**TENDER FOR THE PROVISION OF TRANSPORT SERVICES FOR THE**

**STRIP OUT OF THE BATTLE AND SOCIETY GALLERIES**

 **AT THE NATIONAL ARMY MUSEUM**

**CHELSEA, LONDON SW3 4HT**

Date of Release: 12th July 2022

**Project Brief**

The National Army Museum (NAM) (**the Client**) wishes to appoint a suitably qualified transport agent (**the Company**) experienced at working with historic museum collections.

The National Army Museum currently has two galleries called Battle and Society, which are being redisplayed shortly. In the scope of this brief, the NAM wishes to appoint a suitably qualified fine art transport agent to remove items from both galleries, pack and return them to NAM’s stores at Stevenage. This amounts to 859 objects across both galleries. Most of the objects will be decanted and packed by NAM’s conservators, however there are several items that require decanting by the transport agent, due to their weight, size, or displayed at height. There are also several items that require packing crates manufactured for transportation. These details can be found in the attached Annexes, which are under separate cover and should be read in conjunction with this brief, to form your tender response. The Museum requires the transport agent to return all items in Annex B to their store in Stevenage, Hertfordshire.

**Included as separate documents, under separate cover, with this tender brief are:**

* **Annex A** – List of objects and paintings requiring new crates, travel frames, or foam-core boxes, as well as de-installation and packing by the transport agent, **or** rehanging/relocating on site. The transport agent will also be required to provide 7 pallets for the purpose of transporting dressed mannequins, and to secure 4 mannequins to each pallet, with oversight by NAM staff.
* **Annex B** – Total list of all items that the transport agent is required to return to NAM’s store at Stevenage.
* **Annex C** – Door widths, lift capacity and access route. To follow

**A site visit is strongly recommended.**

The galleries are due to be closed to the public from September 2022. The deinstallation of objects takes place between 12th September 2022 to 7th October 2022, but the transport agent is not required on site until between 3rd to 7th October 2022. **In the scope of this project, the transport agent is required to produce a timetable that correlates with NAM’s wider programme.**

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

1.1. Liaising with NAM’s client representative from appointment onwards to ensure that the deinstallation and transport of the objects will be achieved on time;

1.2. Where applicable, the provision of suitable packing systems to enable the safe transit of objects.

1.3. Packing of objects for transport on collection at NAM with guidance and support from external conservator.

1.4. Ensuring all objects are transported in an appropriate, air ride vehicle and appropriately secured.

1.5. Insurance for all objects while in transit to the value of at least £10 million.

1.6. A duty of care to building and internal structures during transport and de-installation of objects. All precautions must be taken to avoid damage including the supply/fitting of suitable protection for floor and other areas of gallery spaces during de-installation of objects;

1.7. Ensuring the correct licences are held to transport the objects.

1.8 Providing both risk assessment and method statement for the project.

* Access notes: The National Army Museum is closed to the public on a Monday, therefore the removal of large items needs to take place on the 3rd October 2022. The removal of all other packed items needs to take place before the museum opens to the public, to allow for large packing crates to be moved through the building. This should be done before 9.30am on the day of object transportation. There are parking facilities to the right of the main entrance, which is on the same level as the group entrance doors. These lead directly to the lifts, which are used for both passengers and goods. Any personnel coming to site and any vehicles need to be booked in advance, providing registration details, ETA and names of personnel.
* Examples of similar projects: The provision of evidence relating to previous projects of a similar nature to those detailed in the accompanying document is essential and will be viewed in support of the suggested method and cost estimates. Of relevance would be evidence demonstrating appropriate handling of large 3D objects and the logistical management of projects involving multiple 2D and 3D objects, such as paintings and uniform.

**2. Timetable/ Schedule**

The tender will be awarded in the week commencing 8th August 2022.

The galleries close to the public in early September 2022. The Conservation team at NAM begin decanting the galleries between 12th September and 7th October 2022.

The removal of those items in the scope of Annex A to be carried out the week beginning 3rd October, with all packed objects in Annex B returned to the Stevenage site by 7th October 2022.

The transport agent will be responsible for providing a timetable that works with this wider programme.

The timetable for the tender is:

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| Tender issued | 12th July 2022 |
| Questions received by: | 27th July 2022 |
| Tender returned to NAM  | 5th August 2022 by 10am |
| Tender awarded | 8th August 2022 |

**3. Health and Safety**

The company will be required to provide method statements and risk assessments for any potentially hazardous process that takes 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. The transport agent will provide their own equipment.

**4. Site Visits**

Site visits to NAM in Chelsea can be accommodated if required, to view the items in the gallery. To arrange these please contact:

* Christine Bernath, Collections Co-ordinator (cbernath@nam.ac.uk).
1. **Criteria on which tenders will be awarded**

In order of relevance:

* Strength of tender (Consideration of brief and specific needs of objects). (40%)
* Overall cost. (40%)
* Proven experience of similar projects. (20%)
1. **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 10am on 5th August 2022. On no account are the tender documents to be passed to the requesting department before the tender board date. NAM requires two electronic copies of the tender and one hard copy.

Address for the return of hard copy tenders:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT