**National Army Museum Graphics Tender for the**

**Permanent Gallery entitled ‘Soldier’**

Date of Release: 7th May 2024

**Project Brief**

The National Army Museum wishes to appoint a graphics company to print and install the graphic elements of a refurbished permanent gallery entitled *Soldier.* Our most popular permanent gallery explores the lives of soldiers and what it is like to serve in the Army.

The graphics remit comprises production of object labels, text panels and facsimiles, and installation. A complete schedule of all elements and materials can be found at **Annex A Graphics Schedule,** under separate cover.

**The value of the tender is assessed in the region of £40,000 for the entire package** and responses should be broken down, detailed and totalled against each element in the column marked ‘Cost’ on Annex A which is under separate cover.

Contractors are requested to read the following documentation under separate cover, to inform their tender submission:

* **Annex A –** Soldier Gallery Graphic Schedule, with a list of graphic elements, including column for detailing costs. Note this Annex must be completed fully with proposed costs clearly added with the Grand Total inserted. NAM will not check individual totals and will accept the Grand Tender cost of the proposed supplier.

All fully artworked graphic files and reproduction imagery will be supplied to the successful tenderer.

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

1.1 Print and production of graphic package to the specifications provided by the Exhibition Designers in Annex A;

1.2 Installation of printed graphics on site at the National Army Museum. Graphics for cases need to be available by 8th July 2024. NAM will be reinstallin objects in the display cases from 8th – 26th July 2024 and need to have all internal case graphics off gassed prior to this date. Wall based graphics should be installed 22nd – 26th July 2024. A detailed programme for installation will be agreed with the successful tenderer.

1.3 Responsibility for 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;

1.4 Ethical removal of waste from site. The Museum has a zero landfill policy and all arisings of ethically or recycled where possible. Where required by legislation Waste Transfer notes must be provided for all arisings.

**Access notes** - Entry for materials to the Museum will be via the Groups Entrance, from the staff car park off Royal Hospital Road. These doors enter the Museum on the lower ground floor level. There is no Loading Bay or dedicated goods lift but there is a large passenger lift that will accommodate most of the movements but crucially the contractor must protect these during use to prevent and damage. The Museum is closed to the public on Mondays and all materials should be brought into the space during this time before 9.30am.

Normal working hours are 08.00 – 17.00 Monday to Friday.

1. **Timetable/ Schedule**

|  |  |
| --- | --- |
| Site visits by arrangement | w/c 13th May 2024 |
| Tender Returned for | 28th May 2024 by 9am |
| Graphic Producer Appointed  | 28th May 2024 |
| Installation of all graphics at site at the National Army Museum | 8th July case graphics22-26th July wall graphics |

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

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

The National Army Museum is a Covid-19 secure workplace and the contractor will be expected to comply with Government guidance.

1. **Site visits**

Site visits to NAM in Chelsea can be accommodated if required. To arrange site visit contact Sarah Glaves.

Questions relating to this tender contents should be directed to Sarah Glaves sglaves@nam.ac.uk

**Criteria on which tenders will be awarded**

In order of relevance:

* Strength of tender (Consideration of specific needs and experience). (40%)
* Overall cost. (40%)
* Proven experience of similar projects. (20%)
1. **Deadline for tenders**

All tender documents/electronic media are to be addressed to tenders@nam.ac.uk and annotated with “ GRAPHIC TENDER DOCUMENTS NOT TO BE OPENED BEFORE 9am on 28th May 2024. On no account are the tender documents to be passed to the requesting department before the tender board opening date.

One hard copy tender is requested for reference in addition **an electronic version should be also be submitted.**

Address for the return of hard copy tenders:

Graphics Tender not to be opened before 28th May 2024 at 9am

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT