**TENDER FOR THE PROVISION OF TRANSPORTATION AND INSTALLATION OF EXHIBITS IN THE CONFLICT IN EUROPE GALLERY**

**THE NATIONAL ARMY MUSEUM CHELSEA LONDON SW3 4HT**

Date of Release: 28th September 2022

**Project Brief**

The National Army Museum (NAM) (**the Client**) wishes to appoint a suitably qualified transport agent (**the Company**) experienced at working with historic museum collections.

The National Army Museum is representing a permanent gallery titled Conflict in Europe, at its site at Chelsea on 7th April 2023. The National Army Museum wishes to appoint a suitably qualified fine art transport agent to collect the objects from the Museum’s storage site in Stevenage, Hertfordshire and deliver them to the gallery at Chelsea. Additionally they will be required to install several items and manufacture packing/transportation cases as indicated in the attached brief.

The number and types of objects being returned to site are detailed in Annex A, under separate cover

Objects will already have been packed unless otherwise stated on Annex A. However, there are a small number of objects which require packing (including provision of packing materials) for clarity, these are noted in the Yellow notes field on Annex A. Note: The Company must ensure they quote for these serials and price them individually. The successful tenderer should also account for fixing dressed mannequins to NAM pallets for transportation.

The majority of objects will be installed by Museum staff however, all wall-based paintings and artworks will be required to be installed by the successful tenderer**.**

The galleries are currently closed to the public while base build construction work is carried out. Prior to tender submission a site visit is strongly recommended. The installation period for the objects is from 30th January 2023, so we will require the objects to be on site at the end of January 2023.

1. **The company will be responsible for:**

1.1. Liaising with NAM’s client representative from appointment onwards to ensure that the collection and transport of the objects will be achieved on time and artworks are hung at appropriate times.

1.2. Packing of some objects for transport on collection at Stevenage with guidance and support from external conservator, such as securing of the dressed mannequins to pallets for transportation.

1.4. Ensuring all objects are transported in an appropriate, air-ride vehicle and appropriately secured.

1.5 Insurance for all objects while in transit to the value of at least £10 million.

1.6 A duty of care to building and internal structures during transport and installation of objects. All precautions must be taken to avoid damage including the supply/fitting of suitable protection for floor and other areas of gallery spaces during de-installation of objects.

1.7 Ensuring the correct licences are held to transport the objects.

1.8 Providing both risk assessment and method statement for the project.

* Access notes:

The National Army Museum is closed to the public on Mondays, therefore delivery of heavy objects and large crates is to be scheduled for Monday 30th January 2023, to allow for these to be moved through the building without the public present. Other items can arrive before 9.30am, but, delivery and installation of items will need to be closely co-ordinated with the Collections Co-ordinator, cbernath@nam.ac.uk

There are parking facilities to the right of the main entrance, which is on the same level as the group entrance doors. These lead directly to the lifts, which are used for both passengers and goods. Any personnel coming to site and any vehicles need to be booked in advance, providing registration details, ETA and names of personnel. Note only pre-booked parking will be allowed and cannot be guaranteed unless confirmed first.

* Examples of similar projects: The provision of evidence relating to previous projects of a similar nature to those detailed in the accompanying document is essential and will be viewed in support of the suggested method and cost estimates. Of particular relevance would be evidence demonstrating appropriate handling of large 3D objects and the logistical management of projects involving multiple 2D and 3D objects, such as paintings and uniform.
1. **Timetable/Schedule**

The tender will be awarded in the week commencing 24th October 2022.

The Conservation Team at NAM begin installing objects in the galleries at Chelsea from 30th January 2023 to 25th March 2023.

The timetable for the tender is:

|  |  |
| --- | --- |
| Tender issued | 28th September 2022 |
| Questions received by: | 10th October 2022 |
| Tender returned to NAM  | 24th October 2022 by 10am |
| Tender awarded | Week commencing 24th October 2022 |

In the scope of this project, the transport agent is required to produce a timetable that correlates with NAM’s wider programme. Annex A should be read in conjunction with this brief, to form your tender response.

**3. Health and Safety**

The company will be required to provide method statements and risk assessments for any potentially hazardous process that takes place on NAM property (e.g. use of heavy lifting equipment, work at heights, etc.) and will be fully responsible for health and safety compliance for all work at lenders sites and during transit. The successful tenderer will provide their own equipment.

**4. Site Visits**

To arrange a site visit to our Stevenage stores and the Chelsea Museum please contact Christine Bernath, Collections Co-ordinator (cbernath@nam.ac.uk).

1. **Criteria on which tenders will be awarded**

In order of relevance:

* Strength of tender (Consideration of brief and specific needs of objects). (40%)
* Overall cost. (40%)
* Proven experience of similar projects. (20%)
1. **Budget**

A provisional budget cost for this work is £22,000 excl VAT

1. **Deadline for Tenders**

All tender documents/electronic media are to be addressed to Secretariat or tenders@nam.ac.uk and annotated with “TENDER DOCUMENTS NOT TO BE OPENED BEFORE 10am on 24th October 2022. On no account are the tender documents to be passed to the requesting department before the tender board date. NAM requires two electronic copies of the tender and one hard copy.

Address for the return of hard copy tenders:

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT