



THE NATIONAL ARCHIVES

MEASUREMENT, PRODUCTION AND DELIVERY OF BESPOKE ARCHIVAL STORAGE BOXES

DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 30 SEPTEMBER 2022

CLARIFICATION QUESTIONS AND RESPONSES

The National Archives has received a number of clarification questions in relation to this opportunity. Those questions, and their associated responses, can be found below.

Q1: *Relating to Appendix 2 point 4. "Boxes (and lids) must be made of corrugated board". Please explain the reason for this material specification. Would a different material be acceptable, such as solid wall boxboard or foam centred board?*

A1: We specify corrugated board when items are larger or heavier than normal. In this case all unboxed items are either large or heavy. Not only does the corrugated board produce a stronger box structurally, it makes a lighter box so we are not adding extra weight to our shelving. We therefore require the boxes to be made of corrugated material.

Q2: *'Supplier staff will be accompanied by a supervising member of Collection Care staff throughout.'* Does it mean, that the member of Collection Care staff is always present and can support the supplier during measuring of items at any time?

A2: Yes, a member of collection care staff will be always present and can provide support in the measuring.

Q3: *'All members of Supplier staff attending our site must pass baseline security clearance (BPSS) and must undergo TNA's document handling training (online training module).'* What does the BPSS involve? How long is the online training module in hours?

A3:**BPSS**

The BPSS standard is checking the following:

- Identity
- Nationality and Immigration Status (including an entitlement to undertake the work in question)
- Employment history (past 3 years)
- Criminal record (unspent convictions only). This also known as a DBS check.

Further details can be found here [Microsoft Word - HMG Baseline Personnel Security Standard - May 2018 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/678422/Microsoft_Word_-_HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf).

Online training

The handling training is on Moodle and takes around 30 min to complete. This needs to be done before the first visit on site. If there are any questions about handling remaining from the contractor an on-site session with someone from the preventive conservation team can be arranged.

Q4: *'Labelling boxes appropriately. Labels attached to the boxes should use the font Helsinki 48...Text must be vertical...'. These requirements are only partly feasible, depending on the box style. Horizontal Label Format according to APPENDIX 1 for folders is not feasible under consideration of all criteria for labelling, i.e. it must be possible to adjust the font size and arrangement of the archival reference according to the size of the packaging spine.*

A4: It is true that of the items to be boxed do have a small depth (we are not aware of anything less than 10mm, but there may be). If it is possible the labels should go on the edge of the box. If the housing is more of a portfolio style folder then the labels should be on the top of the box around the halfway point and about 2.5cm up from the edge on both the long sides. This can be clarified further with the appointed supplier.

Q5: *Is it possible to accept large-size pallets? Maximum external dimensions 256 x 186 cm.*

A5: This size is acceptable. We prefer EURO size pallets if possible.

Q6: *What is the maximum height of pallet receivable?*

A6: 2400mm

Q7: *Is a forklift available on site to unload the pallets from the truck?*

A7: Yes, but we would need to agree in advance how many per day/week and over what duration.

Q8: *Which sizes/type of trucks can drive to the delivery address without restrictions?*

A8: 18 tonne.