National Army Museum Graphics Tender

Date of Release: 1st February 2021

**Project Brief**

The National Army Museum wishes to appoint a graphics company to print and install the graphic elements of a new permanent gallery entitled *Formation.* This exciting new gallery at the National Army Museum introduces visitors to the history and organization of the British Army.

The exhibition is divided into colour coded sections as indicated in Annex A that take the visitor on a journey from the New Model Army to the present day, encapsulating the values embued within the Armed Services, such as teamwork and discipline.

The value of the tender is assessed as approx. £12,000 for the entire package and responses should be broken down and detailed against each element in the column marked ‘Cost’ on Annex B which is under separate cover.

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

* Plan of graphic locations within the space, Annex A.
* List of Graphic elements with costing sheet, Annex B.
* Supply and installation of graphics on site in the exhibition at the National Army Museum, Chelsea 15-19th March 2021

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 specifications provided by the Exhibition Designers;

1.2 Installation of printed graphics between 15th -19th March 2021con site at the National Army Museum.

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 Removal of waste from site.

Access notes: Movements outside the gallery will need to be restricted to outside of opening hours. 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. Because of Covid-19 restrictions permission to use this lift must be sought before use – do not assume that permission will be granted .

Normal working hours are 08.00 – 18.00 Monday to Friday. However, it is envisaged that the Museum will be closed to the general public during the installation period for this exhibition.

1. **Timetable/ Schedule**

|  |  |
| --- | --- |
| **Site visits by arrangement** |  |
| **Tender Returned for** | **12th February 2021** |
| **Graphic Producer Appointed**  | **15 February 2021** |
| **Supply print sample finishes** | **20th February 2021** |
| **Installation of all graphics at site at the National Army Museum** | **15th to 19th March 2021** |

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 contrctaor will be expected to comply with all guidance. The successful tenderer will also be required to supply their Covid policy and RAMS. Please note that all contractors to site will be required to submit to non-invasive thermometers readings and any contractors found to have particularly high temperatures will be refused access to site. Contractors will also be expected to supply their own PPE and main social distancing when working with others, adhering to Government guidelines.

1. **Site visits**

Site visits to NAM in Chelsea can be accommodated if required. To arrange site visit contact Jane Holmes jholmes@nam.ac.uk

Queries relating to the graphic tender contents should be directed to Byung Kim bkim@nam.ac.uk and 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). (50%)
* Overall cost. (30%)
* 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 10am on 12th February 2021. On no account are the tender documents to be passed to the requesting department before the tender board date.

Two hard copy tenders are requested for reference in addition **to the electronic version should be submitted.**

Address for the return of hard copy tenders:

Graphics Tender not to be opened before 12th February 2021 at 10am

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT