

INVITATION TO TENDER (OPEN PROCEDURE)

FOR Lighting Design and Supply In Storehouse 11 at Portsmouth Historic Dockyard

Annex A - Specification

The National Museum of the Royal Navy
HMS Naval Base (PP66)
Portsmouth
PO1 3NH

ISSUE: 001

Annex A

1.0 Project Background

- 1.1 Storehouse 11 is part of the National Museum of the Royal Navy. Storehouse 11 is located at Portsmouth Historic Dockyard, Victory Gate, HM Naval Base, Portsmouth, PO1 3LJ.
- 1.2 The purpose and scope of this ITT and its supporting documents is to explain in further detail the requirements of the NMRN and the procurement process for submitting a tender proposal.
- 1.3 This project is being undertaken by National Museum of the Royal Navy Trading, a trading subsidiary of National Museum of the Royal Navy.

2.0 Key Goals

- 2.1 NMRN is seeking to appoint a contractor to design and supply a new lighting scheme for the Museum Shop and Princess Royal Gallery conference room in Storehouse 11.
- 2.2 The tender submission will be assessed and scored on the response to design and supply of the lighting scheme only. If the contractor has resources to install the scheme specified in the tender response, the contractor has the option to include this as a separate cost in the pricing schedule that will not be included as part of the assessing and scoring process.
- 2.3 NMRN has recently established a 3-year strategy, with the primary purposes of ensuring post COVID recovery, year on year profit growth and enhanced experience of NMNR visitors. This project forms part of the investment planning for Portsmouth.

3.0 Museum Shop

- 3.1 The Museum Shop is situated on the ground floor of Storehouse 11. It also forms the main entrance for visitors who want to go into the museum galleries – it has a reception desk where visitors are greeted, tickets checked and shop purchases paid for.
- 3.2 The perimeter of the space has retail wall units with integrated downward lighting. The wall behind the reception desk is back lit.

- 3.3 The rest of the space has a number of large lamps to light the space that cannot be isolated from each other. They are controlled via banks of switches located next to the sales desk and on the stairs to the first floor.
- 3.4 Contractors should quote to replace the large lamps in the space with a new scheme that increases the light in this dark space.
- 3.5 The scheme should highlight the central retail fixtures (that currently have no dedicated lighting) and enhance the lighting existing with the wall units. The reception desk should have some increased overhead lighting.
- 3.6 NMRN Staff should be able to operate the lighting quickly and with ease – banks of switches located together. The scheme should incorporate the flexibility to reposition the light fittings along a track should central retail displays move. Replacing bulbs should be easy to facilitate by our in-house team. This space is used during visitor hours only – we do not anticipate that the lights will need to be isolated from each other.
- 3.7 Contractors should note that Storehouse 11 is a Grade 1 listed building - existing cable runs should be used and surface mounted only. Additional holes or alternations to the ceiling should be avoided as far as possible.
- 3.8 Contractors should quote for a suspended track system and fittings. Spare fittings should also be accounted for within the quote.

4.0 Princess Royal Gallery

- 4.1 The Princess Royal Gallery (PRG) is located on the first floor of Storehouse 11. It is an internal meeting space and an external client events space. Events held in the space include daytime conferences, meetings, private events and evening dinners and drinks receptions. The PRG can seat up to 100 for both a dinner and conference.
- 4.2 The PRG has a combination of strip and spot lighting. The strip lighting is operated using 3 switches and is not dimmable. The spot lighting is made up of strips of 3 spots. Each strip of spot lights can be isolated from each other and dimmed.
- 4.3 Contractors should quote to provide a scheme that creates ambient levels along with accent lighting. The scheme should be flexible and user friendly, enabling staff to be able to control different areas of lighting across the room, ideally through an easy to operate Bluetooth system. Replacing lamps and repositioning spots should be easily facilitated through our in-house team.

- 4.4 Contractors should note that Storehouse 11 is a Grade 1 listed building - existing cable runs should be used and surface mounted only. Additional holes or alternations to the ceiling should be avoided as far as possible.
- 4.5 Spare fittings should also be accounted for within the quote.

5.0 Key Dates and Milestones

- 5.1 The contract will be awarded in the last week of February following conclusion of the mandatory standstill period (refer to ITT document).
- 5.2 The scheme should be designed and equipment on site by must be completed by 25 March 2022. Any contractor unable to meet this date should not tender for this contract.

6.0 Additional Information

- 6.1 - The following appendices will also assist your submission: -

Annex B – Storehouse 11 Museum PRG floor plan

Annex C – Storehouse 11 Museum shop floor plan

Annex D – Visual Record Storehouse 11 Museum shop

Annex E – Visual Record PRG