**TENDER FOR THE PROVISION OF TRANSPORT AND INSTALLATION OF EXHIBITION AT THE NATIONAL ARMY MUSEUM**

**Project Brief**

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

The National Army Museum is representing an exhibition entitled Myth and Reality, at its site at Chelsea on. The NAM wishes to appoint a suitably qualified fine art transport agent to oversee the packing, transportation and installation of exhibits for this exhibition.

**Scope of Works**

Phase 1– Packing, collection and transportation of exhibits/objects

See Annex A for the list of objects requiring packing. The majority of objects for the exhibition are currently stored in the Museum’s collection storage facility in Stevenage. After packing these will be transported to the Museum, for installation which is scheduled to commence on 9 June 2025.

A list of the exhibits/objects requiring collection, transporting and hanging is indicated at Annex B.

Phase 2 – Collection of loans items

This exhibition will be displaying objects which will requiring packing, collection, transportation and installation from:

* The National Portrait Gallery
* The Royal Collection Trust

Actual locations of collections and dates will be confirmed to the successful tenderer when they are appointed. The scheduled dates of installation of these objects is 9 June – 24 June.

Phase 3 – Installation

All wall-based paintings and artworks will be required to be installed by the successful tenderer. The Museum will approve the method of fixing proposed by successful company will also be responsible for fitting fixings to the works.

In the scope of this project, the transport agent will be required to produce a timetable that complies with NAM’s wider programme.

**Tender Requirements**

1. The company will be responsible for:
   1. Liaising with NAM’s client representative from appointment onwards to ensure that the collection, packing and transport of the objects will be achieved on time and artworks are hung at appropriate times;
   2. Packing of artworks for transport on collection at Stevenage with guidance and support from NAM Staff and external conservator;
   3. Ensuring all objects are transported in an appropriate, air ride vehicle and appropriately secure;
   4. The successful tenderer will be required to provide insurance for all objects while in transit to the value of at least £10 million. Proof of this will be required before they are appointed.
   5. The successful tenderer must provide a duty of care to Museum buildings and internal structures during transport and installation of objects. All precautions must be taken to avoid damage including the supply/fitting of suitable protection for flooring, where utilised, lift linings and other areas of gallery spaces during de-installation of objects;
   6. Ensuring the correct licences are held to transport the objects;
   7. Providing both risk assessment and method statement for the project;

1.9 Larger works that do not fit in the lift are handled appropriately up the stairs;

1.10 Supply of all NAM approved and fitting of all suitable fixings for the artworks;

1.11 Fixing the to the artworks to the background surface and in the correct position and as noted on the schedule;

1.12 Collection of 2 artworks from Royal Collection and one from NPG.

1.13 The tenderer will be required to provide at least three 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 particular 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.

1. **Budget**

A provisional budget cost for this work is £30,000 excl VAT. Annex A should be read in conjunction with this brief, to accurately form your tender

**3. Timetable/ Schedule**

The timetable for the tender is:

|  |  |
| --- | --- |
| Tender issued | 28 March 2025 |
| Questions received by: | 11 April 2025 |
| Tender returned to NAM | 22 April 2025 |
| Tender awarded | 24 April 2025 |

**4. Tender award criteria**

The tender will be awarded by a Tender Board that in accordance with NAM’s award criteria and they judge the submissions that best meets the needs of the Museum. This criteria used is 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%)

Deadline for tenders

All tender documents/electronic media are to be addressed to Secretariat or [tenders@nam.ac.uk](mailto:tenders@nam.ac.uk) and annotated with “TENDER DOCUMENTS NOT TO BE OPENED BEFORE 10am on 22 April 2025. 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

**5. Access Notes**

The National Army Museum is closed to the public on Mondays. The delivery and installation of items will need to be closely co-ordinated with the NAM installation team.

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. Protection must be provided for any lift used. All contractors personnel coming to site and any vehicles need to be booked in advance, providing registration details, ETA and names of personnel.

**6. Site Visits**

The galleries are currently closed to the public while base-build construction work is carried out. Prior to tender submission a site visit is strongly recommended. The current installation period for the objects is from 9 June to 23 June 2025.

To arrange a site visit to our Collection Storage Facility at Stevenage please contact Terri Dendy ([tdendy@nam.ac.uk](mailto:tdendy@nam.ac.uk)). For site visit to the Museum at Chelsea contact Jane Holmes (jholmes@nam.ac.uk).

**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. The Museum’s Contractors Code of Conduct will be issued to the successful tenderer