**Tender Brief for the Paper Conservation of Objects to be displayed Conflicts in Europe Permanent Gallery at The National Army Museum**

**Background**

The National Army Museum (NAM) wishes to appoint a conservation company or individual conservator (‘the conservator’) to conserve and mount or frame 52 paper items in preparation for their display in the museum from February 2023.

Tender submissions are requested from suitably qualified and experienced contractors. It is beneficial, though not essential, for the conservator to hold accredited status (PACR - Professional Accreditation of Conservator-Restorers).

Of the 52 Items, 47 have had recent condition assessments with treatment recommendations and time estimates. This contract will involve undertaking the conservation of the items (following discussion and approval of all treatments by the NAM); full documentation, including written reports and photographs, relating to the treatment of each object (sent to the NAM on completion of the project); packing in existing boxes/crates provided by the NAM for return transport.

This contract is for approx. 200 hours work and due to space constraints is to be carried out off site by the conservator. It is anticipated that the work would start by December 2022. The NAM asks that all work be completed by order of gallery installation as specified by the deadlines.

The Museum will provide existing condition assessments and full descriptions of the objects.

As this contract is for a fixed number of hours, tenders may be made without viewing the objects beforehand.

**Tender Information**

1. Programme

|  |  |
| --- | --- |
| Tender Invitation issued | 7 Nov 2022 |
| Tender submission to NAM | 28 Nov 2022 |
| Successful contractor appointed | 1 Dec 2022 |
| Works completion and delivery to site | 30 Jan 2023 |

1. Tender Process

The process to be followed will be in accordance with the NAM Financial Procedures Memorandum in that it will be a sealed bid process.

The NAM will not necessarily award to the lowest price tenderer. NAM reserves the right to appoint the contractor who has interpreted the brief fully and provided value for money.

1. Tender Return

All electronic tender documents/electronic media are to be addressed to [tenders@nam.ac.uk](mailto:tenders@nam.ac.uk) and annotated with “TENDER DOCUMENTS NOT TO BE OPENED BEFORE 1000hrs on 28th November 2022.  On no account are the tender documents to be passed to the requesting department before the tender board date. The Museum reserves the right to discount any tender received in contravention of this instruction.

Tender “hard” copies may be submitted to:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea, London

SW3 4HT

Tenders are to remain open for acceptance for a period of 90 days.

1. Tender Cost

The fee presented is to be a fixed lump sum fee for the provision of the conservation of the items listed on Annex A.

The fee is to include all expenses. This will include printing costs, travel costs, accommodation, disbursements, insurances (incl transportation to and from NAM premises and at contractor’s site). The fee must exclude VAT.

1. Hourly Rate

An hourly rate for each category of personnel employed on the work must e provided in the event that the Client instructs specific additional duties.

1. Information to accompany the Tender

Completed Form of Tender & Certificate of Bona-Fide Tender (Annex B & C)

1. Relevant Experience

Provide details of three recent contracts that are relevant to this project including the name and contact details of the clients’ representatives who could be approached for references. For each project, include a description of the project, your role, client, budget and project dates

1. Contract Award Criteria

The Tender Board will comprise the NAM Project Board and other nominated individuals.

Tenders will be assessed on the following criteria:

|  |  |
| --- | --- |
| Fee | 50% |
| Qualifications and Experience | 10% |
| Resourcing including timings to carry out work | 30% |
| Approach to project | 10% |

1. Tendering Costs

The Client will not be responsible for or pay for any costs or expenses that are incurred by any tendering contractor in preparing and submitting their tender.

1. Enquiries

All enquiries/clarifications arising from this Invitation to Tender must be submitted in writing via email to:

tdendy@nam.ac.uk

All responses to enquiries/clarification will be made available on this website at 1600 each Fri when the tender is “live”.

**Annexes**

* Annex A – Paper Conservation Object List (under separate cover)
* Annex B – Form of Tender
* Annex C – Certificate of Bona-Fide Tender

**Annex B – Form of Tender**

Tender for: **Paper Conservation of Objects to be displayed in the Conflicts in Europe Permanent Gallery at The National Army Museum**

To: The Council and Director of the National Army Museum

Sirs,

I/We the undersigned, having examined the enclosed tender documents and Annexes, and do hereby offer to execute and complete in accordance with the said documents the works described therein:

For the sum as listed in the attached document:

Tenderer Reference:  **K-7-13-3-1-1-3-3-4 Paper Conservation of Objects to be displayed in the Conflicts in Europe Permanent Gallery at The National Army Museum**

I/We hereby affirm our agreement to enter into a contract with the Council of the National Army Museum for the due performance of the Works in the form described by the above said documents.

I/We have completed the Certificate of Bona-Fide Tender included in this document

I/We understand that the Trustees are not bound to accept the lowest or any tender which may be received nor or responsible for any cost incurred in the preparation of any tender

I/We declare that this offer is to remain open for acceptance for a period of thirty days from the date fixed for the receipt of tenders

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

**Annex C – CERTIFICATE OF BONA-FIDE TENDER**

Tender for: **Paper Conservation of Objects to be displayed in the Conflicts in Europe Permanent Gallery at The National Army Museum**

I/We certify that this is a bona-fide tender and that I/we have not fixed or adjusted the amount thereof by or under in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and I/We undertake that I/we will not do at any time any of the following acts:

* 1. Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of such amount(s) was necessary to obtain insurance premium quotations required for the preparation of the tender.
  2. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
  3. Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate the word “person” includes any person and any body, association, corporate or un-incorporated; and “any agreement” includes such transaction, formal or informal, and whether legally binding or not.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date: