NATIONAL ARMY MUSEUM

ROYAL HOSPITAL ROAD

CHELSEA

LONDON SW3 4HT

**TENDER FOR THE PROVISION OF DISPLAY CASES TO MATCH EXISTING IN THE INSIGHT GALLERY**

**Brief, Tender and SPECIFICATION**

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**The Client**

1. The Client is the Council and Director of the National Army Museum, Royal Hospital Road, Chelsea, London.

**The NATIONAL ARMY MUSEUM (NAM) Project Board**

1. The NAM Project Board will include:

Ms Jane Holmes

Mr Mike O’Connor

Ms Sarah Glaves

Mrs Terri Dendy or Mrs Philippa Beesley

a member of the Museum’s Finance Team

**THE NAM (National Army Museum) - Background**

1. The NAM, a Body incorporated by Royal Charter (1960), is the British Army's own Museum. It is the only museum in the United Kingdom to tell the Story of Our Army as a whole from its inception to today's military operations in Iraq, Afghanistan and elsewhere. It commemorates the contribution of soldiers, male and female, who have served in Our Army. By using examples from the past, the NAM inspires the present generation of soldiers to understand that they are the inheritors of a rich tradition of bravery, service and professionalism.

**SCOPE OF WORK**

1. NAM are representing the Insight Gallery to form a permanent introductory gallery that gives an overview of the establishment and organisation of Our Army, through objects and the values it represents.

To provide four number new display cases to compliment the existing display cases in the Insight Gallery as per the specification. The extent of the works includes supply of the cases, installation on site and maintenance manual provision. The Museum is preferably looking for an ‘off the peg’ design that can be powder coated to match the RAL colour of existing showcases in the Insight Gallery and adapted to ensure they meet the criteria outlined in the attached specification. Appendix G. The representation of the Insight Gallery will be a permanent display at the heart of the museum and the cases require longevity.

Location:

Insight Gallery

The National Army Museum

Royal Hospital Road

London SW3 4HT

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The appointed Showcase Contractor will be required to produce the following:

* Site review and detailed method statement for installation
* specification of suitable size etc of granular environmental buffer or environmental control unit to meet the conservation standards required in Appendix G
* The construction design of all the showcases, including all showcase lighting.
* Proof that materials selected have previously passed BM tests.
* Compliance to Air exchange rates and what air exchange rates can be achieved in the cases.
* The fabrication of the all of the above as scheduled and instructed.
* Delivery of all of the above to final installation location to suit the installation programme. Note that this will require careful and close coordination with the Exhibition Manager.
* Staff training.

The showcase contractor must provide a detailed and final case schedule and drawings for each case for the Project Manager. Drawings should indicate where the light sources are to be fitted, provide full details of silica gel compartment and associated air pathways, access methods and full details of how the cases are secured to the floor.

* During the final Installation of the cses on site, the successful Tenderer’s representative shall be on site to ensure implementation to its satisfaction.
* During the installation, commissioning and acceptance, the successful Tenderer shall have where applicable one specialist on site to overcome any difficulties and problems. During this period the successful Tenderer will also be responsible for the training of the Clients staff.

**AFTERCARE**

Suppliers are requested to state the level of support and warranties/maintenance agreement they can provide as part of the tender and the cost involved – this should be a separate line in the Appendix E.

The National Army Museum requires the showcase manufacturer to rectify and bear the cost of correcting faults that develop to the finish or operation of their cases as a result of poor workmanship, inappropriate use of materials or construction methods or damage upon installation.

The successful manufacturer will be required to provide a manual of use indicating detailed routine maintenance procedures for their cases, supplier details for all replaceable parts together with small quantities of touch up material for minor damage to surfaces.

In addition to the contract preliminaries, the following should be particularly noted by tenderers.

The safe transport of the cases to site, unloading and transfer to the installation site, will be the responsibility of the Supplier. It is also the Supplier’s responsibility to determine whether there are any access restrictions between the loading and the installation areas, and to ensure that any space restrictions inside the galleries will not impede or prevent installation.

The supplier will be fully responsible for all aspects of delivery and installation including parking, unloading, handling and disposal of all packaging and surplus materials. All waste materials are to be cleared at the end of each day.

During the installation, it will be the Supplier’s responsibility to ensure that all precautions are taken to prevent damage to the building, floor coverings or finishes. Allowance should therefore be made for adequate protection to floor finishes and other adjacent vulnerable surfaces.

Installation to take place during the exhibition build and fit out phase 8th -19th February 2021

Tenders should include for training staff in the use and maintenance of the showcases after hand-over.

**A SITE VISIT IS ESSENTIAL**

**OUT OF SCOPE**

1. Tenderers to note that this package does not include the construction or installation of brackets and mounts for specific objects to be installed inside the cases or sitting on the internal display frames.

Tenderers to note that this package does not include the production or installation of graphics to be installed inside the cases.

Alarms to be fitted by NAM alarm contractor.

Cases to be wired back to DMX system by NAM appointed contractor.

**ACCESS**

1. Access to the Chelsea site is by arrangement only, it is essential that note is taken of any arrangements for entry. Site visits will obviously be required prior to any tender submission and these can be arranged by contacting:

Ms Jane Holmes – Exhibitions [jholmes@nam.ac.uk](mailto:jholmes@nam.ac.uk) 0207 881 2494

The names of personnel visiting the site and the registration number of vehicles must be supplied. Parking is by arrangement and must not assumed. Any vehicles including delivery vehicles, not pre-approved, will be denied entry and the Museum will not be responsible for any costs of re-arrangements.

1. Typically, the working hours will be 0800am-18:00hrs pm daily. There will be no weekend working unless specifically agreed by the Client. If weekend working is required, a minimum of one working week notice is required to be given. Materials need to be brought into the exhibition space prior to 9.30am.

**THE PROGRAMME**

|  |  |
| --- | --- |
| Tender Invitation issued | 6th November 2020 |
| Intention to tender submitted | 12th November 2020 |
| Tender submission to NAM | 30th November 2020 |
| Successful contractor appointed | 2nd December 2020 |
| Proposed dates on site | 8th to 19th February 2021 |

**INFORMATION FOR TENDERERS**

**Tender Process**

1. The process to be followed will be in accordance with the NAM Financial Procedures Manual in that it will be a sealed bid process.
2. The NAM will not necessarily award to the lowest price tenderer. NAM reserves the right to appoint the contractor who has interpreted the brief fully and provides value for money.

**Tender Return**

1. All electronic tender documents/electronic media are to be addressed to [tenders@nam.ac.uk](mailto:tenders@nam.ac.uk) and annotated with “TENDER DOCUMENTS NOT TO BE OPENED BEFORE Monday 30th November at 9am.
2. On no account are the tender documents to be passed to the requesting department before the tender board date, any documents sent in breach of this may at the discretion of the Board exclude the tender submission.
3. Tender “hard” copies shall be submitted to:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea, London SW3 4HT

1. Tenders are to remain open for acceptance for a period of 90 days.
2. Tender shall comprise of 2 x hard copies and 1 x electronic (PDF format) following:
   * Financial Tender;
   * The Completed Form of Tender (Annex A);
   * Certificate of Bona-Fide Tender (Annex B);
   * Contractor Qualification Questionnaire (Annex C);
   * Health and Safety Questionnaire (Annex D);
   * Completed Template for Pricing (Annex E)
   * Design Drawings (Annex F)
   * Case Specification (Annex G)
   * Any other information that is required to clarify the tender.

**ENQUIRIES**

The Exhibition Manager: Jane Holmes – [jholmes@nam.ac.uk](mailto:jholmes@nam.ac.uk) (for scheduling & site visits)

Sarah Glaves – Designer [sglaves@nam.ac.uk](mailto:sglaves@nam.ac.uk) (for design queries)

Helen Kibblewhite – Head of Facilities [hkibblewhite@nam.ac.uk](mailto:hkibblewhite@nam.ac.uk) (for lighting and alarm queries)

**Financial Tender**

The Fee is to include all expenses. This will include printing costs, travel costs, accommodation, disbursements, visuals, models and all other expenses and costs required in the provision of the Services. The fee should exclude VAT.

**Instalment payments**

NAM suggests a payment schedule of 30% at the start of the project, 20% mid-way through the project and 45% at the end of the project. 5% will be retained for 6 months.

Tenderers may suggest an alternative fee drawdown in the tender. The Museum will not necessarily agree to this and its decision is final.

1. Completed Form of Tender & Certificate of Bona-Fide Tender (Annex A & B)

The Forms should be signed by the Tenderer or, in the case of a Company, by the Secretary or other authorised person.

1. Information to accompany the Tender

Completed Contractor Qualification and Health and Safety and Template for Pricing questionnaires (Annex C, D & E)

1. Relevant Experience

Provide details of relevant experience. For each project, include a description of the project, your role, client, budget and project dates

1. Tenderers Project Team

List the proposed personnel working on this project and provide the CVs for any supervisory role personnel.

1. Resource Plan & Availability of Personnel

Advise the resource plan for the proposed personnel.

Advise how quickly the contractor could begin work if appointed.

1. Practice Approach

Outline your approach to ensure that the installation is completed within budget and timescale.

1. References

Provide details of three recent contracts that are relevant to this project including the name and contact details of the clients’ representatives who could be approached for references.

**Contract Award Criteria**

1. The Tender Board will comprise the Project Board and other nominated individuals.

Tenders will be assessed on the following criteria:

Fee 50%

Qualifications and Experience 10%

Project Team and Resourcing including timings of installation 30%

Approach 10%

**Tendering costs**

1. The Client will not be responsible for or pay for any costs or expenses that are incurred by any tendering contractor in preparing and submitting their tender.

**INSURANCES**

1. The minimum amounts insured in respect of employers and public liability shall be £10M for any one occurrence or series of occurrences arising out of one event.

**DEFECTS IN MAINTENANCE PERIOD**

1. The contractor is to provide at handover certification that the cases comply with all relevant legislation, are fit for use and operational. The contractor is to provide all documentation relating to the installation with recommendations for servicing and maintenance.

**HEALTH AND SAFETY**

1. Contractor should provide all Method Statements, Risk Assessments, and COSHH Information Data Sheets **prior** to commencing works.
2. Contractor is to ensure that all works are made safe by the end of each working shift and the area is left in a clean and tidy condition to the satisfaction of the Client.
3. Contractor is to ensure that all items of the Museum are adequately protected from dust or damage during the works.

**SECURITY**

1. The contractor is to ensure that all employees and sub-contractors to be employed on the site are security cleared by the Client prior to the work commencing. The vetting by the Client will entail the contractor ensuring that all employees and sub-contractors complete and return the National Identification Service form for clearance by New Scotland Yard. The Client reserves the right to prohibit entry of any employee as a result of the NIS enquiry.

**GENERAL**

1. Contractor is responsible for confirming the dimensions on any drawings issued.
2. The contractor will be allocated access routes to and from the installation site and allowed access to toilet facilities which must be kept clean at the contractor’s expense at all times. This is to prevent possible accidents or conflict with staff, contractors or visiting public.
3. Allow for the provision of skips for the removal of rubbish from site.
4. All rubbish rubble should be removed out of the Museum premises before the end of each shift and deposited in skips. Where there is a possibility that the rubbish could be blown by wind then the contractor is responsible for ensuring that the rubbish is suitably covered.
5. Allow for the removal of any hazardous material or controlled waste from site and include for provision of copies of any disposal certificates to the Client.
6. Allow for the provision of “As Built” drawings and samples.
7. The tender price **must** be itemized as indicated in the sections above to allow ease of cost comparison for individual sections of the works. The Client will agree on the employment of any sub-contractors prior to the works commencing. The tender price should also include the cost of a site supervisor.
8. An area can be allocated in the Museum car park for on-site storage or a skip for disposal if required. If the contractor chooses to store materials on-site then they are responsible for the security of all those materials.
9. All contractors’ personnel must book in and out of the Museum on each shift.
10. You should be aware the NAM is subject to the Freedom of Information Act 2000 and is required to comply with any requests submitted.

**ANNEXES**

1. Attached to this specification are copies of annexes that must be completed and enclosed with the tender.

* Annex A – Form of Tender
* Annex B – Certificate of Bona-Fide Tender
* Annex C – Contractor Qualification Questionnaire
* Annex D – Health and Safety Questionnaire
* Annex E – Template for Pricing
* Annex F – Design Drawings (under separate cover)
* Annex G – Case specification.

**ANNEx A – Form of Tender**

Tender for: **Insight Gallery Additional Display Cases.**

To: The Council and Director of the National Army Museum

Sirs,

I/We the undersigned, having examined the enclosed tender documents and Appendices, do hereby offer to execute and complete in accordance with the said documents the works described therein:

For the sum as listed in the attached document:

Tenderer Reference:  **Insight Gallery Additional Display Cases.**

I/We hereby affirm our agreement to enter into a contract with the Council of the National Army Museum for the due performance of the Works in the form described by the above said documents.

I/We have completed the Certificate of Bona-Fide Tender included in this document

I/We understand that the Trustees are not bound to accept the lowest or any tender which may be received nor or responsible for any cost incurred in the preparation of any tender

I/We declare that this offer is to remain open for acceptance for a period of thirty days from the date fixed for the receipt of tenders

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

**ANNEX B – CERTIFICATE OF BONA-FIDE TENDER**

Tender for: **Insight Gallery Additional Display Cases.**

I/We certify that this is a bona-fide tender and that I/we have not fixed or adjusted the amount thereof by or under in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and I/We undertake that I/we will not do at any time any of the following acts:

* 1. Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of such amount(s) was necessary to obtain insurance premium quotations required for the preparation of the tender.
  2. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
  3. Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate the word “person” includes any person and any body, association, corporate or un-incorporated; and “any agreement” includes such transaction, formal or informal, and whether legally binding or not.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

**ANNEx C: - CONTRACTOR QUALIFICATION QUESTIONNAIRE**

* + 1. Please answer **all** questions and sign the declaration at end of the questionnaire.
    2. If there is insufficient space for your response, please attach and sign any additional pages.
    3. Please answer the questions specifically for your business **NOT** for the group if you are part of a group of companies.
    4. Please note the term business refers to: Sole proprietor, partnership, limited liability partnership, incorporated company, co-operative, or voluntary organisation as appropriate.

This document is confidential, and all information provided will be for the purpose of supplier management only and kept solely within the National Army Museum. The information supplied by the contractor / supplier will be used to assess the contractor’s fitness for any work being tendered.

**Supply of this document to an applicant does not imply or guarantee that the recipient will be awarded works on a project.**

**A ADMINISTRATIVE INFORMATION**

A1 Trading Name of Business

A2 Registered Name of Business (if different from A1)

A3 How long has the business been trading?

A4 Main address for correspondence

A5 Registered Office address (if different from above)

A6 Name of person applying on behalf of the business.

A7 Position or title in the business of the person named in A6

A8 Telephone Number of the person named in A6

A9 Facsimile Number of the person named in A6

A10 E-Mail address of the person named in A6

A11 Is the business a sole trader, partnership, private limited company, public limited company, limited liability partnership, co-operative, voluntary organisation or other? (Please specify)

A12 Please provide the business’ VAT Registration Number

A13 If applicable, please state the number and date, and provide a copy of the Certificate of Incorporation or Registration (and Change of Name) under the Companies Acts or Industrial and Provident Societies Acts in the UK or the professional or trade register of the EU member state in which the company is established.

Applicable/Not applicable:

Certificate Number:

Date:

A14 Is the business part of a group?

Yes/No:

A15 If part of a group, please describe the group structure, (please provide an organisation chart if appropriate) and give names of the other Divisions or Subsidiary Companies in the Group.

Attached/Not Attached:

**B BUSINESS PROBITY**

B1 a) Being a company, no resolution has been passed or Order of the Court made for the company’s winding up otherwise than for the purposes of *bona fide* reconstruction or amalgamation, or receiver, or manager, or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof, or is not the subject or proceedings for any of the above procedures, or is not the subject of similar procedures under the law of any other state.

Not applicable / confirmed / not confirmed:

Details:

b) Being an individual, you are not bankrupt, you have not had a receiving order or administration order made against you, or made a composition or arrangement or trust deed with or for the benefit of your creditors, or made any conveyance or assignment for sequestration of your estate or appear to be unable to pay or to have no reasonable prospect of being able to pay a debt within the meaning of the Insolvency Act or any similar procedure under the law of any EU member state.

Not applicable / confirmed / not confirmed:

Details:

B2 Please confirm that no Directors, Partners, Associates or the Company Secretary have been involved in any company, which has been liquidated or gone into receivership.

Confirmed / not confirmed:

Details:

B3 Please confirm that none of the Directors, Partners, Associates or the Company Secretary has been convicted of a criminal offence relating to the conduct of their business or profession.

Confirmed / not confirmed:

Details:

B4 Please confirm that neither the company nor any of the Directors, Partners, Associates or Company Secretary has committed an act of grave misconduct in the course of their business or profession.

Confirmed / not confirmed:

Details:

B5 List the full names of every Director, Partner, Associate and the Company Secretary and indicate their title.

Attached / Not Attached:

B6 Please confirm that all obligations relating to the payment of taxes under the law of any part of the United Kingdom or the EU member state in which the company is established have been fulfilled.

Confirmed / not confirmed:

Details:

B7 Please confirm that all obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or EU member state in which the company is established have been fulfilled.

Confirmed / not confirmed:

Details:

B8 Please confirm that you understand that serious misrepresentation in the provision of information will be grounds for disqualification from the tender process.

Confirmed / not confirmed:

**C ECONOMIC AND FINANCIAL STANDING**

C1 If the business is a member of a group of companies, please give the name and address of the ultimate holding company.

C2 Would the ultimate holding company be prepared to guarantee your contract performance as its subsidiary?

Yes / No:

C3 Please state the name and title of the person in the business responsible for financial matters:

C4 Please confirm that we may obtain references from your bankers and provide their name and address:

Confirmed / not confirmed:

Details:

C5 Have you been trading for three years or more? If yes, please attach copies of your audited Accounts for the past **two** years, to include:

* Balance sheet
* Profit and Loss Account
* Full notes to the Accounts
* Director’s Report
* Auditor’s Report
* Statement of Turnover in respect of the services to be provided under this contract.

NB: Where no accounts are audited, signed copies of the Partnerships accountant should be submitted.

Details attached – Yes / No:

C6 If the Accounts you are submitting are for a year ended more than 10 months, ago, Please confirm that the business is still trading and provide a statement of turnover since the last set of published accounts:

Not applicable / applicable:

Details attached – Yes / No:

C7 Has your business ever had a contract terminated for breach under the terms of the contract? (If yes, please provide details)

Not applicable / applicable:

Details attached – Yes / No:

C10 Has your business ever had a contract not renewed for failure to perform to the terms of the contract? (If yes, please provide details)

Not applicable / applicable:

Details attached – Yes / No:

C11 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Employer’s Liability Insurance Policy or other evidence that you have such insurance.

C12 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Public / Product Liability (Third Party) Insurance Policy or other evidence that you have such insurance.

C13 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Professional Indemnity Insurance Policy or other evidence that you have such insurance

**D COMPLIANCE WITH EQUAL OPPORTUNITIES LEGISLATION**

D1 Is it your policy as an employer to comply with your statutory obligations under the Race Relations Act 1976, the Sex Discrimination Acts 1975 and, 1986, and the Disability Discrimination Act 1995 (or similar legislation of the EU member state in which applicant is established) and, accordingly, your practice not to treat one group of people less favourably than others because of their sex, colour, race, nationality or ethnic origins or disability in relation to decisions to recruit, train or promote employees?

Yes/No:

D2 In the last three years has any finding of unlawful racial, sexual or, disabilities discrimination been made against your organisation by any court or Employment tribunal?

Yes/No:

D3 In the last three years, has your organisation been the subject of formal investigation by the Commission for Racial Equality, Equal Opportunities Commission, Disability Rights Commission or other equalities body (or similar organisation in an EU member state) on grounds of alleged unlawful discrimination?

Yes/No:

D4 If yes, what steps did you take in consequence of that finding?

D5 Is your policy on equal opportunities set out:

a) in instructions to those concerned with recruitment, training and promotion?

Yes/No:

b) in documents available to employees, recognised trade unions or other representative groups of employees?

Yes/No:

c) in recruitment advertisement or other literature?

Yes/No:

d) in service delivery guidance notes/procedures or your quality manual?

Yes/No:

**E MODERN SLAVERY ACT COMPLIANCE**

E1 In performing its obligations under the agreement, the Supplier shall and shall ensure that each of its subcontractors shall:

1. Comply with all applicable laws, statutes, regulations in force from time to time including but not limited to the Modern Slavery Act 2015; and
2. Take reasonable steps to ensure that there is no modern slavery or human trafficking in the Suppliers or subcontractors supply chains or in any part of their business.
3. The Supplier represents and warrants that neither the Supplier nor any of its officers, employees or other persons associated with it has been convicted of any offence involving slavery and human trafficking; and having made reasonable enquiries, to the best of its knowledge, has been or is the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with slavery and human trafficking.
4. The Supplier shall implement due diligence procedures for its own suppliers, subcontractors and other participants to ensure that there is no slavery or human trafficking in its supply chains.
5. If the Museum agrees that the Supplier may subcontract its obligations, the Supplier shall implement an appropriate system of due diligence designed to ensure the subcontractor complies with the principles of the Modern Slavery Act 2015 and that the subcontractor shall take reasonable steps to ensure that there is no modern slavery or human trafficking in the subcontractors supply chains or in any part of its business
6. The Supplier shall notify the Museum as soon as it becomes aware of any actual or suspected slavery or human trafficking in a supply chain which has a connection with this Agreement.

**F SUPPLIER STATEMENT**

We certify that the information supplied is accurate to the best of our knowledge and that we accept the conditions and undertakings requested in the assessment. We understand that false information could result in our exclusion from the Tender process or the Approved Suppliers List at any time, even after initial inclusion. We also understand that it is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower such body to cancel any contract currently in force and will result in exclusion from the Tender and / or the Approved Suppliers List.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: (in BLOCK LETTERS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for and on behalf of**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This form should be signed by a Director, Partner or other authorised signatory of the organization and returned as part of the Tender Response

**Appendix D: - HEALTH AND SAFETY QUESTIONNAIRE**

**1. COMPANY DETAILS**

Registered Office:

Main contact office (if different):

Contact Telephone numbers:

Contact email address:

Total number of employees:

Does your Company have a health and safety policy statement?

If yes, please attach a copy to this questionnaire.

**2. ORGANISATION FOR HEALTH AND SAFETY**

Does your Company have a Director/Senior Manager who is responsible for health and safety? If yes, please give their details.

Name:

Contact telephone number/s:

     

Contact email:

Does your Company have a Health and Safety Manager/ Advisor? If yes, please give their details.

Name:

Contact telephone number/s:

Contact email:

If your Company’s Health and Safety Manager/Advisor is a Consultant then please provide their company’s full details.

Company name:

Business address:

Main Switchboard number:

Does your Company maintain written health and safety procedures? If yes, please provide information concerning your procedures for the following:

• Training

• Providing health and safety information to employees

• Health and safety committees

• Testing of equipment

• Risk assessment

• Supervision

How does your organisation keep up to date with changes in health and safety?

**3. INCIDENTS/ ENFORCEMENT ACTION**

Please provide information showing the number and nature of RIDDOR reported incidents over the last 3 years.

How are accidents/ incidents reported and investigated within your Company?

How are near misses reported and investigated?

Has any Enforcement Authority (HSE or Local Authority) served an improvement or prohibition notice on your Company within the last 3 years?

If so, please provide details.

Has your Company been prosecuted for health and safety offences within the last 3 years? If so, please provide details.

**4. RISK ASSESSMENT**

Has your Company completed risk assessments for this type of work? If so, please provide examples of assessments.

Who is responsible for carrying out risk assessments on your work activities?

Please provide examples of method statements for this type of work.

**5. WORK ON SITE**

When working for the National Army Museum, will you use any sub-contractors? If so, how do you ensure that sub contractors will be suitable?

Who will be responsible for supervision on the site?

How do you intend to monitor the work of your employees, including sub-contractors, while they are working on our site?

If you intend to use any hazardous substances, have risk assessments been carried out? If so, please provide details:

How do you ensure that equipment brought onto site will be safe?

How will you ensure that any waste is suitably controlled and disposed?

**6 OTHER INFORMATION**

Please provide the names, addressees and contact telephone numbers for 3 references for organisations where you have carried out similar work

**Reference 1:**

Name:

Address:

Telephone Number/s:

     

**Reference 2:**

Name:

Address:

Telephone Number/s:

**Reference 3:**

Name:

Address:

Telephone Number/s:

**Appendix E - Template for Pricing**

|  |  |
| --- | --- |
| Element | Price |
|  |  |
| Display Case 1 manufacture | £ |
| Display Case 2 manufacture | £ |
| Display case 3 manufacture | £ |
| Display case 4 manufacture | £ |
| Installation of all cases on site | £ |
| Maintenance fees | £ |
| Protection of Floor | £ |
| Samples | £ |
| prelims | £ |

The above pricing appendix e, should be in conjunction with the drawings in appendix f.

**APPENDIX F: DESIGN DRAWINGS SEPARATE COVER.**

**APPENDIX G: CASE SPECIFICATION**

**Level 1 – HIGH SECURITY CASES**

All materials used in the construction, finishing and internal fittings of display cases must meet the general performance and aesthetic requirements specified below as they contain firearms or Victoria Cross medals. They must comply with Home Office specifications for high security cases.

**Showcase specifications**

* Constructed from 11.5mm laminated anti bandit glass, with at least four lamination interlayer’s one of which to be 2mm. Where glass doors meet glass sides, the junction detail must exclude the possibility of bladed instruments being inserted between the faces.

Cases must be capable of being connected to the Museum’s security alarm system. The Supplier will be responsible for supplying and fitting showcase sash contacts.

* Vapour tight with 0.1 air changes per 24 hours
* Fitted with a facilities tray for Artsorb or similar (Note: access provided to any voids or cabinets in display case plinths must not weaken the security of the case).
* Fitted with two Abloy barrel locks ref CL291 per sash, one top and one bottom. Locks to be mounted in cabinet frame and not in the door
* A steel base plate of 3mm must be fixed in between the services plinth located under each showcase and the showcase enclosure area. This is to be weld sealed only.
* A steel header plate of 3mm thickness must be fixed in between top frame and the showcase enclosure area. This is to be weld sealed only.
* Cases to be securely anchored. Wall base case to be attached to wall, others freestanding.
* Miniclimers needed.

**2. SHOWCASE LIGHTING**

The museum wishes to match the lighting track in the existing cases, which is a EUTRAC single circuit 120V track that has CLS focus compact T with magno dimming (see Appendix B).. The lighting system will be controlled via the DMX/Pharos as installed at the Museum, details will be provided to the successful tenderer.The manufacturer should denote how many lights are within each case. Further information on the lighting track can be obtained from Paul McDermot at Prime Light. 0208 206 5072.

**3. PERFORMANCE REQUIREMENTS**

3.1 Durability and Low Maintenance

The following considerations are crucial:

The cases are likely to be used and opened/closed regularly in order to rotate the contents. The National Army Museum does not anticipate having showcase technicians on its staff. The National Army Museum does not anticipate replacing the showcases for many years.

It is therefore essential that the showcases will require very little maintenance and that they are capable of providing a minimum of 15 years trouble-free service.

Doors should have good seals and must be able to be opened and closed by one person. They will be opened regularly, so ease of access is a key consideration.

3.1.2 Conservation

Since a large number of the objects on display are environmentally sensitive, it is essential that showcases are capable of maintaining a consistent internal environment in terms of relative humidity. Seals must be both of the highest quality, have proven long life, and be continuous and with no gaps at the corners.

Doors or other opening devices must be tight fitting, and the locking mechanisms must contribute to maintaining compression on the seals in order to maintain air-tightness.

All materials within the display volume must be certified as inert by the British Museum. Testing certificates will be sought.

3.1.3 Aesthetics

Showcase aesthetics will be an integral part of the display. The cases must not impinge or distract from the objects on display. The frames should match the existing cases, so a site visit is essential.

3.1.4 Rigidity

The construction must ensure the cases are physically robust, rigid both in themselves and rigidly supported. They must provide adequate physical protection for the contents – i.e. they must be secure, structurally stable and capable of withstanding accidental knocks without endangering the contents or the public.

3.1.5 Access

Access to the display cases must be sufficient to allow easy installation of the largest and most fragile objects, and facilitate easy removal and replacement of in-case display elements. The preferred solution is for hinged doors or, if sliding, be capable of sliding fully to one side.

It must be possible for one person to operate the showcase doors with ease.

All swinging case doors must open to a minimum of 90 degrees.

Doors must contain an adjustable mechanism to ensure they close securely without relying in any way on the security locking system. All sliding doors should be fitted with a centering mechanism to ensure that they can only be closed in the correct position. There should be no possibility of door gaps due to incorrect positioning. Doors must close on to continuous seals without gaps.

Locking mechanisms should be simple and positive, and should provide both high security and positive compression to the seals to ensure a dust-free internal environment. All doors must be fitted with an independent locking mechanism to ensure they close securely against the seals without relying on the security locks.

Closing/sealing the doors should not stress or damage the case components or the glass.

**The suites of locks for cases will be unique.** Other than the mastering of these locks, no other mastering of locks will be required. The Museum is to be provided with two sets of keys for each case. The showcase manufacturer supplies all locks and must hand over all of the designated locks issued with Abloy authentication of keys receipts.

3.1.6 Case Construction Generally

Due to the high profile nature of the material on display and the prestige of the National Army Museum, the detail and design of the showcases must be of the highest quality throughout. Materials, techniques and finishes must be selected in a manner appropriate to their use and careful craftsmanship employed to achieve the finest quality of finish and performance.

Drawings supplied by the Exhibition Designer are intended to describe the final appearance, operation and performance of the showcases rather than their complete construction.

The design team look to the experience and knowledge of the showcase manufacturer to guide the full detail design process.

Major detailing elements which may significantly change the appearance and specified performance MUST be identified in advance of the showcase tender submission. In addition, should the showcase manufacturer be unable to meet the specifications or design intent this MUST be highlighted within their tender submission.

If there are no problems highlighted it shall be deemed that the showcase manufacturer can meet all of the design and specification intentions. The placement of the order shall be made in this understanding.

Fine adjustment to the leveling of the case should be possible with integral leveling adjusters.

The quality of the fine detail at junctions and connections of surfaces will be crucial, as will the quality of seals and adhesives.

3.1.7 Materials for Construction and Display

Durable and maintainable materials must be used throughout. Maintenance and cleaning instructions must be supplied.

All materials and finishes can be found in Appendix F. Samples of finishes and colours will be required of all elements for sign off by the Client during shop drawings phase.

Metalwork

Construction materials and finishes must be safe for physical contact with objects. All materials and finishes must be chemically stable to avoid the risk of the release of pollutants. Construction and display materials with surfaces exposed to the interior must be proven to be safe for the duration of the exhibition before construction begins.

All materials proposed for use within the display volume must be approved by the conservation laboratories of the British Museum, and certificates of approval must be provided.

Glass

Please see specification for glass thickness under section ratings. Glass is to be Optiwhite throughout.

It is anticipated that anti-reflective glass will be required and should be specified for those cases indicated below. Tenderers should supply costs for both anti-reflective and regular Optiwhite glass options:

Glazing should conform to BS 5544 covering glazing designed to be resistant to manual attack and to delay access to a ‘protected space’ for a short period of time and to BS 6206 covering performance requirements and test methods for energy absorption (impact) for flat safety glass designed to reduce risk of injuries from cutting and piercing.

Structural stability of all glass specified is the responsibility of the supplier.

3.1.7 Air Exchange Requirements

Showcases rated, shall house environmentally sensitive material and should have an air change rate per day (24 hours) not exceeding 0.1.

Seals are to be fitted to the perimeter of the opening panels. Brush seals are not acceptable - Ethoxysilicone should be used to reduce air exchange. The width of this seal should not exceed 6mm between sashes and must be compressed upon sash closure. If any gaps are present this would jeopardise the in-case controlled environment conditions. This will not be signed off as acceptable.

Air exchange rates should be tested and certified for compliance by the Building Services Research and Information Association (BSRIA) using air pressurisation and tracer gas concentration decay tests before cases can be accepted and paid for at practical completion.

3.1.8 Humidity and Temperature Control

Showcases should provide stable micro-climates for the objects using passive means of environmental control. Unless otherwise stated in this Specification, the level should be maintained at a fixed point within the range 50%, with fluctuations not exceeding 5%.

Showcases rated 1 & 2 should incorporate trays, integral with the main display volume and accessible from outside it via the plinth, to hold environmental buffering materials to achieve target levels of relative humidity. These trays must be sealable so they only work to condition the display area and not the base. Granular silica gel in sachets at 2.5 kilograms per cubic metre must be used as a relative humidity buffer material. Space for the buffer should allow as large an exposed surface as possible in the direction of the display volume. It must be possible to renew these materials without disturbing the display.

Showcases rated 1 & 2 should provide stable micro-climates for the objects to achieve target levels of temperature. This level should be set at 17-21°C unless otherwise stated in this Specification.

No humidifiers are specified in any of these showcases.

3.1.9 Environmental monitoring and Pollutant Control

All cases should provide stable micro-climates to buffer the objects from pollutants to target levels.

3.1.10 Electrical

Electrical supplies for the following will be brought to the site of each showcase by NAM appointed electricians as part of the build tender.

* Power
* Security systems
* DMX cabling