National Army Museum Graphics Tender

Date of Release: 11th February 2022

**Project Brief**

The National Army Museum wishes to appoint a graphics company to print and install the graphic elements of a new permanent gallery entitled *Global Role.* This exciting new gallery at the National Army Museum, Chelsea, explores how our Army has been deployed throughout the world to protect our trade interests, our role on the world stage and aided in peacekeeping. Britain’s armies have always had a global role and no other country’s soldiers have served in so many different parts of the world or encountered a wider range of peoples and cultures.

The exhibition is divided into colour coded sections that take the visitor on a journey from the 17th century to the present day.

The value of the tender is assessed as approx. £24,000 for the entire package and responses should be broken down and detailed against each element in the column marked ‘Cost’ in the Graphics Specification and Schedule Document which is under separate cover.

Contractors are requested to read the following documentation under separate cover, to inform their tender submission:

* Plan of graphic locations within the space, under separate cover.
* Graphics specification and Schedule Document which is under separate cover and contains a column for pricing.
* Wall elevations, under separate cover.
* Supply and installation of graphics on site in the exhibition at the National Army Museum, Chelsea 18th – 28th April 2022.

All fully artworked graphic files and reproduction imagery will be supplied to the successful tenderer.

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

1.1 Print and production of graphic package to specifications provided by the Exhibition Designers;

1.2 Installation of printed graphics between 18th to 28th April 2022 on site at the National Army Museum.

1.3 Responsibility for duty of care to building and internal structures during work. All precautions must be taken to avoid damage including the supply/fitting of suitable protection for floor and other areas of gallery spaces if required;

1.4 Removal of waste from site.

Access notes: Movements outside the gallery will need to be restricted to outside of opening hours. Entry for materials to the Museum will be via the Groups Entrance, from the staff car park off Royal Hospital Road. These doors enter the Museum on the lower ground floor level. There is no Loading Bay or dedicated goods lift but there is a large passenger lift that will accommodate most of the movements but crucially the contractor must protect these during use to prevent and damage. Because of Covid-19 restrictions permission to use this lift must be sought before use – do not assume that permission will be granted .

Normal working hours are 08.00 – 18.00 Monday to Friday. However the gallery will be closed to the general public during the installation period for this exhibition.

1. **Timetable/ Schedule**

|  |  |
| --- | --- |
| **Site visits by arrangement** |  |
| **Tender Returned for** | **3rd March 2022** |
| **Graphic Producer Appointed** | **7th March 2022** |
| **Installation of all graphics at site at the National Army Museum** | **18th to 28th April 2022** |

1. **Health and Safety**

The company will be required to provide method statements and risk assessments for any potentially hazardous process that take 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. Note where the contractor expects CDM compliance will be required they should highlight this and the expected costs in their tender submission.

The company will be expected to comply with the Museum Contractor’s Code of Conduct which will be issued to the successful tenderer.

The National Army Museum is a Covid-19 secure workplace and the contrctaor will be expected to comply with all guidance. The successful tenderer will also be required to supply their Covid policy and RAMS. Please note that all contractors to site will be required to submit to non-invasive thermometers readings and any contractors found to have particularly high temperatures will be refused access to site. Contractors will also be expected to supply their own PPE and main social distancing when working with others, adhering to Government guidelines.

1. **Site visits**

Site visits to NAM in Chelsea can be accommodated if required. To arrange site visit contact Jane Holmes jholmes@nam.ac.uk

Queries relating to the graphic tender contents should be directed to Helen Lyon [helen@studiohb.co.uk](mailto:helen@studiohb.co.uk) 07765001184

**Criteria on which tenders will be awarded**

In order of relevance:

* Strength of tender (Consideration of specific needs and experience). (50%)
* Overall cost. (30%)
* Proven experience of similar projects. (20%)

1. **Deadline for tenders**

All tender documents/electronic media are to be addressed to [tenders@nam.ac.uk](mailto:tenders@nam.ac.uk) and annotated with “ GRAPHIC TENDER DOCUMENTS NOT TO BE OPENED BEFORE 10am on 3rd March 2022. On no account are the tender documents to be passed to the requesting department before the tender board date.

Two hard copy tenders are requested for reference in addition **to the electronic version should be submitted.**

Address for the return of hard copy tenders:

Graphics Tender not to be opened before 3rd March 2022 at 10am

Secretariat

National Army Museum

Royal Hospital Road

Chelsea

London

SW3 4HT