National Army Museum Tender Reference: K-7-3-1-6-4

Date of Release: 28th September 2022

**Conflict in Europe Permanent Mannequin Tender**

**Project Brief**

The National Army Museum wishes to appoint a suitably experienced mannequin supplier to manufacture and deliver to site conservation grade mannequins, support poles and spigots for historic uniform. The mannequins are to be displayed in a permanent gallery at the National Army Museum in Chelsea which examines the large European Wars. The gallery opens on 7th April 2023 with the installation of objects in the gallery commencing on 30th January 2023.

This brief should be read in conjunction with Annex A which details the types of mannequin’s and poles/supports required. Where Annex A refers to soft arms, please account for soft arms made with a cover of natural cotton stretch jersey with black cotton jersey caps or ends at the wrists. Costs for the individual serials on Annex A are to be fully inserted and “totalled” at the bottom of the column

All fabrics need to be thoroughly scoured/prewashed before use without the use of detergents or conditioners etc. All materials used will need to have passed Accelerated Aging Testing (Oddy Testing) and be suitable for permanent use with museum objects. The jersey mentioned in the schedule needs to be made of 100% cotton and sourced from a conservation approved supplier (conservation can provide names of suppliers to any company that tenders). The polyester wadding/batting for inside the soft arms must be 100% virgin polyester with no resins or adhesives added.

The Museum requires the mannequins to be delivered to its Stevenage store for dressing by NAM staff. The dressed mannequins would then be transported on pallets to site in Chelsea, as part of a separately awarded transport tender.

For transportation of the mannequins please can temporary baseplates be provided to allow for the mannequins to be transported from Stevenage to Chelsea upright. The baseplates need to be made from materials suitable for short term use with museum objects or to fully sealed with a barrier layer such Marvelseal® to prevent off gassing.

**Access to Objects**

The uniforms are currently located at the NAM storage facility in Stevenage. It is strongly recommended that the mannequin makers view the uniforms by prior arrangement with Christine Bernath, Collections Co-ordinator, cbernath@nam.ac.uk.

Access to the Stevenage site is strictly controlled therefore the Client’s representative will require personnel and vehicle details in advance of any visit.

The National Army Museum premises are a Covid–19 secure environment. All prospective and successful (when awarded) tenderers are required to ensure they are Covid free before attending site.

The tenderers will need to describe their approach to the process including assessments, measurement taking, materials, flexibility, mannequin making, delivery to the museum site, and allowance within the tender price. As the mannequins will be wearing historic uniform, the materials need to be Oddy compliant with no transferable dyes.

Tenderers will be deemed to have understood the extent of work in returning a tender. The successful tenderer will be expected to make themselves familiar via the Client’s representative, with the full extent of other exhibition works which will be let under separate work packages to ensure a cohesive installation between all contractors.

1. **Overall Quality**

The schedule indicates the current requirements for each mannequin which will be developed in line with the detailed design. The successful tenderer will be expected to work with the Client, Exhibition Designer and Textile Conservator to develop final treatments for approval.

The contractor shall exercise in the design, execution and completion of the works all the skill, care and diligence to be expected of a properly qualified, experienced and competent contractor and should have previously carried out work of a comparable scope, nature and size to the Works.

1. **Project Management**

The successful tenderer shall identify and provide a nominated person responsible for the coordination, liaison and development of the Works who shall efficiently supervise the execution of the Works using their best skill and attention. Thisperson will be responsible for the following:

* Liaison with team
* Liaison with Client’s representative on deliverables required to meet the programme
* Attendance at progress/interface meetings as required
* Monitoring quality and consistency across the works
* Coordinating works to meet the requirements of the programme
* Confirmation of pre- and on-site programming requirements and co-ordination necessary for successful mounting and installation

If the successful tenderer wishes to replace this nominated person, the replacement must be of equivalent competence and explicitly approved by the Client.

1. **Programme**

Included below is the outline programme for this element of the exhibition. Potential tenderers note the completion date is fixed and can’t move. All potential tenderers will be asked to commit to this completion date. The successful tenderer will be required to produce and work to a detailed programme within the constraints of the project programme. This programme must be supplied to the Client within two weeks of appointment.

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| **Milestone Dates** | **Start** |
| Tender Issued | 28th September 2022 |
| Tender Return | 20th October 2022 |
| Appointment | 21st October 2022 |
| Delivery to site | 4th January 2023 |

1. **Timetable/ Schedule**

The tender will be awarded 21st October 2022. Once awarded, the Museum’s Client representative will confirm actual delivery dates in consultation with the successful tenderer.

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.

1. **Site Visits**

Site visits to NAM in Chelsea can be accommodated if required. To arrange these please contact the Client representative.

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

In order of relevance:

* Strength of tender (Consideration of specific needs of objects and meeting the timescale). (50%)
* Overall cost. (30%)
* Proven experience of similar projects. (20%)

The provisional tender fee is in the region of £14,000 + vat

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 20th October 2022. On no account are the tender documents to be passed to the requesting department before the tender board date. Tenders incorrectly

Address for the return of ”hard” copy tenders:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT

1. **Operation**

The successful tenderer will be required to provide staff with the information needed, prior to completion of the works, to enable the Client to mount, dismount, install and maintain the mounted objects on a regular basis.

The successful tenderer will be required to produce two sets of final information for each mount type, explaining what the mount looks like, how it works and any maintenance notes that the Client will need to be aware of in the future.

1. **Defects Liability**

Tenderers to allow for a Defects Liability Period of 12 months during which time they will need to rectify any issues that arise with the mounts as a result of the final design, fabrication or installation.

1. **Approvals**

Client approval stages are an important part of the production process for all the mount and material elements. Approval stages are to be programmed and are to include the following as a minimum:

* Initial creative concept treatment
* Pre-production presentation (including materials)
* Functionality, compatibility and interface with design/fit-out
* Method statements for general approach to different materials
* Method statements for working with objects, on site at NAM storage and conservation facility, and for working on site in galleries during installation

Due to the tight programme detailed above, it is anticipated that a number of the stages above will need to be condensed into the early stages pre- and post-appointment. The successful tenderer will need to work with the team and communicate key deadlines for information to be passed on.

1. **Sustainability**

The successful tenderer shall ensure that their working methods, performance, operational and maintenance are as sustainable as possible. For example, where possible/necessary the successful tenderer should:

* Use ethical and environmentally conscious technical sub-consultants
* Contribute towards Client staff skills development
* Commit to audience evaluation and testing where required
* Consider operating costs throughout design process
* Design in flexibility where required

**Conservation Rating**

All materials to have passed Accelerated Aging Testing (Oddy Testing) with off gassing times adhered to below:

6 weeks- Solvent based paints

2-4 weeks use of adhesives

2-3 weeks sealants

2-3 weeks water-based paints

2 weeks for powder coated elements