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Tender

## **Contract for Conservation and Collections Management support (Paperbased collections to Hartlepool Borough Council as part of the Museum of Hartlepool's Tides of Change project.**

Hartlepool Borough Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-057071

Procurement identifier (OCID): ocds-h6vhtk-059b9d ([view related notices](#))

Published 16 September 2025, 4:38pm

### **Scope**

### **Reference**

OPEN20251613

### **Description**

Hartlepool Borough Council (HBC) Museum and Gallery Team are seeking a qualified and experienced collections specialist as part of the 'Tides of Change: Revitalising the Museum of Hartlepool and PS Wingfield Castle' project.

#### **Context for the Brief**

We are seeking an experienced paper conservator or collections specialist to support the assessment, conservation, and long-term care of our paper-based collections during the Development and Delivery Phases of the 'Tides of Change' project - subject to a successful Delivery Phase award.

Our paper-based collections include works on paper (drawings, watercolours, and prints), photographs, maps, documents, certificates, and archival materials. A key component is the Robert Wood Collection, named after local historian Robert Wood, who compiled over 40,000 items of historical printed ephemera. These include posters, memorial cards, advertisements, and business stationery salvaged from local printers. The collection provides vital insight into Hartlepool's social, commercial, and civic life from the 19th century onward. Due to their fragility and cultural significance, items within this collection require assessment, conservation, and in some cases facsimile reproduction to enable future display and access.

Tides of Change is made possible thanks to support from The National Lottery Heritage Fund and National Lottery players.

The NEPO E-Procurement Portal is being used for this Tender. In order to express your interest please register as a supplier on the NEPO portal <https://www.open-uk.org/> Home - Open | Developed by Nepo Once you have registered please browse the opportunities. The reference for this tender is as follows:-

Open Reference No. OPEN20251613

Completed submissions must be returned via the NEPO E-Procurement Portal not later than 2pm on Wednesday, 1st October 2025.

### **Total value (estimated)**

- £11,000 excluding VAT
- £13,200 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 20 October 2025 to 31 March 2029
- 3 years, 5 months, 12 days

## **Main procurement category**

Services

## **CPV classifications**

- 73000000 - Research and development services and related consultancy services
- 80000000 - Education and training services
- 90700000 - Environmental services
- 92500000 - Library, archives, museums and other cultural services

## **Contract locations**

- UKC11 - Hartlepool and Stockton-on-Tees

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## **Participation**

### **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Tender submission deadline**

1 October 2025, 2:00pm

## **Submission address and any special instructions**

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## **Tenders may be submitted electronically**

Yes

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## **Award criteria**

30% Price

70% Quality

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## Contracting authority

### Hartlepool Borough Council

- Public Procurement Organisation Number: PTCQ-5564-CHJP

Civic Centre, Victoria Road

Hartlepool

TS24 8AY

United Kingdom

Email: [procurement@hartlepool.gov.uk](mailto:procurement@hartlepool.gov.uk)

Website: <http://www.hartlepool.gov.uk>

Region: UKC11 - Hartlepool and Stockton-on-Tees

Organisation type: Public authority - sub-central government