Date of Release: 14th July 2025

**Tender for the Production and Installation of Graphic Elements for the Temporary Exhibition, ‘Beyond Burma: Forgotten Armies’**

**Project Brief**

The National Army Museum wishes to appoint a suitable, experienced graphics contractor to manufacture, print and install graphics for the National Army Museum’s temporary exhibition, ‘Beyond Burma: Forgotten Armies’ which opens to the public on 16th September 2025 and closes 16th April 2026. The exhibition space is 150sq metres.

The exhibition will commemorate the eightieth anniversary of the end of the Burma campaign. It will cover the Retreat from Burma in 1942, the resurgence and transformation of the British and Indian armies in India during 1943, as well as the effective campaigns against the Imperial Japanese during 1944-1945. In particular, it will also highlight the role of the Indian soldiers who continued to serve across Southeast Asia long after the end of the Second World War. The Burma campaign is often called the ‘Forgotten War’ and the Fourteenth Army nicknamed the ‘Forgotten Army’. However, the really forgotten aspect of the war are the large numbers of Indian and African soldiers who fought in Burma and the exhibition will explore their contribution.

Graphic elements include main text panels, sub-text panels, large scale wallpapers, fabric printing, object labels and facsimilies of some works on paper.

In scope of tender:

* Supply of samples and colour matches stated in Annex A.
* Print production of graphics as per Annex A using art worked files provided by NAM.
* Install of graphics on site at NAM, Chelsea will cover two phases:-

26th – 29th August 2025 – manufacturs and installation of wallpaper within the gallery, graphic elements within display cases, siting of text panels, supply of facsimiles, printing and hanging of fabric covering, supply of all object labels.

1st September 2025 – installation of entrance wall graphic. This has to be installed on a Monday when the Museum is closed to the public.

Contractors are requested to read the following documentation in conjunction with Annex A under separate cover. Annex A is the Graphics Schedule, which contains the type of substrates and sizes required. This Annex includes a pricing column hich must be completed fully prior to submission.

Annex B contains drawings of the gallery.

**The company will be responsible for:**

1.1 Print and production of graphic package to specifications and art worked files provided by the Designer. Including the provision of samples.

1.2 Install of printed graphics on site from 26th August 2025 to be completed by1st September 2025.

1.3 A site visit is recomended. To arrange a site visit by appointment liaise with the designer Sarah Glaves sglaves@nam.ac.uk or 020 7881 2411

1.4 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.

1.5 Removal of waste from site, which should be done ethically and disposed of ethically. The NAM follows sustainable and ethical practices for the re-use and disposal of waste materials. Waste disposal notes where applicable will be required to be provided.

Access notes:

Installation will be restricted to Museum opening hours. Entry to the National Army Museum will be via the Groups Entrance, from the Museum’s staff carpark off Royal Hospital Road. These doors enter the Museum on the -1 Floor. The Museum does not have a loading bay or dedicated goods lift but there is a large passenger lift that will accommodate most of the movements. The Museum is closed to the public on Mondays, however goods need to be brought into the Museum before 9.30am.

Normal working hours are 08.00 – 16.00 Monday to Friday.

1. **Timetable/ Schedule**

|  |  |
| --- | --- |
| **Tender Issued** | **14th July 2025** |
| **Date for tender queries to be received by** | **17th July 2025** |
| **Tender Returned for** | **25th July at 10am 2025** |
| **Graphic Producer Appointed**  | **25th July**  |
| **Supply print sample finishes and accurate colour rendering**  | **4th August 2025** |
| **Handover of all artworked files** | **8th August 2025** |
| **Graphic Production off site** | **11th August to 22nd August 2025** |
| **Installation of all graphics on site** | **26th, 27th, 28th, 29th August:****Graphics within display cases.****Internal wallpapered wall****Fabric curtains.****Supply of facsimiles****Supply of all object labels.****Installation of text panels.****1st September – entrance wall graphic.** |

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 expected costs in their tender submission. They should also provide a copy of their insurances to NAM.

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

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

In order of relevance:

* Strength of tender (Consideration of specific needs and experience). (30%)
* Overall cost. (50%)
* Proven experience of similar projects, minimum three examples required. (20%)
1. **Deadline for Tenders Submission**

All tender documents/electronic media are to be addressed to Secretariat or tenders@nam.ac.uk and annotated with “GRAPHIC TENDER DOCUMENTS NOT TO BE OPENED BEFORE 10am on 25th July 2025. On no account are the tender documents to be passed to the requesting department before the tender board date.

An electronic copy should be sent to tenders@nam.ac.uk