National Army Museum Tender Number

Date of Release: 19 February /20

**Project Brief**

The National Army Museum wishes to appoint a graphics contractor to print and install graphics for the National Army Museum’s next temporary exhibition *Foe to Friend: The British in Germany since 1945* which runs from 8th May 2020 to 7th May 2021.

* Print production of graphics to supplied graphic schedule
* Install of graphics on site 20th April to 24th April 2020

Contractors are requested to read the following documentation in conjunction with the Appendices below, which form the attachment to this document:

A. Overview of the exhibition

B. Graphic schedule and pricing document

C. Specifications for graphics

D. Elevations and graphic drawings

E. Additional specification sheets

F. 3D design drawings for information.

1. **The company will be responsible for:**

1.1 Print and production of graphic package to specifications provided by the Designer.

1.2 Install of printed graphics on site between 20th April to 24th April 2020.

1.3 Liaise with the appointed 3D contractor for graphic elements of the following items:

 BE10, BE11, BE12, A12, A13, A14, A8- A11, A6 as noted on Graphic Schedule Appendix B in yellow and cross referenced to Appendix F build drawings. W305 Vehicle Spotters Interactive is being produced separately by Studio Sowow and the successful graphics contractor will be required to work with them to produce graphics for the interactive as outlined in design drawing NAM\_ftf\_w305\_specsheet.

1.4 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.

1.5 Removal of waste from site

Access notes: Movements outside the gallery will need to be restricted to outside of 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 first floor. We do not have a loading bay or dedicated goods lift but there is a large passenger lift that will accommodate most of the movements.

Normal working hours are 08.00 – 18.00 Monday to Friday.

1. **Timetable/ Schedule**

|  |  |
| --- | --- |
| **Date for tender queries to be received by** | **26th February 2020** |
| **Tender Returned for** | **4th March 2020** |
| **Graphic Producer Appointed**  | **6th March 2020** |
| **Supply print sample finishes** | **13th March 2020** |
| **Install of objects on site, for which object labels will need to be ready** | **20th April 2020 – 1st May 2020** |
| **Installation of all additional graphics on site** | **20th April 2020 – 24th April 2020** |

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.

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

1. **Site visits**

Site visits to NAM in Chelsea can be accommodated if required. To arrange site visit contact Mal Clarke at 020 7730 2450 or at mclarke@nam.ac.uk .

1. **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 Secretariat or tenders@nam.ac.uk and annotated with “TENDER DOCUMENTS NOT TO BE OPENED BEFORE 12 noon on 4th March 2020. 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:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT