Date of Release: 11th July 2023

**Shakespeare at War Temporary Exhibition**

**Project Brief**

The National Army Museum (NAM) wishes to appoint a graphics contractor to print and install graphics for the Museum’s next temporary exhibition, Shakespeare at War, which opens to the public on 1st October 2023.

The exhibition explores the usage of Shakespeare at times of war from the 17th century to the present day. Tenderers to quote for the following elements:

* Supply of samples on the relevant substrate stated in Annex A.
* Print production of graphics to supplied graphic schedule and using supplied art worked files provided by NAM.
* Installation of graphics on site at NAM, Chelsea, 19th and 20th September 2023.

Contractors are requested to read the following documentation in conjunction with the Annexes below, **which are under separate cover to this document:**

**Annex A - Graphic Schedule, including substrates and pricing schedule.**

**Annex B - Case Layouts and Elevations.**

An estimated budget of **£8,000 excl vat** has initially been set against this work

1. **The contractor will be responsible for:**

1.1 Production and printing of graphic package to the specifications and art worked files provided by the Designer. Note: This will include the provision of samples for Museum approval prior to full production.

1.2 Installation of printed graphics on site between 19th and 20th September 2023.

1.3 Liaison with the Designer, John Costa [jcosta@nam.ac.uk](mailto:jcosta@nam.ac.uk) at the Museum for access to site and placement and regarding any queries relating to the graphics.

1.4 Duty of care to building and internal structures during work. All precautions must be taken to avoid damage including the supply/fitting of suitable protection for floor and other areas of gallery spaces if required.

1.5 The ethical removal of waste from site including the provision of waste transfer notes.

Access Notes: Installation will be restricted to Museum opening hours. Entry to the Museum will be via the Groups Entrance, from the Museum’s staff carpark off Royal Hospital Road. These doors enter the Museum on the ground floor level. The Museum does not have a loading bay or dedicated goods lift but there is a large passenger lift that will accommodate the majority of the movements of larger items. Items not able to be transported in the lift, must be handled manually up staircase. Use of the lift and staircase must be carried out before the Museum opens to the public. Public open hours are Tuesday - Sunday 1000 -1730hrs. With “normal” working hours nominally between 09.00 – 17.00 or 08.00 – 16.00 Monday to Friday. Working hours to be confirmed with the Museum contact.

1. **Timetable/ Schedule**

|  |  |
| --- | --- |
| **Tender Issued** | **11th July 2023** |
| **Date for tender queries to be received by** | **26th July 2023** |
| **Tender returns** | **8th August 2023** |
| **Graphics contractor appointed** | **9th August 2023** |
| **Supply print sample finishes** | **24th August 2023** |
| **Handover of all art worked files** | **25th August 2023** |
| **Installation of all graphics on site** | **19th & 20th September** |

1. **Health and Safety**

The contractor 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. Note where the contractor expects CDM compliance will be required they should highlight this and expected costs in their tender submission.

The contractor will be expected to comply with the Museum Contractor’s Code of Conduct which will be issued to the successful tenderer.

1. **Site visits**

Site visits to NAM in Chelsea can be accommodated if required. To arrange site visit contact John Costa [jcosta@nam.ac.uk](mailto:jcosta@nam.ac.uk), Exhibition Designer.

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

In order of relevance:

* Strength of tender (Consideration of specific needs and experience). (30%)
* Overall cost. (40%)
* Proven experience of similar projects. (30%)

1. **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 “TENDER DOCUMENTS NOT TO BE OPENED BEFORE 9am on 8th August 2023. On no account are the tender documents to be passed to the requesting department before the Tender Board date. Failure to comply with this may exclude the tender.

One hard copy of the tender is requested for reference in addition to the electronic version should be submitted.

Address for the return of hard copy tenders:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT

An electronic copy should be sent to [tenders@nam.ac.uk](mailto:tenders@nam.ac.uk)