



THE NATIONAL ARCHIVES

2D/3D EXHIBITION DESIGN

INVITATION TO TENDER – OPEN COMPETITION

**DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 18 NOVEMBER
2022**

1 ABOUT US

- 1.1 As the UK Government's official archive and publisher for England and Wales, [The National Archives \(TNA\)](#) is the guardian of more than 1,000 years of the nation's records. Some of the UK's most iconic public records are held by TNA such as the Domesday Book, Magna Carta and Shakespeare's will. Our collection is mainly 2D including paper, parchment documents, maps, photographs and artworks. The collection provides evidence of the stories of some of the major events and social changes of the last century: votes for women, world wars and empire. Each year we provide access to historical documents to millions of people globally, both online and in person. Our site at Kew is open to everyone and is free.
- 1.2 The National Archives is a non-ministerial government department, whose parent department is the Department for Culture, Media and Sport. We

are expert advisers in information and record management; a cultural and heritage institution; an independent research organisation; and an award-winning educational hub. We work to bring together and secure the future of the public record, both digital and physical, for future generations. Our collection is accessible to anyone all over the world. Further information about our role, can be found on our [website](#).

- 1.3 Our aim, as part of our strategy, '[Archives for Everyone](#)' includes creating inclusive and exciting spaces in which people can encounter our collection afresh. One of the Public Engagement directorate's main goals is to maximise growth and to bring in significantly increased numbers of visitors onsite. Creating popular and successful temporary onsite exhibitions is a key part of delivering this ambition.
- 1.4 The National Archives currently has one main exhibition space which we update with new temporary exhibitions twice a year. The gallery's floor space is approximately 250m². The walls of the space are mostly MDF panels fashioned as stud walls with small voids behind, currently covering cupboards housing IT/AV equipment or other fixtures. There is one structural concrete column in the centre of the gallery, which cannot be removed. For scaling information, the centres of the concrete columns as shown on the plans are 9.6m apart. The National Archives has a suite of showcases which have recently been refurbished. These cases can be moved around the gallery as required. The double doors at the back are a fire exit for use in emergencies only, which must remain clear. There is track lighting on the ceiling which can be adjusted to different arrangements. The gallery is currently closed to visitors until 5th November, when our upcoming exhibition on Treason will open.

2 PURPOSE AND BACKGROUND

- 2.1 We are looking for 2D and 3D designers to work with our in-house team on our upcoming Great Escapes (working title) exhibition. This is an exciting opportunity to work with us to bring our records connected to those held captive during the Second World War (Civilian Internees and Prisoners of War) to life. We are looking for experienced designers who have a track records of engaging and drawing in visitors. The exhibition is due to open October 2023, for six months.
- 2.2 Please refer to the document 'Exhibition Scope and Visitor Experience Ideas' which accompanies this Invitation to Tender, for information on this exhibition.
- 2.3 It will be possible for 3D designers to sub-contract to 2D designers of their choosing, with the agreement of The National Archives.
- 2.4 Please be aware you will bear all costs associated with preparing and submitting your Tender.
- 2.5 The budget for the 3D and 2D design is up to £20,000 (+ £4000 VAT).

3 DELIVERABLES AND TIMESCALE

3.1 We anticipate the deliverables comprising (at a minimum):

- Visuals describing the design concept, elevations, mood boards, approaches for tone and atmosphere, 3D design scheme for the space, a gallery layout and floor plan
- Direction and ideas for AV/participatory/setwork experiences
- Cost plan for achieving and delivering the overall project
- Project schedule
- Key frame images/visualisations to help us promote the exhibition to future sponsors and partners
- Visualisations of design elements for audience testing
- Technical drawings and product specifications for construction/installation of all furniture and fixtures at the end of the Technical Design stage
- A complete graphic design package.

3.2 Once a supplier is appointed via this procurement process, we expect regular fortnightly meetings. The initial meeting, and at least every other meeting, should be in person.

3.3 Other contractors will also be appointed to the project within the project timetable below. Once other contractors are appointed to the project we expect all contractors to work collaboratively, as part of the project team.

Project timetable		
1	Appoint exhibition designers	By 7 December 2022
2	Brief designers in initial meeting	w/c 12 December 2022
3	Mid check-in presentation	w/c 9 January 2023
4	Focus groups including initial designs	w/c 16 January 2023
5	Concept sign off	w/c 20 February 2023
6	A/V designers tender out	8 March, deadline to apply 22 March
7	Appoint A/V designers	w/c 10 April 2023
8	Scheme design sign off	w/c 24 April 2023
9	Detail design sign off	w/c 22 May 2023
10	Production starts offsite	w/c 10 July 2023
11	Main Install	w/c 4 September 2023

12	Install: Second fix items	w/c 25 September 2023
13	Exhibition complete: Onsite	w/c 9 October 2023
14	Filming in gallery	w/c 9 October 2023
15	Press previews	w/c 16 October 2023
16	Open to public onsite	w/c 23 October 2023

4 HOW TO RESPOND

- 4.1 It is for you to determine what format your Tender Response should take so as to describe your offer in a clear, comprehensive fashion.
- 4.2 We are interested in seeing and hearing your **initial response** to our Great Escapes exhibition. Your response must comprise some **visuals** in response to the exhibition as a whole, or in relation to a particular theme, story, individual, object/document or piece of interpretation.
- 4.3 Please also ensure that your response describes:
 - 4.3.1 Your proposed **deliverables**
 - 4.3.2 Your proposed **methodology and programme**
 - 4.3.3 Evidence of your **expertise and experience** in this area and the **key team members** you will assign to work on the project.
- 4.4 We would initially like you to submit your response to us in the form of an electronic document. From the submissions received, we will select 3 suppliers for interview, at which we will ask you to present your response to us. Presentations should last no longer than 10 minutes; a Q&A session will follow. Interviews will be held onsite at The National Archives but if you are not able to make the interview in person we could facilitate an online interview via Microsoft Teams, which also has the capacity to share presentations. We will ask you to send your presentation slide deck to us in advance of the interviews.
- 4.5 You must submit your **contract price**. Your submitted contract price must include any and all duties and levies (except UK VAT, which should be excluded) which may be payable on your proposed solution as submitted. If some or all of your proposed solution includes goods or services which are sourced from outside the UK, you must tell us (a) which goods/services are sourced from outside the UK, (b) the associated commodity code(s), (c) the associated duties and levies payable and (d) confirmation that your contract price includes all such duties and levies (except UK VAT). For the avoidance of doubt, your contract price should reflect the equivalent of

Incoterm DDP (Delivery Duty Paid) and therefore the full cost to The National Archives should your bid be successful.

4.6 If you have any clarification questions related to your Tender Response, please submit these to procurement@nationalarchives.gov.uk by **5pm on 9 November 2022**.

4.7 Please submit your Tender Response to procurement@nationalarchives.gov.uk by **12 noon (UK time) on 18 November 2022**.

5 EVALUATION CRITERIA

5.1 Tender Responses will be evaluated using the following criteria:

Category	Maximum pre-weighted score	Weighting	Maximum weighted score
Response and visuals	10	2	40
Deliverables	10	2	10
Methodology and programme	10	2	10
Expertise and experience, team	10	2	20
Price	10	2	20

5.2 Price scores will be evaluated as follows:

The bidder submitting the lowest compliant price will be awarded the maximum of 10 (unweighted) points. All other bidders will be awarded a (unweighted) points score by applying the following formula:

$$((\text{lowest submitted price} / \text{bidder's submitted price}) * 10)$$

To illustrate this via a worked example:

Bidder 1 submits a price of £10,000

Bidder 2 submits a price of £17,000

Bidder 3 submits a price of £31,000

Bidder 1 is awarded 10 (unweighted) points $-(10,000/10,000)*10 = 10$

Bidder 2 is awarded 5.88 (unweighted) points $-(10,000/17,000)*10 = 5.88$

Bidder 3 is awarded 3.23 (unweighted) points $-(10,000/31,000)*10 = 3.23$

5.3 Quality categories will be evaluated according to the table below:

10 Points	Outstanding: <ul style="list-style-type: none">• Potential Supplier has provided a response that addresses all parts of the requirement• Potential Supplier has provided evidence to support all elements of their response• The evidence supplied is convincing and highly relevant to the requirement• Potential Supplier's response is clear and easy to understand• Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches
7 Points	Good: <ul style="list-style-type: none">• Potential Supplier has provided a response that addresses all parts of the requirement• Potential Supplier has provided evidence to support most elements of their response• The evidence supplied is good and relevant to the requirement• Potential Supplier's response is clear and easy to understand• Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches
4 Points	Average: <ul style="list-style-type: none">• Potential Supplier has provided a response that addresses some parts of the requirement• Potential Supplier has provided evidence to support some elements of their response, but not all• The evidence supplied has some limited relevance to the requirement• Potential Supplier's response is not always clear and easy to understand• Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches
1 Point	Poor: <ul style="list-style-type: none">• Potential Supplier has provided a response that fails to address most parts of the requirement• Potential Supplier has provided little or no evidence to support most elements of their response• The evidence supplied is very weak and has very limited relevance to the requirement

	<ul style="list-style-type: none">• Potential Supplier's response is not always clear and easy to understand• Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches
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6 PROCUREMENT TIMETABLE

6.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk *	5pm (UK time) 9 November 2022
2	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	12 noon (UK time) 18 November 2022
3	Deadline for identification of potential suppliers to be shortlisted for interview	23 November 2022
4	Window for interviews	29 November or 1 December 2022
5	Contract decision and award	by 7 December 2022

* Any clarification question received that TNA deems to be relevant to more than one Potential Supplier may be shared with all Potential Suppliers.

7 CONTRACT TERMS

- 7.1 The contract will be awarded subject to our standard terms and conditions, which can be found [here](#).
- 7.2 TNA reserves the right not to award and to complete its objectives through other means.