NATIONAL ARMY MUSEUM

ROYAL HOSPITAL ROAD

CHELSEA

LONDON SW3 4HT

**GLOBAL GALLERY - PAPER CONSERVATION PROJECT**

**Brief, Tender and contractor’s information**

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**The Client**

The Client is the Council and Director of the National Army Museum.

1. **The NATIONAL ARMY MUSEUM (NAM) Project Board**

The NAM Project Board will include:

Phillipa Beesley

Mike O’Connor

Jenni Fewry

Helen Furneaux

The Contractor will assume the roles where required of Principal Contractor as defined under the CDM 2015 Regulations, reporting to the Project Board for the complete.

1. **THE NAM - Background**

The NAM, a Body incorporated by Royal Charter (1960), is the British Army's own Museum. It is the only museum in the United Kingdom to tell the Story of Our Army as a whole from the New Model Army to today's military operations in Iraq, Afghanistan and elsewhere. It commemorates the contribution of soldiers, male and female, who have served in Our Army. By using examples from the past, the NAM inspires the present generation of soldiers to understand that they are the inheritors of a rich tradition of bravery, service and professionalism.

1. **SCOPE OF WORKS**

The National Army Museum (NAM) wishes to appoint a suitably qualified and experienced conservation company or individual conservator (‘the conservator’) to conserve, mount and frame 57 paper-based objects for display in the gallery. The conservator to hold accredited status (PACR - Professional Accreditation of Conservator-Restorers).

Of the 57 paper-based objects, all have had recent condition assessments with treatment recommendations and time estimates. This contract will involve undertaking the conservation and mounting of the objects (following discussion and approval of all treatments by the NAM); full documentation, including written reports and photographs, relating to the treatment of each object (sent to the NAM on completion of the project).

The objects are to be mounted for permanent display under the following criteria:

John Purcell board must be used for mounting.

Window mounts - all face mounts to be 2200 micron HEMT6.

All backing to be 1650 micron HEMT2.

Float mounting 1650 micron HEMT2.

This contract is for between 180 and 215 hours work and is to be carried out offsite by the conservator at their studio and as such a UKRG security supplement will be required.

Tenderers will require to hold in date (for the period of the works) Professional and Public Liability insurance to the value of £1million.

NAM will provide existing condition assessments, images and full descriptions of the objects. The spreadsheet included with this tender, details the mounting and framing requirements. All frames will be supplied by NAM unless otherwise specified. Tenderers are to quote for the use of spacers in frames as required. Condition reports and requirements of work are included under separate cover on Annex C.

The tender is for a fixed number of hours however tenderers are advised that should they wish to visit, they should contact Ms Beesley to arrange viewing the objects beforehand.

Additionally, as part of this contract, NAM will likely require a mount maker to attend the Contracted Conservation Studio with a member of NAM staff, to measure the objects whilst they are receiving treatment.

Those parties interested in submitting a tender should contact Philippa Beesley (pbeesley@nam.ac.uk) to be sent images of the paper-based works.

1. **ACCESS**

Access to the sites is by arrangement only, it is essential that note is taken of any arrangements for entry. Site visits will be required prior to any tender submission, and these must be arranged by contacting:

Ms P Beesley – Conservator pbeesley@nam.ac.uk 0207 881 2420. Site visits to take place, by appointment.

The names of personnel visiting the site and the registration number of vehicles must be supplied. Parking is by arrangement and not to be assumed. Any changes in personnel must be agreed in advance.

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.

1. **THE PROGRAMME**

|  |  |
| --- | --- |
| Tender Invitation issued  | 18th Jan 2022 |
| Tender submission to NAM | 4th February 2022 |
| Successful contractor appointed | 7th February 2022 |
| Proposed completion | 1st April 2022 |
| Gallery opens to the public | 31st May 2022 |

1. **INFORMATION FOR TENDERERS**

**Tender Process**

The process to be followed will be in accordance with the NAM Financial Procedures Memorandum in that it will be a sealed bid process.

The NAM will not necessarily award to the lowest price tenderer. NAM reserves the right to appoint the contractor who has interpreted the brief fully and provided value for money.

**Tender Return**

All electronic tender documents/electronic media are to be addressed to tenders@nam.ac.uk and annotated with “TENDER DOCUMENTS NOT TO BE OPENED BEFORE 1100hrs on 4th 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 discount any tender received in contravention of this instruction.

Tender “hard” copies shall be submitted to:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea, London

SW3 4HT

Tenders are to remain open for acceptance for a period of 90 days.

Tender shall comprise of 2 x hard copies and 1 x electronic (PDF format) to be sent to tenders@nam.ac.uk and address the following:

* + The Completed Form of Tender (Annex A);
	+ Certificate of Bona-Fide Tender (Annex B);

Condition Reports and Pricing Template (Annex C)

* + Any other information that is required to clarify the tender.
1. **Financial SUBMISSION**

Lump Sum Fee

The fee presented is to be a fixed lump sum fee for the provision of the works.

The fee is to include all expenses. This will include any printing costs, travel costs, accommodation, disbursements, and all other expenses and costs required in the provision of the services. The fee should exclude VAT.

Hourly Rate

An hourly rate for each category of personnel should be provided in the event that the Client instructs specific additional works.

Completed Form of Tender & Certificate of Bona-Fide Tender (Annex A & B)

The Forms should be signed by the Tenderer or, in the case of a Company, by the Secretary or other authorised person.

Information to accompany the Tender

Condition Reports and Pricing Template (Annex C)

Relevant Experience

Provide details of relevant experience. For each project, include a description of the project, your role, client, budget and project dates

Tenderers Project Team

List the proposed personnel working on this project and provide the CVs for any supervisory role personnel.

Resource Plan & Availability of Personnel

Advise the resource plan for the proposed personnel.

Advise how quickly the contractor could begin work if appointed.

Practice Approach

Outline your approach to ensure that the installation is completed within budget and timescale.

References

Provide details of three recent contracts that are relevant to this project including the name and contact details of the clients’ representatives who could be approached for references.

1. **Contract Award Criteria**

The Tender Board will comprise the Project Board and other nominated individuals.

Tenders will be assessed on the following criteria:

|  |  |
| --- | --- |
| Fee | 50% |
| Qualifications and Experience  | 10% |
| Project Team, Resourcing including timings of installation | 30% |
| Approach  | 10% |

1. **Enquiries**

All enquiries arising from this Invitation to Tender must be submitted in writing via email to:

pbeesley@nam.ac.uk

1. **Tendering costs**

The Client will not be responsible for or pay for any costs or expenses that are incurred by any tendering contractor in preparing and submitting their tender.

1. **INSURANCES**

The minimum amount insured in respect of public liability shall be £1M for any one occurrence or series of occurrences arising out of one event.

1. **GENERAL**

The tender price **must** be itemised as indicated in the sections above to allow ease of cost comparison for individual sections of the works. The Client will agree on the employment of any sub-contractors prior to the works commencing.

You should be aware the NAM is subject to the Freedom of Information Act 2000 and is required to comply with any requests submitted.

1. **ANNEXES**

Attached to this specification are copies of annexes that must be completed and enclosed with the tender.

* Annex A – Form of Tender
* Annex B – Certificate of Bona-Fide Tender
* Annex C – Condition Reports and Pricing Template (under separate cover)

**Annex A – Form of Tender**

Tender for: **GLOBAL GALLERY PAPER CONSERVATION PROJECT**

To: The Council and Director of the National Army Museum

Sirs,

I/We the undersigned, having examined the enclosed tender documents and Appendices, do hereby offer to execute and complete in accordance with the said documents the works described therein:

For the sum as listed in the attached document:

Tenderer Reference:  **Build Elements Of The New Global Role Permanent Gallery At The National Army Museum**

I/We hereby affirm our agreement to enter into a contract with the Council of the National Army Museum for the due performance of the Works in the form described by the above said documents.

I/We have completed the Certificate of Bona-Fide Tender included in this document

I/We understand that the Trustees are not bound to accept the lowest or any tender which may be received nor or responsible for any cost incurred in the preparation of any tender

I/We declare that this offer is to remain open for acceptance for a period of thirty days from the date fixed for the receipt of tenders

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

**Annex B – CERTIFICATE OF BONA-FIDE TENDER**

Tender for: **GLOBAL GALLERY PAPER CONSERVATION PROJECT**

I/We certify that this is a bona-fide tender and that I/we have not fixed or adjusted the amount thereof by or under in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and I/We undertake that I/we will not do at any time any of the following acts:

* 1. Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of such amount(s) was necessary to obtain insurance premium quotations required for the preparation of the tender.
	2. 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;
	3. Offer or 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 have caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate the word “person” includes any person and any body, association, corporate or un-incorporated; and “any agreement” includes such transaction, formal or informal, and whether legally binding or not.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date: