The Museum is closed to the public on Mondays, however goods need to be brought into the Museum before 9.30am.

Normal working hours are 08.00 – 16.00 Monday to Friday.

1. **Timetable/ Schedule**

|  |  |
| --- | --- |
| **Tender Issued** | **3rd March 2025** |
| **Date for tender queries to be received by** | **17th March 2025** |
| **Tender Returned for** | **27th March 2025 by 10am** |
| **Graphic Producer Appointed**  | **31st March 2025** |
| **Supply print sample finishes and accurate colour rendering**  | **W/c 14th April 2025** |
| **Handover of all artworked files** | **15th April 2025** |
| **Graphic Production off site** | **28th April -22nd May 2025** |
| **Installation of all graphics on site** | * **Install of graphics on site at NAM, Chelsea, as stated below:**

**26th & 27th May – installation of all wallpapers, signage and quotations. Supply of facsimiles.*** **Installation of text panels and supply of labels 28-30th May 2025**
* **Installation of object labels 23rd June 2025**
 |

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 expected costs in their tender submission. They should also provide a copy of their insurances to NAM.

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

1. **Criteria on which tenders will be awarded**

In order of relevance:

* Strength of tender (Consideration of specific needs and experience). (30%)
* Overall cost. (50%)
* Proven experience of similar projects, minimum three examples required. (20%)
1. **Deadline for Tenders Submission**

All tender documents/electronic media are to be addressed to Secretariat or tenders@nam.ac.uk and annotated with “GRAPHIC TENDER DOCUMENTS NOT TO BE OPENED BEFORE 10am on 27th March 2025. On no account are the tender documents to be passed to the requesting department before the tender board date.

One hard copy of the tender is requested for reference in addition to the electronic version should be submitted.

Address for the return of hard copy tenders:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT

An electronic copy should be sent to tenders@nam.ac.uk