National Army Museum Tender Reference:

Date of Release: 25th January 2022

**Global Role Permanent Gallery - Mannequin Tender**

**Project Brief**

The National Army Museum is representing its permanent galleries. Our new Global Role Gallery (formally Army) will open to the public 31st May 2022. The representation includes some new display cases and reconfiguration of existing displays. The National Army Museum (NAM) wishes to appoint a suitably experienced mannequin supplier to manufacture mannequins and deliver them to our Stevenage collections site. The mannequins will be dressed by our own textile conservator, however the tenderers should account for the following in their pricing:

* Attendance at our Stevenage site to measure all the uniform items prior to manufacture of the mannequins.
* Attendance at our Stevenage site after manufacture of the mannequins to check that they fit the uniforms properly, including ensuring that any support poles fit the mannequins correctly.
* Delivery of all the mannequins to the Stevenage site 1 month prior to installation as per the schedule.
* Supply of all the new poles, fixings and supports for the mannequins to be supported within the cases. All supports and fixings should be adjustable. Most mannequins will be supported by poles that sit on base plates or spigots. The base plates must not exceed the size shown on the plan elevations of the display case layouts.
* The Museum requires the “grey” finish to match the grey used on our existing mannequins in that gallery. All materials and paints used must be oddy test approved.

**Please quote in conjunction with the Schedule of Mannequins and supports detailed in Annex A which should also be used for pricing, and the completed case layouts, which are supplied under separate cover.**

Queries relating to the design drawings, please contact jholmes@nam.ac.uk

**Access to Objects**

The uniforms are currently located at the NAM storage facility in Stevenage. Tender viewing visits by prior arrangement with Jenni Fewery, Acting Head of Collections Care and Standards. jfewery@nam.ac.uk

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 process including assessments, measurement taking, materials, flexibility, mannequin making, delivery to the museum site, and allowance within the tender price. As the mannequins will be wearing historic uniform, the materials need to be oddy compliant with no dyes that transfer.

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.

1. **Overall Quality**

The schedule indicates the current requirements for each mannequin 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.

1. **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
* 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.

1. **Programme**

Included below is the outline programme for this element of the exhibition. 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.

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| Tender issued | 25th January 2022 |
| Tenders returned by  | 17th February 2022 |
| Tender Awarded  | 18th February 2022 |
| Finished mannequins and supports delivered to Stevenage site | 2nd April 2022 |

1. **Timetable/ Schedule**

The tender will be awarded 18th February 2022.

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.

1. **Site Visits**

Site visits to NAM in Chelsea can be accommodated if required. To arrange these please contact the Client representative.

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

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%)
4. **Deadline for tenders**

All tender documents/electronic media are to be addressed to Secretariat or tenders@nam.ac.uk and annotated with “TENDER DOCUMENTS NOT TO BE OPENED BEFORE 1000hrs 17thFebruary 2022. On no account are the tender documents to be passed to the requesting department before the tender board date. The Museum requires two hard copies and one electronic copy to the tenders@nam.ac.uk email address.

Address for the return of ”hard” copy tenders:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT

1. **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.

1. **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.

1. **Approvals**

The Client must approve the materials used and the type of mannequins and mannequin supports supplied.

1. **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 sub-consultants
* 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