**Information for Gov. Contracts Finder**

|  |  |  |
| --- | --- | --- |
| **Heading** | | **Information** |
| **1. Summary Information** | | |
| Reference | |  |
| Title | | Transport tender |
| Approach to market date | |  |
| Contract start date | | 14th August 2023 |
| Contract end date | | 10th September 2023 |
| Is this a sub contract? | | No |
| Is this suitable for SME (Small and Medium Enterprises | | Yes |
| Is this suitable for VCSE (Voluntary Community and Social Enterprises | | No |
| **2. Value Information** | | |
| Lowest / actual value | | £10,000 |
| Spend profiles | Financial year | 2023-2024 |
| Budget | £10,000 |
| **3. Location & industry** | | |
| Location | | Stevenage, Hertfordshire |
| CPV codes | |  |
| **4. Description** | | |
| Description | | The National Army Museum (NAM) wishes to appoint a suitably qualified fine art transport agent to prepare for collection, deliver and install objects from the National Army Museum stores (Stevenage) to a new exhibition in the National Army Museum, Royal Hospital Road Chelsea SW3 4HT.  The work will be delivered in three phases:  1. Preparation:  The Museum the fabrication of 4 transport frames, the soft wrapping of 42 framed prints and oils, and fabrication of one corex box for a banner. This work to be carried out ahead of collection from Stevenage. Details of the dimensions of the collection items can be found on Annex A and B attached to this notice.  Further details including access to galleries and dims can be found on the spreadsheet.  2. Collection/Delivery:  Delivery 1 - 21 August collection and delivery of case based materials consisting of  - 3 modules  - 7 mannequins  - 1 crate  Delivery 2 - 4th September collection and delivery and installation of 79 wall based works. Suitable and sufficient resources required to carry out installation within the four days schedule.  Delivery 3 - return of packing modules to Stevenage stores and disposal of transport frames, crates and redundant packing materials.  Tender submissions are requested from suitably qualified and experienced contractors. It is beneficial, though not essential, for the conservator to hold accredited status (PACR - Professional Accreditation of Conservator-Restorers).  Tenderers will be required to ensure that they have insurance covering the total value of the objects and public liability to the value of £5,000,000  Tender will be awarded in accordance with NAM Financial Procedures and based on the recommendations of the Tender Board which will be established prior to the closure date of this notice.  40% understanding of the project brief.  35% value for money  25% Experience of similar projects. It is therefore crucial that companies have experience of exhibition installation in a museum or heritage setting and demonstrate this by including details of similar projects in their brief.  All tender documents/electronic media are to be addressed "TENDER DOCUMENTS NOT TO BE OPENED BEFORE 10am on 9 June 2023 to the address below. An electronic version should also be sent to tenders@nam.ac.uk and annotated with the project title. On no account are the tender documents to be passed to the requesting department before the tender board date. Should this happen, the submission may be ruled ineligible.  Hard copies of the tender must be addressed to:  Finance Team  National Army Museum  Royal Hospital Road  Chelsea  London  SW3 4HT  Tenders are to remain open for acceptance for a period of 30 days  Note: Emailed and other electronic versions of completed tender are not to be submitted to the NAM prior to the scheduled opening date. Any tender received in this way will be returned and the tender may be deemed as inadmissible. |
| **5. Contact Details** | | |
| Contact name | | Terri Dendy |
| Email | | tdendy@nam.ac.uk |
| Address | | National Army Museum, Royal Hospital Road |
| Town | | London |
| Postcode | | SW3 4HT |
| Country | | England |
| Telephone | |  |
| Website | | www.nam.ac.uk |