**National Army Museum**

**Special Exhibition AV Hardware Procurement**

**Overview**

Founded in 1960 by Royal Charter, the National Army Museum was established for the purpose of collecting, preserving, and exhibiting objects and records relating to the history of the Land Forces of the Crown. The Museum is a Executive Non-Departmental Public Body (ENDPB) run by a board of up to 12 Trustees known as the Council of the National Army Museum. The Museum is a Registered Charity and Accredited Museum.

**Special Exhibition**

The Museum wishes to work with suppliers of Audio Visual and ICT hardware in procuring the equipment to be installed in a new special exhibition, opening in March 2018.

**Requirement**

The required items are broken down into individual lots, all or any of which quotes can be submitted for. Quoted prices must allow for the purchase of any or all of the lots independently.

**Suppliers are to note that due to the complexity of the installation alternative equipment will not be accepted unless stated in clarification notices which will be made available to all suppliers.**

Suppliers are requested to complete the attached Hardware List spreadsheet with the following information:

* Proposed equipment prices including any delivery costs
* Expected delivery date
* Warranty start dates
* Warranty periods

Please note: Quotes not submitted on the spreadsheet provided may be discarded.

The schedule must be emailed to the address provided by the tender closing date in order to be considered in the submission assessment process. Please visit the website below for further details.

<http://www.nam.ac.uk/about-us/schemes-policies-procedures/procurement-tendering>

**Submission**

Please return your completed submission by email to:

John Foster

jfoster@nam.ac.uk

by 14:00 on 24th January 2018

Subject: Special Exhibition AVHW Procurement Tender

On successful appointment, the supplier will be requested to make delivery of the equipment to the Museum’s main site at Chelsea. Delivery address will be confirmed on ordering.

**Marking Criteria**

Tenders will be assessed against the following criteria:

* Price (60%)
* Warranty period (20%)
* Date of delivery (20%)

Additional consideration will be given to suppliers that are able to secure extended manufacturer warranty periods or warranty start dates that coincide with the exhibition opening.