



INTERNATIONAL
**SLAVERY
MUSEUM**

Lady Lever
ART GALLERY

Merseyside
**maritime
museum**

Museum of
Liverpool

**SUDLEY
HOUSE**

UK BORDER
AGENCY
NATIONAL MUSEUM

Walker
Art Gallery

**World
Museum**

NATIONAL MUSEUMS LIVERPOOL

World Museum,
Bughouse Gallery,
Furniture Fit-Out works,

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1 Introduction

1.1 Company Background

National Museums Liverpool (NML) is one of the world's leading museum organisations. NML currently comprises eight museums in and around Merseyside. Entry to all our venues is free, with circa 3 million visitors per year. We hold in trust and safeguard some of the world's greatest museum collections, which are universal in their range – everything from archaeology and ethnology, natural and physical sciences, fine and decorative arts, maritime, social and industrial history. We are core-funded by central UK government, and we are the only national museum service in England based wholly outside London, so we have a unique fourfold role – we are the main museum service for Liverpool and Merseyside; the largest cultural organisation in the North West of England; and we operate at both national and international levels.

Having played a pivotal role in the cultural, educational and economic life of Liverpool and the North West for more than 150 years, our success can be measured in terms of how well we combine this local and regional role with our national and international responsibilities.

Our mission is to be the world's leading example of an inclusive museum service. We believe in the concept of social justice; we are funded by the public and in return we strive to provide an excellent service to the whole of the public. We believe in the power of museums to change people's lives. We work hard to be a free museum service and focus our venues, exhibitions and education resources to reach out, and to represent the diverse needs of our local communities.

National Museums and Galleries on Merseyside was established as a national museum as an incorporated Trustee Body by the Merseyside Museums and Galleries Order 1986, because of the outstanding quality of its collections. In 2003 the name was changed to National Museums Liverpool. Our origins go back to 1851 and the founding of Liverpool Museum. NML is an exempt charity by virtue of Schedule 3 to the Charities Act 2011.

NML has status as a Non Departmental Public Body (NDPB) sponsored by the Department for Culture, Media and Sport (DCMS). The DCMS became the principal regulator of NML on 1 June 2010 and provides the majority of its revenue funding.

1.2 Project Background

This area of World Museum is situated at the back of the Lower Horseshoe Gallery and was originally part of the main Bughouse gallery, which was previously fitted out and opened to the public back in 2005 as part of a large museum refurb project, known as 'Into the Future'. Over the years the area which is located at the back of the bughouse which is linked to the Lower Horseshoe gallery has undergone many changes. In 2017 decision was made to close the public offer to the back end for the Bughouse, as more space was required for the upcoming Terracotta Exhibition. In November 2017 works commenced for the preparation of the Terracotta Warrior Exhibition which took residence of 70% of the 2nd floor of World Museum. This display which was previously part of the main Bughouse offer was decanted and stripped out, and fitted out as the Terracotta Warrior Exhibition shop, and remained in place for approx 8 months during the duration of the exhibition. The Terracotta Warrior exhibition closed to the public in October 2018, and the shop was stripped out. Decision was made to return 2/3rds of the area which was originally part of the main bughouse offer back to the Education team. A new partition was put in place to provide the boundary lines between the Lower Horseshoe and this part of the Bughouse, An area of approx 100 sqm was offered to the Education team, to act as a multifunctional and flexible education space

for groups and general visitors. The team were keen to have an area which could act as a classroom but also could function as a collections space for visitors as they travel through and between the Clore Natural History Centre to the main Bughouse area.

1.3 High Level Overview of Requirements

Bidders are asked to submit a formal tender for the “[Bughouse, World Museum, Furniture Fit-Out Tender](#)”. Detail of the works outlined below:

As mentioned above this area has under gone many variations of change over the last few years, and now decision has been made to hand this area of the gallery back to the Education team, so they can use the space as a multifunctional and flexible group or visitor space.

As part of this new offer the team want to maintain some kind of collection display for visitors. The items they identified for the space include 1no. large display case and 9no. drawer units, these items are already existing and are currently stored in the room. The team were keen to keep the large display case which will house their butterfly collection and have a series of drawer units which contain specimens/collections linked to both the Bughouse and the Clore Natural History centre. Part of the challenge was to have a space which provided storage, as well as display items, and had space for activities which include the use of tables/chairs. We approached an architectural design company to come up with a scheme design that would provide and deliver all requirements mentioned above.

The works involved in this tender include for the building a surround to a large display case, which will have a dual purpose and provide storage space behind for the team to store away their tables and chairs out of public view. The case which will form part of this structure already exists and is currently within the space secured to the wall. The case will need to be relocated forward and repositioned and secured to the floor before the furniture housing is built around it. The case will be relocated and secured by others in collaboration with the appointed contractor for this tender of work.

The drawer units within the room, decision has been made to position these off the wall and create a central island arrangement, which will act as an area where visitors can open the drawer units and look at the collections, but can also be used as a demonstration and activities table. The drawer units will be positioned down one side and on one corner of the table island, and the other side of the table closet to the wall will have no drawer units allowing for leg room, any one who have access requirements. These drawer units have adjustable legs, all drawer units will need to be adjusted to the same height. Between each drawer unit we would like a support panel or leg; this is to prevent them moving from side to side. When the drawer unit drawers are opened, multiple drawers can open at once, and this can make the whole unit tilt forward. We will require the drawer units to be secured and fitted to the table bench to prevent this tilt motion.

We have three large windows in this space, and directly below the window we have radiator units which need to be kept accessible. Between the two of the windows we would like to introduce some seating for visitors. The seating has been designed so that it moulds around the architectural pillars between the windows.

The furniture elements for this space need to be extremely robust, durable, and cleanable, we get a huge number of schools visiting the museum on top of our general visitors and this space will be used all day every day.

1.4 Existing Solution

Currently this space is an empty vacant room. The 9no drawer units and large display case are currently stored in the space ready for when they are installed into the furniture structures.

Prior to the furniture structures being fitted into the space, works will have been undertaken to re-plaster one existing wall to improve its overall look as it will be used to project onto, and the room will have been repainted.

We will also have new window vinyl's, and new window blinds going in, and we are looking to do this prior to this contract of works.

There are other graphics panels planned for the space these will be installed following furniture build on site.

Additional floor sockets need to go in to provide power for the large case and the new table worktop that houses the drawer units. These works will be carried out prior to this contract of works starting on site, however we will require a site survey to be carried out by the appointed contractor and exact floor location marked up, where the new floor boxes locations need to be.

2 Tender Instructions

2.1 Introduction

Tendering is required by NMLs procurement processes that ensure that NML is adhering to Managing Public Money guidelines. The Bidder is requested to propose a solution that will meet the current and future requirements of NML, as detailed within this tender pack.

2.2 General

NML reserves the right, without prior notice, to change, modify, or withdraw the basis of its request and/or to reject all proposals and terminate negotiations at any time. In no circumstance will NML incur any liability in respect of time, effort or costs incurred in regard to either discussions, meetings or time spent in respect of reviewing and/or responding to this document or any subsequent material.

This tender is not a purchase order or an offer to contract and does not constitute an offer capable of acceptance. This tender does not commit NML or any official of it to any specific course of action. The issue of this tender does not bind NML or any official of it to accept any proposal, in whole, or in part, whether it includes the lowest priced proposal, nor does it bind any officials of NML to provide any explanation or reason for its' decision to accept or reject any proposal. Moreover, while it is the intention of NML to enter contract negotiations with the selected bidder, the fact that NML has given acceptance to a specific Bidder does not bind it or any official of it in any manner to the bidder. Acceptance of a proposal neither commits NML to award a contract to any bidder, even if all requirements stated in this tender are satisfied, nor does it limit NML's right to negotiate in their best interest. NML reserves the right to contract with a bidder for reasons other than the lowest price. Contract award will be post the tender process and may be awarded without discussions or negotiations

The bidder shall be deemed to have examined before the submission of their bid submission, all the provisions in this tender as well as regulations and other information relevant to your bid submission, and to have fully considered the risks, contingencies, and other circumstances, which could affect the bid submission. The bidder shall be responsible for obtaining all information by the making of reasonable and prudent inquiries and, by prior arrangement.

By submitting a bid submission the bidder represents that it has read and understood the tender. The bidder will consider the contents of any submitted bid submission as an offer to contract.

Any attempt by bidders or their advisors to influence the contract award process in any way may result in the bidder being disqualified. Specifically, bidders shall not directly or indirectly, at any time:

- Revise or amend the content of their tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner or bidder;
- Enter into any agreement or arrangement with any other person as to the form or content of any other tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other tender;
- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a tender;
- Canvass NML or any employees or agents of NML in relation to this procurement; or

- Attempt to obtain information from any of the employees or agents of NML or its advisors concerning another bidder or tender; or
- Offer, pay, promise to pay, or authorize the giving of any financial or other benefit to any person for the purpose of obtaining an improper advantage, or otherwise conduct themselves in a manner contrary to any anti-bribery or anti-money laundering legislation and/or regulations in the broadest sense (whether issued by the EU, the US, the UN or any other body) or any other such rule or legislation that may apply from time to time.

Bidders are responsible for ensuring that no conflicts of interest exist between the bidder and its advisors, and NML and its advisors and Partners.

NML also reserves the right to cease discussions with any bidder from the date of submission of bidder tender.

Failure to meet a qualification or requirement in this tender will not necessarily subject a proposal to disqualification but may do so.

2.3 Confidentiality and Non-Disclosure

The information contained in this tender (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed or used for any other purpose.

Information received by NML in this tender will be held in strict confidence and will not be disclosed to any party, other than within NML and their engaged consultants if appropriate, without the express written consent of the bidder.

NML undertakes not to publicise any information obtained during this tender process, either generally or to any other bidders involved in the tender. Additionally, there will be no obligation on the part of NML to share any of the results or conclusions of the tender process with any bidder.

As a responder to this tender, you are reminded of the need for confidentiality and the need not to divulge your actual or intended tender price or an approximation of that price to any other person or body until we notify you that the contract has been awarded.

2.4 Accuracy of information and liability of NML

The information contained in this tender has been prepared by NML in good faith but does not purport to be comprehensive or to have been independently verified. NML does not accept any liability or responsibility for the adequacy, accuracy, or completeness of, or make any representation or warranty (express or implied) with respect to the information contained in the tender, or with respect to any written or oral information made or to be made available to any bidder or its professional advisors and any liability therefore is hereby expressly disclaimed.

Bidders considering entering into a contractual relationship with NML should make their own enquiries and investigations of NML's requirements. The subject matter of this tender shall only have contractual effect when it is contained in the express terms of an executed agreement.

Nothing in this tender is, or should be, relied upon as a promise or representation as to the future, and NML does not undertake to provide bidders with access to any additional information, or to update the information in this tender, or to correct any inaccuracies that may become apparent. NML reserves the right, without prior notice,

to change the procedures outlined in this tender or to terminate discussions and the delivery of information at any time before entering into an agreement.

Should there be any obvious typographical errors or misunderstandings in the tender documentation then clarification should be sought. However, if the response is found to misrepresent facts, the documents will be deemed void. In the case where the error or misrepresentation is not discovered until after the contract is awarded, we reserve the right to determine the contract and costs incurred by us as a result of the determination shall be recoverable from the bidder under the contract.

2.5 Cost of Preparation

NML will not accept any liability or responsibility for any costs incurred by the bidder in preparing this tender document or any associated work effort.

2.6 Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by the bidder with any NML agent or employee will be disregarded in any proposal evaluation or associated award.

2.7 Independent Price Determinations

The bidder shall warrant, represent, and certify that the following requirements have been met in connection with their proposal for this tender:

- The costs proposed have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such process with any other organisation or with any competitor;
- Unless otherwise required by law, the pricing proposed has not been knowingly disclosed by the bidder on a prior basis directly or indirectly to any other organisation or to any competitor; and no attempt has been made, or will be made, by the proposed to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

2.8 Payments Against a Contract Award

Under no circumstances shall the successful bidder begin to perform under the contract prior to the effective date of the contract. NML shall assume no liability for payment of services under the terms of the contract until the successful bidder is notified that the contract has been agreed by both parties.

2.9 Bidder Misrepresentation or Default

NML may reject the proposal and void any award resulting from this tender to a bidder who makes any material misrepresentation in their proposal or other submittal in connection with this tender.

2.10 Amendments to the Tender

NML reserves the right to issue amendments or modifications to this tender during the tender stage. These will be amended on the procurement portal where the tender was originally advertised and bids will be assumed to take account of any such modifications and amendments.

2.11 Responding to the Tender

In responding to this tender, the bidder you specifically agrees to the following:

Having examined all parts of the tender that the supply of the Goods and/or Services to NML will be at the rates/prices as provided. All prices must be quoted on the basis indicated in the accompanying documents, except where the bidder proposes

alternative priced procedures, and should **exclude VAT**. Discounts for prompt payment should be stated. The basis of the price shall be inclusive of all costs and delivery to NML.

That any contract whatsoever that may result from this tender shall be subject to the laws of England and Wales as interpreted in an English Court.

The prices quoted and all other information supplied in this tender are valid and open to acceptance by NML for a period three calendar months from the tender return date specified in the tender

The essence of competitive tendering is that NML shall receive bona fide competitive tenders from all companies tendering. In recognition of this principle, any response is declared to be a bona fide tender, intended to be competitive and that the bidder (or representatives) have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

The bidder declares that you have not done and undertake that you will not do any of the following acts:-

- communicate with a person, other than the person calling for this tender, the amount or approximate amount of the proposed tender.
- enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
- offer to pay or give, or agree to pay or give, any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the requirement any act or thing of the sort described above.

3 Tender Timing, Scoring and Process

3.1 Questions and Additional Information

Formal queries concerning the content of this tender and the bidder's submission should be submitted in writing by e-mail to Ian Lindsay (Ian.Lindsay@liverpoolmuseums.org.uk) with the subject title "**Bughouse, World Museum, Furniture Fit-Out Tender**".

Where questions are raised by bidders and answers given clarify NMLs requirements for the tender, then these questions and answers may be shared with other bidders responding to this tender.

Queries must not be directed through any other employee, contractor or consultant who is engaged as part of the tender working party.

3.2 Site Visits

It is advised that bidders visit the site. This would need to be arranged for the **8 - 11 July 2019 only**. Please note site visit can only take place between the hours of 8.30am – 16.00pm Monday to Thursday, weekends are not included.

To arrange a site visit please contact Jenny.green@liverpoolmuseums.org.uk.

3.3 Target Timetable

The target timetable for this project is shown in the table below but bidders must be aware that whilst every effort will be made to meet these dates, the timetable may change for operational reasons

Step	Task	Date
1.	Tender issued	28/06/2019
2.	Site visit (if required)	8-11/07/19
3.	Deadline for clarification questions	17/07/2019
4..	Responses to clarification questions issued	22/07/2019
5.	Deadline for Bid Submission	26/07/2019
6	Evaluation of the Tender Responses commences	29/07/2019
7.	Notification to unsuccessful Bidder	07/08/2019
8.	Provisional notification to Successful Bidder	08/08/2019
9.	Order Placed & contracts signed	19/08/2019
10.	Installation complete	27/09/2019

Note – all deadlines are at Noon on that business day.

3.4 Timing and Delivery

The bidder must provide a full submission by email. Bids should be in Microsoft Word, Excel or PDF format. The submission must include a copy of “Appendix A - Form of Tender”.

The submission must be made to Tenders@liverpoolmuseums.org.uk. To ensure that your submission is successful you should ensure that each email is less than 8Mb. Emails should be titled “**Bughouse, World Museum Furniture Fit-out Tender**”. If multiple emails are sent the header should indicate they are “Part x of xx”.

Bid submissions must be received no later the date as specified in section 3.3 above. Any response received after this date and time may be discounted from further consideration. Any requirement that the bidder might have for proof of delivery is at the bidder’s discretion and cost.

No bid submission will be opened until the deadline as specified in section 3.3 above.

To enable an efficient and fair evaluation process this process must be strictly adhered to. If a bidder does not comply with the requirements contained in this Section, NML may (in its sole discretion) disqualify the bidder from the competition.

3.5 Compliance

The bid submissions will be checked initially for compliance with this tender and for completeness. Responses that are not substantially complete and/or compliant will be rejected.

The compliance criteria are as follows:

- Tender documentation received by specified deadline
- All relevant questions answered
- All relevant information provided
- Compliance with any specified timescales
- Signed Form of Tender
- Signed Acknowledgement of NML Procurement Protocol form
- Signed completion of Health & Safety form
- Provide full comprehensive cost breakdown

3.6 Evaluation

Bid submissions that pass the compliance checks will then be evaluated. During the evaluation period, NML reserves the right to call for further information. The bid submissions will be evaluated according to the following criteria, to determine the highest scoring responses:

Criteria	Element of Evaluation	Max Score Available
Cost	Cost	40
Quality	Ability to deliver to programme timescales, provide detailed programme and resources schedule	20
	Previous experience of similar works/projects, provide portfolio of previous works.	40
	Total	100

Only information provided as a direct response to this tender will be evaluated. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process. Supplementary documentation may be attached where you have been directed to do so. All sections must be answered unless advised otherwise.

In order to protect the quality of any procurement, any tender response that scores below the minimum quality score threshold will not be considered.

4 Bid Requirements

4.1 Introduction

This section provides bidders with details of the form and content of bids that are invited and sets out the procedural requirements with which bidders must comply when submitting bids in order for their bids to be considered by NML. The process is intended to:

- assist NML in choosing the most economically advantageous bid;
- make clear the requirements with which bidders must comply and the basis on which the bids will be evaluated; and
- maintain competition throughout.

If a bidder does not comply with the requirements contained in this Section, NML may (in its sole discretion) disqualify the Bidder from the competition. Bids should be as concise as possible, whilst providing sufficient information to enable NML to evaluate bids in accordance with this tender.

The bidder is required to prepare the proposal and pricing based on the requirements specification detailed in section 5 of this document. Any assumptions that the bidder makes must be clearly stated in the appropriate section.

The costs must be fully itemised and transparent.

If the bidder has additional information that is directly relevant to the stated requirements but not explicitly requested, this may be added to the end of the most appropriate section under the heading “Additional Information” or referenced out to appendices.

Failure to return all of the requested documentation may result in your tender not being considered further.

This document details baseline requirements for the solution. This is not meant to be an exhaustive list of requirements but it will however serve to identify suitable solutions and bidders. NML reserves the right to modify its requirements at any time.

4.2 Management Summary

The bidder must provide a concise management summary of their offering, including the following:

- a) A brief overview of the proposed solution including reference to any partners and third parties.
- b) Reasons why NML should choose the proposed bidder and solution.
- c) Summary of the bidder’s commercial offer.

4.3 Company Background

4.3.1 Company Details

The bidder must provide the following information:

- a) The registered name and address of the company
- b) Details of any holding companies
- c) The date the company was established

- d) The main activities of the company
- e) The proportion of the total business accounted for by the proposed services
- f) The number and location of offices, identifying the main functions of each
- g) Insurance details (Professional Indemnity cover, Employers Liability cover, IPR cover)
- h) Company accreditations (professional body accreditations and trade body accreditations but excluding awards)
- i) Certifications and last audit dates, e.g. ISO9000 / 9001
- j) An organisation chart that highlights those functions that would be involved in the delivery and subsequent support of the proposed services
- k) The quality assurance mechanisms employed by the bidder
- l) Describe any recent mergers or acquisitions
- m) Detail any significant partnerships that will be used to deliver the proposed services. Detail the specific nature of each partnership and describe the commercial and contractual implications

4.3.2 Financial Information

The bidder must provide audited accounts for the last three financial years. If the organisation has not been in existence for three years then supply all available accounts.

4.3.3 Third Party Services

The bidder must provide the following information for each of the proposed third parties / sub-contractors that may form part of the proposed solution to this tender:

- a) Service
- b) Supplying bidder name
- c) Product name / version
- d) List of relevant clients where the bidder has provided that service

4.3.4 Relevant Experience & Performance

The bidder must provide evidence of previous experience in relation to expertise required and performance in completing past projects to the required standards.

As part of the selection process NML will require to contact existing customers of the bidder for similar solutions. The bidder must select 2 reference clients and provide the following contact information:

- a) Client name and address
- b) Description of solution provided
- c) Key contact name, title, and contact information
- d) Length of the supply relationship
- e) Relevance to this tender
- f) Size and duration of project
- g) Role of the tenderer
- h) Performance, in relation to time, budget, claims, project management and value of the solution.

NML undertakes not to contact any reference company without arranging such contact via the bidder's Account Manager first.

4.4 NML Security and Health & Safety requirements

As part of the selection process NML will require potential bidders to agree to NML's security and Health and Safety requirements. Please review the enclosed documents:

- i) Appendix B – NML Supplemental conditions
- ii) Appendix C – NML Safety Guidelines for Contractors
- iii) Appendix D – NML H&S Questionnaire

Please complete and return the NML H& S Questionnaire with your submission.

4.5 NML Procurement Protocol

As part of the NML Procurement protocol and procedures, NML expect suppliers to uphold similar business standards, particularly in relation to sustainability, ethics and the Modern Slavery Act. NML will require potential bidders to agree to NML's Procurement Protocol and their agreement to uphold those values. Please review the enclosed document:

- i) Appendix E – NML Procurement Protocol

Please complete and return the NML Procurement Protocol Supplier Agreement.

4.6 Timetable

Please note that the project must be completed by **Friday 27th September 2019**.

Bidders should present a detailed timetable for planning, installation and completion for the project as a whole, indicating how this date will be achieved.

4.7 Contractual Considerations

The bidder must provide a copy of their standard Terms and Conditions for the proposed services.

4.7 Form of Agreement

The winning bidder shall be appointed using the **JCT Minor Works Contract 2016**. Copy of this form of contract supplied with tender document. (Refer to Appendix F).

4.8 Costs

A full breakdown of all costs is to be provided. One off costs and continuing running costs should be clearly distinguished. Please provide details of any potential extra costs.

Cost breakdown should include the following as a minimum:

As an exempt charity and an educational institution funded by government (DCMS). NML generally qualifies for academia, educational or charity pricing schemes offered by many bidders and manufacturers and this must be taken into account when tendering.

We would look for a phased payment schedule across the lifetime of the schedule, with minimal upfront payment. We would expect each phased payment to be invoiced with accompanying evidence of work completed and time spent.

4.9 Summary of Documents to be returned as part of Submission

Bidders are required to provide the following completed documents as part of their tender return, if a bidder fails to return the below items the tender submission will be considered invalid:

- i) Completed Form of Tender (Appendix A)
- ii) Provide comprehensive cost breakdown, and complete tender summary sheet (Appendix I)
- iii) Management summary answers - section 4.2
- iv) All requirements referenced in point 4.3
- v) Provide detailed programme of delivery dates and resource schedule
- vi) Completed and signed NML H&S Questionnaire (Appendix D)
- vii) Signed acknowledgement of NML Procurement Protocol form (Appendix E)
- viii) Acknowledgement of Contract Agreement (Appendix F)
- ix) Completed and signed Tender Compliance document (Appendix H)
- x) Provide portfolio of previous works (As per evaluation criteria, in section 3.6, Quality).

5 Requirements Specification

5.1 Requirements Detail

To provide a series of multiple purpose furniture items for the Bughouse area. The area will act as an Education space which can be used by schools/groups and general visitors. It will be an area which can be used as a teaching/presentation or activity area, as well as a display area, housing some of NML's collection linked to the main bughouse gallery.

The works include the following items:

1. Building a new surround to an existing large display case. The structure will have a dual purpose and will provide storage provision behind the case for the Education team to store away their tables and chairs out of public view.

2. Workbench island arrangement, which will be positioned away from the wall. This workbench island will house 9no. existing drawer units, as well have a dual purpose to act as a table in which activities or presentations can take place. Visitors will be able to access the Bughouse collection through the means of the existing drawer units, and the table top will provide the additional space for school/group activities or be used by the Education team to carry out classroom presentations.

3. Two large bespoke bench seating, which will be positioned in between two of the large windows in the room. The seating has been designed so that it moulds around the architectural pillars between the windows.

All furniture elements for this space need to be extremely robust, durable, and cleanable, we get a huge number of schools/groups visiting the museum, on top of our general visitors and this space will be used every day of the week, as we are museum which is open to the public 7 days.

5.2 Requirements Description

For full detailed specification of works, please refer to drawings in Appendix I. Drawings contain detailed specification information on all furniture items. Drawings provided as part of this tender are listed below, as per the drawing issue sheet:

1975-A-001-C	Bughouse Gallery Plan
1975-A-002-C	Bughouse Gallery Elevation
1975-A-003-B	Bughouse Gallery Elevation
1975-A-011-B	Workbench Plan Details
1975-A-012-B	Workbench Elevation Details
1975-A-013-B	Workbench Elevation Details
1975-A-021-C	Butterfly Case Surround Plan Details
1975-A-022-C	Butterfly Case Surround Plan Elevation Details
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1975-A-024-C	Butterfly Case Surround Section Details
1975-A-031-B	Window Seat Type A Plan Details
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1975-A-041-B	Window Seat Type A Plan and Elevation Details
1975-A-051-A	Typical Joinery Detail