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## **EXHIBITION AND GALLERY SPACE REFURBISHMENT**

### **TECHNICAL ASSESSMENT DOCUMENT**

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## OFFICIAL – SENSITIVE: COMMERCIAL

### 1. Completion Guidelines

The questionnaire should be completed by a partner/director/senior manager/proposed client account manager or otherwise delegated authority subject to acceptance by the National Coal Mining Museum for England.

Please answer each question fully. The National Coal Mining Museum for England stresses the value and importance of substantiating answers with supporting documentation when requested.

The questionnaire should be completed accurately, if successful this document will form part of the contract.

The response and supporting documents must relate specifically to the tendering organisation's policy and arrangements.

Organisations currently providing services to the National Coal Mining Museum for England must provide full details as requested and not just refer to the National Coal Mining Museum for England.

Appendices in the form of attachments, either requested in the response to a specific question or included as supporting documentation, may be included in the General Attachment area of this questionnaire but where included must be clearly labelled and cross referenced to ensure the information supplied can be assessed in full.

This document has been completed in full and authorised by

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

For and on behalf of

**NB. Any breach of the above could jeopardise the validity of your tender and any future opportunity to tender to the National Coal Mining Museum for England. The National Coal Mining Museum reserves the right to seek legal counsel should any breach be detected or revealed.**

**2. Experience and Skill in Generating Successful Concepts**  
**15% Weighting**

Please provide by way of attachment evidence of three previous projects that you have delivered which evidence successful design and delivery of your concept.

Please include detailed information on the scope of these previous projects, the extent and detail of the works or services involved, location and value.

**3. Addressing Problems Identified in Brief**  
**15% Weighting**

By way of attachment please confirm how you would address the core problems identified in the brief.

**4. Experience Developing Interactives**  
**15% Weighting**

By way of an attachment please provide evidence of your experience in developing and delivering successful interactive elements within a gallery or exhibition setting.

**5. Experience Designing for Unstaffed Spaces**  
**15% Weighting**

By way of attachment please detail your experience in designing for unstaffed spaces.

Particular reference should be made to Health & Safety and security of assets within unstaffed or unpeopled exhibition spaces.

**6. Aesthetic Merit (Indicative)**  
**15% Weighting**

Using the example given please detail an indicative design for the redress of this cabinet space to demonstrate an indicative style or tone you feel may be suitable to the overall gallery and exhibition space refurbishment.



Dimensions of the central glass case are: h.206cm x w.701cm x d.60cm



**7. Experience of Refits and Refurbishment of Public Spaces**  
**10% Weighting**

By way of an attachment please demonstrate your experience in refitting and refurbishing public spaces, galleries or exhibition areas

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**8. Estimated Longevity of Intended Designs**  
**7.5% Weighting**

By way of an attachment demonstrate the longevity of your previous successful projects elements of which may inform on the eventual design at NCMME.

## **9. Project Plan**

### **7.5% Weighting**

Please document the process you would undertake in the fulfilment of our requirements including all stages and an intended timescale from inception to delivery.

Should you intend to consult or utilise focus groups please document how this would be undertaken and where any external factors may impact delivery please highlight how you may look to mitigate impact.

**10. Delivery Notes**

**Non-Scoring / For Information Only**

By way of an attachment please detail how you will deliver the various requirements of this project. Will all elements be delivered by direct labour or will specialist sub-contractors be utilised?

If work is to be sub contracted please detail the organisations concerned and the vetting process.

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## **Appendix A – General Attachments**

Please clearly label any attachments and cross reference them to ensure the information supplied can be assessed in full.

The National Coal Mining Museum for England reserves the right to deem any attachment not clearly labelled as inadmissible.