National Army Museum Tender Reference

25th January 2022

**Global Role Permanent Gallery – Tender Brief Object Mounts**

**Project Brief**

The National Army Museum wishes to appoint a suitably experienced mount making company to manufacture and install the object mounts for items to be displayed in a permanent gallery at the National Army Museum in Chelsea. The current Army Gallery is being represented with new displays and a new storyline. It will be called A Global Role. The Global Role permanent gallery opens to the public on 31st May 2022 and explores how our Army has been deployed around the world to protect the interests and values of the country.

**Included as separate documents with this tender brief are:**

* **Annex A - Object Mount Schedule – Under Separate Cover.**
* **Annex B –Display Case Layout Drawings – Under separate Cover**
* **Annex C –Pricing Template – Included in the brief.**

To allow ease of comparison, Annex C should be completed for all costs associated with the project.

**Access to Objects Requiring Mounts**

The objects are currently located at the NAM storage facility in Stevenage. It is important that the successful tenderer includes financial provision for attending site in Stevenage to measure the objects prior to manufacture and also to measure them in Stevenage after manufacture, to ensure they fit the objects before coming to site for install in Chelsea. In a separate line, please also account for attendance to fit mounts on site for 5 days in Chelsea.

Contractors are to note that there is no workshop space at the main NAM off-site storage facility in Stevenage, and there is currently no hot works permit or heat/extraction facility for working with metal.

The contractor will need to describe their approach to the mount-making process including object assessments, measurement taking, mount making, checking the mount with the object prior to transfer to the museum site, and allowance within the tender price and time allocation for on-site installation of object mounts. NAM will need to see a breakdown from the contractor of the allowance for on-site work during object installation and what the approach of the successful contractor would be to making changes to mounts during this period.

**Appendix A – Under Separate Cover**

Each type of mount will be manufactured using materials that have been subject to Oddy Testing to prove their suitability for use with museum objects in a permanent gallery.

Annex A is a full schedule of mounts. This has been supplied as a PDF.

**Annex B – Under Separate Cover**

This is a full set of completed case layout drawings showing the positioning of objects. Please study these before submitting your quotation.

**Out of Scope**

Mannequins are by others and not in the scope of this tender. Framing is by others and not in the scope of this tender.

**Annex C** – **Pricing Schedule**

|  |  |  |
| --- | --- | --- |
| Case 1 | Mount costs | £ |
| Case 2 | Mount costs | £ |
| Case 3 | Mount costs | £ |
| Case 4 | Mount costs | £ |
| Case 5 | Mount costs | £ |
| Case 6 | Mount costs | £ |
| Case 7 | Mount costs | £ |
| Case 8 | Mount costs | £ |
| Case 9 | Mount costs | £ |
| Case 10 | Mount costs | £ |
| Case 11 | Mount costs | £ |
| Case 12 | Mount costs | £ |
| Case 13 | Mount costs | £ |
| Case 14 | Mount costs | £ |
| Case 15 | Mount costs | £ |
| Case 16 | Mount costs | £ |
| Case 17 | Mount costs | £ |
| Case 18 | Mount costs | £ |
| Case 19 | Mount costs | £ |
| Site visits to Stevenage to measure items prior to manufacture and to fit post manufacture |  | £ |
| Install on site in Chelsea x 5 days |  | £ |
| Day rate for installation |  | £ |
| Transportation of mounts to site |  | £ |
| Total Cost (excluding vat) |  | £ |

**1.Liaison**

The appointed contractor is to liaise closely with the NAM team to ensure the works meet all the specifications and timescales

* Client –Head of Exhibitions– Jane Holmes [jholmes@nam.ac.uk](mailto:jholmes@nam.ac.uk)

For tender queries.

* Client – Acting Head of Collections Standards and Care [jfewery@nam.ac.uk](mailto:jfewery@nam.ac.uk) for access to Stevenage site.
* Client – Designer, Leigh Cain [leigh@leighcaincreative.com](mailto:leigh@leighcaincreative.com) for queries relating to the design of the mounts.

Tenderers will be deemed to have understood the extent of work in returning a tender. The contractor appointed will be expected to make themselves familiar with the full extent of other exhibition works which will be let under separate work packages in the event that liaison is required between exhibition appointed contractors to ensure the design and conservation intent is fully met.

**2.Overall Quality**

The mount schedule is indicative of the current requirements for each object which will be developed in line with the detailed design. The successful contractor will be expected to work with the Client and Exhibition Designer to develop final treatments for approval.

The contractor shall exercise in the design, execution and completion of the works all the skill, care and diligence to be expected of a properly qualified, experienced and competent contractor and should have previously carried out work of a comparable scope, nature and size to the Works.

**3.Project Management**

The contractor shall identify and provide a nominated person responsible for the coordination, liaison and development of the Works who shall efficiently supervise the execution of the Works using their best skill and attention. Thisperson will be responsible for the following:

* Liaison with team
* Liaison with Client on deliverables required to meet the programme
* Attendance at progress/interface meetings as required
* Monitoring quality and consistency across the works
* Coordinating works to meet the requirements of the programme
* Confirmation of pre - and on-site programming requirements and co-ordination necessary for successful mounting and installation

If the appointed contractor wishes to replace this nominated person, the replacement must be of equivalent competence and explicitly approved by the Client. Before any work is carried out by the nominated replacement.

**4.Programme**

Potential tenderers note the completion date is fixed and can’t move. All potential tenderers will be asked to commit to this completion date. The Contractor will be required to produce and work to a detailed programme within the constraints of the project programme. This programme must be supplied to the Client within two weeks of appointment.

**Timetable/ Schedule**

|  |  |
| --- | --- |
| **Milestone Dates** | **Start** |
| Tender Issued | 25th January 2022 |
| Tender Return | 14th February 2022 |
| Appointment | 15th February 2022 |
| Production and fitting | 18th February 2022 to 27th April 2022 |
| Installation on site | 2nd – 6th May 2022 |

**5.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 lifting equipment, work at heights, etc.) and will be fully responsible for health and safety compliance for all work at NAM sites and during transit of items. Successful contractors will be issued with the Museum’s Contractors Code of Conduct which they will be expected to sign and comply with.

**6.Site Visits**

Site visits to NAM can be accommodated if required. The National Army Museum is a Covid -19 Secure environment. Contractors will be required to comply with the Museum’s access arrangements which will be made available to the successful tenderer on appointment. To arrange any visits please contact the Client representative.

**7. Tender Award Criteria**

In order of relevance:

1. Strength of tender (Consideration of specific needs of objects). (50%)
2. Overall cost. (30%)
3. Proven experience of similar projects. (20%)

**8.Deadline for tenders**

All tender documents/electronic media are to be addressed to Secretariat or [tenders@nam.ac.uk](mailto:tenders@nam.ac.uk) and annotated with “OBJECT TENDER DOCUMENTS NOT TO BE OPENED BEFORE 1000hrs 14th February 2022. **On no account are the tender documents to be passed to the requesting department before the tender board date**. The Museum reserves the right to disqualify any tender supplied in contravention of the a/m statement.

Address for the return of ”hard” copy tenders:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT

**9.Operation**

The Contractor will be required to provide staff with the information needed, prior to completion of the works, to enable the Client to mount, dismount, install and maintain the mounted objects on a regular basis.

The appointed contractor will be required to produce two sets of final information for each mount type, explaining what the mount looks like, how it works and any maintenance notes that the Client will need to be aware of in the future.

**10.Insurance**

The successful tenderer will be expected to provide the relevant insurance for the duration of the works carried out. The minimum amount insured in respect of public liability shall be £10M for any one occurrence or series of occurrences arising out of any one event.

**11.Defects Liability**

Tenderers to allow for a Defects Liability Period of 12 months during which time they will need to rectify any issues that arise with the mounts as a result of the final design, fabrication or installation.

**12.Approvals**

Client approval stages are an important part of the production process for all the mount and material elements. Approval stages are to be programmed and are to include the following as a minimum:

* Pre-production presentation (including materials)
* Method statements for general approach to different materials
* Method statements for working with objects, on site at NAM storage and conservation facility, and for working on site in galleries during installation

The contractor will need to work with the team and communicate key deadlines for information to be passed on.

**13.Sustainability**

The Contractor shall ensure that their working methods, performance, operational and maintenance are as sustainable as possible. For example, where possible/necessary the Contractor should:

* Use ethical and environmentally conscious technical subcontractors
* Contribute towards Client staff skills development
* Commit to audience evaluation and testing where required
* Consider operating costs throughout design process
* Design in flexibility where required

**14.Conservation Rating**

The object schedules contain limited information on the current condition of the objects.

Many objects may be undergoing conservation work to ensure that they are suitable for display and the contractor will need to discuss each object and its requirements/relative fragility with the conservator prior to finalizing the mount design.

The contractor will need to bear this information in mind when returning their tender with regards to time allocated, materials proposed and the level of experience of the proposed team making the mounts.