

NATIONAL ARMY MUSEUM  
ROYAL HOSPITAL ROAD  
CHELSEA  
LONDON SW3 4HT

12<sup>TH</sup> JANUARY 2026

**TENDER FOR THE BUILD OF THE TEMPORARY EXHIBITION 'SARRUT'  
BRIEF, TENDER AND CONTRACTOR'S INFORMATION**

<b><u>CONTENTS</u></b>	<b>Page</b>
THE CLIENT	2
THE NATIONAL ARMY MUSEUM (NAM) PROJECT BOARD	2
THE NAM - BACKGROUND	2
SCOPE OF WORKS	2
OUT OF SCOPE	3
ACCESS	3
PROGRAMME	4
INFORMATION FOR TENDERERS	4
FINANCIAL SUBMISSION	5
CONTRACT AWARD CRITERIA	6
TENDERING COSTS	6
ENQUIRIES	6
INSURANCES	6
HEALTH AND SAFETY	6
SECURITY	6
GENERAL	7
 <b><u>ANNEXES</u></b>	 7
ANNEX A: FORM OF TENDER	8
ANNEX B: CERTIFICATE OF BONA-FIDE TENDER	9
ANNEX C: CONTRACTOR QUALIFICATION QUESTIONNAIRE	10
ANNEX D: HEALTH AND SAFETY QUESTIONNAIRE	17
ANNEX E: TEMPLATE FOR PRICING	21 and 22
ANNEX F Drawings under separate cover	(under separate cover)

## **THE CLIENT**

The Client is the Council and Director of the National Army Museum.

### **1. THE NATIONAL ARMY MUSEUM (NAM) PROJECT BOARD**

The NAM Project Board will include:

Jane Holmes  
Helen Kibblewhite  
Cameron Crawley  
Ian Maine  
John Costa  
Louise Maslin for finance

The Contractor will assume the roles where required of Principal Contractor as defined under the CDM Regulations 2015, reporting to the Project Board for the complete build element of the project.

### **2. THE NAM - BACKGROUND**

The NAM, a Body incorporated by Royal Charter (1960), is the British Army's own Museum. It is the only museum in the United Kingdom to tell the Story of Our Army as a whole, from the New Model Army to today's military operations. It commemorates the contribution of soldiers, who have served in our Army. By using examples from the past, the NAM inspires the present generation of soldiers to understand that they are the inheritors of a rich tradition of bravery, service and professionalism.

### **3. SCOPE OF WORKS**

On 7<sup>th</sup> July 2026 the NAM will open a temporary exhibition entitled '*Drawn on the Western Front: Paul Sarrut and the Indian Army*'. The exhibition showcases the drawings of Paul Sarrut, an artist and French liaison officer to the British Army. Sarrut's poignant drawings from the Western Front in the First World War particularly showcased the contribution of Indian soldiers who fought for us and made the arduous journey from Lahore to Marseille and onto the Western Front. The exhibition will be in our smaller focus gallery.

The exhibition will run from 7<sup>th</sup> July 2026 to 21<sup>st</sup> February 2027 in the **150 sq metre** Focus Gallery.

A contractor is sought to manufacture and install the gallery structures that constitute all build elements of the Paul Sarrut exhibition, including decorating throughout with the exception of the floor and ceiling as outlined in Annex E pricing document and Annex F design drawings. The contractor is also responsible for the removal of the previous Burma gallery outlined in Annex F too. This includes the re-siting of existing panelock walls (see Annex F page 1). Some elements of this gallery, such as the audiovisual units will be re-painted and re-purposed for the Sarrut exhibition (see Annex E for further detail which should be read in conjunction with Annex F page 1).

**Built elements should be constructed off site, off gassed and brought to site where possible. Please do not shrink wrap with clingfilm to bring to site, but protect by other means.**

**THE CONTRACTOR IS RESPONSIBLE FOR TAKING THEIR OWN MEASUREMENTS.**

**A site visit is essential to understand the full scope of the project.**

**4. OUT OF SCOPE**

The following items are out of scope:

- Installation of museum exhibits.
- Installation of audiovisual files
- Installation of graphics
- Lighting focusing from the track
- Removal of the large glass Meyvaert display cases denoted in Annex F page 1 to be by others.

**5. ACCESS**

Access to the Chelsea site is by arrangement only, it is essential that note is taken of any arrangements for entry. **We strongly recommend a site visit prior to any tender submission, and these must be arranged by contacting:**

John Costa, Exhibition Designer – [jcosta@nam.ac.uk](mailto:jcosta@nam.ac.uk) 0207 881 2450

or

Jane Holmes, Head of Exhibitions – [jholmes@nam.ac.uk](mailto:jholmes@nam.ac.uk) 020 7881 2494

Site visits to take place by appointment

The names of personnel visiting the site and the registration number of vehicles must be supplied. Parking is by arrangement and not to be assumed. Any changes in personnel must be agreed in advance. Deliveries should be factored in for a Monday as this is the day that the Museum is closed to the public.

The work will be carried out during normal working hours. Typically, the working hours will be 0800am-16:00hrs pm daily. There will be no weekend working unless specifically agreed by the Client. If weekend working is required, a minimum of one working week notice is required to be given. Materials need to be brought into the exhibition space prior to 9.30am unless on a Monday. The Museum is currently closed to the public on Mondays. Lifts and corridor access to the gallery require floor protection. The floor within the gallery should also be protected throughout.

The National Army Museum is a Covid -19 secure environment. Any contractor who tests positive should leave site and not return until a negative test is visible. NAM staff should be notified immediately. It is the responsibility of the contractor to provide a replacement member of the construction team, in the event of a positive test by their representatives.

## **6. THE PROGRAMME**

Tender Invitation issued	12 <sup>th</sup> January 2026
Tender submission to NAM	12 <sup>th</sup> February 2026 by 10am
Successful contractor appointed	12 <sup>th</sup> February 2026
Offsite construction dates	2 <sup>nd</sup> to 20 <sup>th</sup> March 2026
Onsite construction	21 <sup>st</sup> April to 5 <sup>th</sup> June 2026

## **7. INFORMATION FOR TENDERERS**

### Tender Process

The process to be followed will be in accordance with the NAM Financial Procedures Memorandum in that all electronic tenders received will be assessed together by a tender board and not reviewed prior to this.

The NAM will not necessarily award to the lowest price tenderer. NAM reserves the right to appoint the contractor who has interpreted the brief fully and provided value for money, whilst demonstrating appropriate experience.

### Tender Return

All tender documents should be in electronic form only and sent to [tenders@nam.ac.uk](mailto:tenders@nam.ac.uk) and annotated with "TENDER DOCUMENTS NOT TO BE OPENED BEFORE 10.00hrs on 12<sup>th</sup> February 2026 in the email heading. On no account are tender documents to be passed to the requesting department before the tender board date and tenders that are submitted late will not be considered. The Museum reserves the right to discount any tender received in contravention of this instruction.

Tenders are to remain open for acceptance for a period of 90 days.

Tender shall comprise of **1 x electronic** copy to be sent to [tenders@nam.ac.uk](mailto:tenders@nam.ac.uk) address of the following:

Financial Tender to consist of;

- The Completed Form of Tender (Annex A);
- Certificate of Bona-Fide Tender (Annex B);
- Contractor Qualification Questionnaire (Annex C);
- Health and Safety Questionnaire (Annex D);
- Completed Template for Pricing (Annex E)
- Design Drawings (Annex F)
- Any other information that is required to clarify the tender.

## **8. FINANCIAL SUBMISSION**

### Lump Sum Fee

A fee in the region of £30,000 + vat has provisionally been set for the works.

The fee is to include all expenses. This will include printing costs, travel costs, accommodation, disbursements, visuals, models and all other expenses and costs required in the provision of the Services. The fee should exclude VAT.

### Instalment Payments

Payment will be staged in the following instalments:

- 45% in early April after construction drawings have been approved by NAM and construction is underway.
- 50% upon completion of the gallery build works.
- 5% retention until the gallery closes in February 2027.

### Information to accompany the Tender

Completed Contractor Qualification and Health and Safety and Template for Pricing questionnaires (Annex C, D & E)

### Relevant Experience

Provide details of relevant experience in a museum or heritage context. For each project, include a description of the project, your role, client, budget and project dates.

### Tenderers Project Team

List the proposed personnel working on this project and provide the CVs for any supervisory role personnel.

### Resource Plan & Availability of Personnel

Advise the resource plan for the proposed personnel.

Advise how quickly the contractor could begin work if appointed.

Provide a Gantt chart of works on site that correlates with NAM's timetable.

### Practice Approach

Outline your approach to ensure that the installation is completed within budget and timescale.

### References

Provide details of three recent contracts that are relevant to this project including the name and contact details of the clients' representatives.

## **9. CONTRACT AWARD CRITERIA**

The Tender Board will comprise the Project Board and other nominated individuals.

Tenders will be assessed on the following criteria:

Fee	40%
Qualifications and Experience	40%
Project Team, Resourcing including timings of installation	20%

## **10. TENDERING COSTS**

The Client will not be responsible for or pay for any costs or expenses that are incurred by any tendering contractor in preparing and submitting their tender.

## **11. ENQUIRIES**

All enquiries/clarifications arising from this Invitation to Tender must be submitted in writing via email to:

[jcosta@nam.ac.uk](mailto:jcosta@nam.ac.uk) 0207 881 2450 or

[jholmes@nam.ac.uk](mailto:jholmes@nam.ac.uk) 020 7881 2494

## **12. INSURANCES**

The minimum amount insured in respect of public liability shall be £10M for any one occurrence or series of occurrences arising out of one event. Contractors should also hold indemnity insurance.

## **13. HEALTH AND SAFETY**

Contractor should provide all Method Statements, Risk Assessments, and COSHH Information Data Sheets prior to commencing works.

Contractor is to ensure that all works are made safe by the end of each working shift and the area is left in a clean and tidy condition to the satisfaction of the Client.

Contractor is to ensure that all items of the Museum are adequately protected from dust or damage during the works.

## **14. SECURITY**

The contractor is to ensure that all employees and sub-contractors to be employed on site are Disclosure and Barring Service cleared. The Client reserves the right to prohibit entry of any employee or sub-contractor as a result of a DBS enquiry or failure.

## **15. GENERAL**

Contractors will be issued with the Museum's Contractor's Code of Conduct on appointment and a site induction will be carried out. Contractors and sub-contractors must adhere to the NAM code of conduct on site.

The Contractor is responsible for confirming the dimensions on any drawings issued.

The contractor will be allocated access routes to and from the installation site and allowed access to toilet facilities which must always kept clean at the contractor's expense. This is to prevent possible accidents or conflict with staff, contractors or visiting public.

Allow for the provision of the removal of rubbish from the NAM site.

All rubbish/builder's rubble should be removed out of the Museum premises before the end of each shift. Where there is a possibility that the rubbish could be blown by wind then the contractor is responsible for ensuring that the rubbish is suitably covered.

**All waste is to be ethically disposed of and contractors should supply NAM with copies of their waste disposal certificates. The NAM skip is not available for use and contractors are responsible for the ethical removal and disposal of rubbish.**

During the associated work, it will be the contractor's responsibility to ensure that all precautions are taken to prevent damage to the building, floor coverings or finishes. Allowance should therefore be made for adequate protection to floor finishes and other adjacent vulnerable surfaces, including access lifts.

All contractors' personnel must book in and out of the Museum on each shift.

You should be aware the NAM is subject to the Freedom of Information Act 2000 and is required to comply with any requests submitted.

Materials provided for the project must be sourced responsibly.

## **16. ANNEXES**

Attached to this specification are copies of annexes that must be completed and enclosed with the tender.

- Annex A – Form of Tender
- Annex B – Certificate of Bona-Fide Tender
- Annex C – Contractor Qualification Questionnaire
- Annex D – Health and Safety Questionnaire
- Annex E – Template for Pricing
- Annex F – Design Drawings (under separate cover)

## ANNEX A – FORM OF TENDER

**Tender for:**

**The Build of the exhibition Drawn on the Western Front: Paul Sarrut and the  
Indian Army  
And the removal of the Beyond Burma exhibition**

To: The Council and Director of the National Army Museum

Sirs,

I/We the undersigned, having examined the enclosed tender documents and Appendices, do hereby offer to execute and complete in accordance with the said documents the works described therein:

For the sum as listed in the attached document:

Tender Reference:

**The Build of the exhibition Drawn on the Western Front: Paul Sarrut and the  
Indian Army  
And the removal of the Beyond Burma exhibition**

I/We hereby affirm our agreement to enter into a contract with the Council of the National Army Museum for the due performance of the Works in the form described by the above said documents.

I/We have completed the Certificate of Bona-Fide Tender included in this document

I/We understand that the Trustees are not bound to accept the lowest or any tender which may be received nor or responsible for any cost incurred in the preparation of any tender

I/We declare that this offer is to remain open for acceptance for a period of 90 days from the date fixed for the receipt of tenders

Signed: \_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

## **ANNEX B – CERTIFICATE OF BONA-FIDE TENDER**

**Tender for: The Build of the exhibition Drawn on the Western Front: Paul Sarrut  
and the Indian Army  
And the removal of the Beyond Burma exhibition**

I/We certify that this is a bona-fide tender and that I/we have not fixed or adjusted the amount thereof by or under in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and I/We undertake that I/we will not do at any time any of the following acts:

- a. Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of such amount(s) was necessary to obtain insurance premium quotations required for the preparation of the tender.
- b. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- c. Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate the word “person” includes any person and any body, association, corporate or un-incorporated; and “any agreement” includes such transaction, formal or informal, and whether legally binding or not.

Signed: \_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

## **ANNEX C: - CONTRACTOR QUALIFICATION QUESTIONNAIRE**

### **The Build of the exhibition Drawn on the Western Front: Paul Sarrut and the Indian Army And the removal of the Beyond Burma exhibition**

- 1 Please answer **all** questions and sign the declaration at end of the questionnaire.
- 2 If there is insufficient space for your response, please attach and sign any additional pages.
- 3 Please answer the questions specifically for your business **NOT** for the group if you are part of a group of companies.
- 4 Please note the term business refers to: Sole proprietor, partnership, limited liability partnership, incorporated company, co-operative, or voluntary organisation as appropriate.

This document is confidential, and all information provided will be for the purpose of supplier management only and kept solely within the National Army Museum. The information supplied by the contractor / supplier will be used to assess the contractor's fitness for any work being tendered.

**Supply of this document to an applicant does not imply or guarantee that the recipient will be awarded works on a project.**

### **A ADMINISTRATIVE INFORMATION**

A1 Trading Name of Business

A2 Registered Name of Business (if different from A1)

A3 How long has the business been trading?

A4 Main address for correspondence

A5 Registered Office address (if different from above)

A6 Name of person applying on behalf of the business.

A7 Position or title in the business of the person named in A6

A8 Telephone Number of the person named in A6

A9 Facsimile Number of the person named in A6

A10 E-Mail address of the person named in A6

A11 Is the business a sole trader, partnership, private limited company, public limited company, limited liability partnership, co-operative, voluntary organisation or other? (Please specify)

A12 Please provide the business' VAT Registration Number

A13 If applicable, please state the number and date, and provide a copy of the Certificate of Incorporation or Registration (and Change of Name) under the Companies Acts or Industrial and Provident Societies Acts in the UK or the professional or trade register of the EU member state in which the company is established.

Applicable/Not applicable:

Certificate Number:

Date:

A14 Is the business part of a group?

Yes/No:

A15 If part of a group, please describe the group structure, (please provide an organisation chart if appropriate) and give names of the other Divisions or Subsidiary Companies in the Group.

Attached/Not Attached:

## **B BUSINESS PROBITY**

B1 a) Being a company, no resolution has been passed or Order of the Court made for the company's winding up otherwise than for the purposes of *bona fide* reconstruction or amalgamation, or receiver, or manager, or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof, or is not the subject or proceedings for any of the above procedures, or is not the subject of similar procedures under the law of any other state.

Not applicable / confirmed / not confirmed:

Details:

b) Being an individual, you are not bankrupt, you have not had a receiving order or administration order made against you, or made a composition or arrangement or trust deed with or for the benefit of your creditors, or made any conveyance or assignment for sequestration of your estate or appear to be unable to pay or to have no reasonable prospect of being able to pay a debt within the meaning of the Insolvency Act or any similar procedure under the law of any EU member state.

Not applicable / confirmed / not confirmed:

Details:

B2 Please confirm that no Directors, Partners, Associates or the Company Secretary have been involved in any company, which has been liquidated or gone into receivership.

Confirmed / not confirmed:

Details:

B3 Please confirm that none of the Directors, Partners, Associates or the Company Secretary has been convicted of a criminal offence relating to the conduct of their business or profession.

Confirmed / not confirmed:

Details:

B4 Please confirm that neither the company nor any of the Directors, Partners, Associates or Company Secretary has committed an act of grave misconduct in the course of their business or profession.

Confirmed / not confirmed:

Details:

B5 List the full names of every Director, Partner, Associate and the Company Secretary and indicate their title.

Attached / Not Attached:

B6 Please confirm that all obligations relating to the payment of taxes under the law of any part of the United Kingdom or the EU member state in which the company is established have been fulfilled.

Confirmed / not confirmed:

Details:

B7 Please confirm that all obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or EU member state in which the company is established have been fulfilled.

Confirmed / not confirmed:

Details:

B8 Please confirm that you understand that serious misrepresentation in the provision of information will be grounds for disqualification from the tender process.

Confirmed / not confirmed:

## **C ECONOMIC AND FINANCIAL STANDING**

C1 If the business is a member of a group of companies, please give the name and address of the ultimate holding company.

C2 Would the ultimate holding company be prepared to guarantee your contract performance as its subsidiary?

Yes / No:

C3 Please state the name and title of the person in the business responsible for financial matters:

C4 Please confirm that we may obtain references from your bankers and provide their name and address:

Confirmed / not confirmed:

Details:

C5 Have you been trading for three years or more? If yes, please attach copies of your audited Accounts for the past **two** years, to include:

- Balance sheet
- Profit and Loss Account
- Full notes to the Accounts
- Director's Report
- Auditor's Report
- Statement of Turnover in respect of the services to be provided under this contract.

NB: Where no accounts are audited, signed copies of the Partnerships accountant should be submitted.

Details attached – Yes / No:

C6 If the Accounts you are submitting are for a year ended more than 10 months, ago, Please confirm that the business is still trading and provide a statement of turnover since the last set of published accounts:

Not applicable / applicable:

Details attached – Yes / No:

C7 Has your business ever had a contract terminated for breach under the terms of the contract? (If yes, please provide details)

Not applicable / applicable:

Details attached – Yes / No:

C10 Has your business ever had a contract not renewed for failure to perform to the terms of the contract? (If yes, please provide details)

Not applicable / applicable:

Details attached – Yes / No:

C11 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Employer's Liability Insurance Policy or other evidence that you have such insurance.

C12 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Public / Product Liability (Third Party) Insurance Policy or other evidence that you have such insurance.

C13 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Professional Indemnity Insurance Policy or other evidence that you have such insurance

## **D COMPLIANCE WITH EQUAL OPPORTUNITIES LEGISLATION**

D1 Is it your policy as an employer to comply with your statutory obligations under the Race Relations Act 1976, the Sex Discrimination Acts 1975 and, 1986, and the Disability Discrimination Act 1995 (or similar legislation of the EU member state in which applicant is established) and, accordingly, your practice not to treat one group of people less favourably than others because of their sex, colour, race, nationality or ethnic origins or disability in relation to decisions to recruit, train or promote employees?

Yes/No:

D2 In the last three years has any finding of unlawful racial, sexual or, disabilities discrimination been made against your organisation by any court or Employment tribunal?

Yes/No:

D3 In the last three years, has your organisation been the subject of formal investigation by the Commission for Racial Equality, Equal Opportunities Commission, Disability Rights Commission or other equalities body (or similar organisation in an EU member state) on grounds of alleged unlawful discrimination?

Yes/No:

D4 If yes, what steps did you take in consequence of that finding?

D5 Is your policy on equal opportunities set out:

a) in instructions to those concerned with recruitment, training and promotion?

Yes/No:

b) in documents available to employees, recognised trade unions or other representative groups of employees?

Yes/No:

c) in recruitment advertisement or other literature?

Yes/No:

d) in service delivery guidance notes/procedures or your quality manual?

Yes/No:

## **E MODERN SLAVERY ACT COMPLIANCE**

E1 In performing its obligations under the agreement, the Supplier shall ensure that each of its subcontractors shall:

- a) Comply with all applicable laws, statutes, regulations in force from time to time including but not limited to the Modern Slavery Act 2015; and
- b) Take reasonable steps to ensure that there is no modern slavery or human trafficking in the Suppliers or subcontractors supply chains or in any part of their business.
- c) The Supplier represents and warrants that neither the Supplier nor any of its

officers, employees or other persons associated with it has been convicted of any offence involving slavery and human trafficking; and having made reasonable enquiries, to the best of its knowledge, has been or is the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with slavery and human trafficking.

- d) The Supplier shall implement due diligence procedures for its own suppliers, subcontractors and other participants to ensure that there is no slavery or human trafficking in its supply chains.
- e) If the Museum agrees that the Supplier may subcontract its obligations, the Supplier shall implement an appropriate system of due diligence designed to ensure the subcontractor complies with the principles of the Modern Slavery Act 2015 and that the sub-contractor shall take reasonable steps to ensure that there is no modern slavery or human trafficking in the sub-contractors supply chains or in any part of its business
- f) The Supplier shall notify the Museum as soon as it becomes aware of any actual or suspected slavery or human trafficking in a supply chain which has a connection with this Agreement.

## **E SUPPLIER STATEMENT**

We certify that the information supplied is accurate to the best of our knowledge and that we accept the conditions and undertakings requested in the assessment. We understand that false information could result in our exclusion from the Tender process or the Approved Suppliers List at any time, even after initial inclusion. We also understand that it is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower such body to cancel any contract currently in force and will result in exclusion from the Tender and / or the Approved Suppliers List.

Signed by: \_\_\_\_\_

Name: (in BLOCK LETTERS) \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

for and on behalf of: \_\_\_\_\_

This form should be signed by a Director, Partner or other authorised signatory of the organization and returned as part of the Tender Response

## **ANNEX D: - HEALTH AND SAFETY QUESTIONNAIRE**

### **The Build of the Temporary Exhibition Myth & Reality**

#### **1. COMPANY DETAILS**

Registered Office:

Main contact office (if different):

Contact Telephone numbers:

Contact email address:

Total number of employees:

Does your Company have a health and safety policy statement?  
If yes, please attach a copy to this questionnaire.

#### **2. ORGANISATION FOR HEALTH AND SAFETY**

Does your Company have a Director/Senior Manager who is responsible for health and safety? If yes, please give their details.

Name:

Contact telephone number/s:

Contact email:

Does your Company have a Health and Safety Manager/ Advisor? If yes, please give their details.

Name:

Contact telephone number/s:

Contact email:

If your Company's Health and Safety Manager/Advisor is a Consultant then please provide their company's full details.

Company name:

Business address:

Main Switchboard number:

Does your Company maintain written health and safety procedures? If yes, please provide information concerning your procedures for the following:

- Training
- Providing health and safety information to employees
- Health and safety committees
- Testing of equipment
- Risk assessment
- Supervision

How does your organisation keep up to date with changes in health and safety?

### **3. INCIDENTS/ ENFORCEMENT ACTION**

Please provide information showing the number and nature of RIDDOR reported incidents over the last 3 years.

How are accidents/ incidents reported and investigated within your Company?

How are near misses reported and investigated?

Has any Enforcement Authority (HSE or Local Authority) served an improvement or prohibition notice on your Company within the last 3 years?  
If so, please provide details.

Has your Company been prosecuted for health and safety offences within the last 3 years? If so, please provide details.

#### **4. RISK ASSESSMENT**

Has your Company completed risk assessments for this type of work? If so, please provide examples of assessments.

Who is responsible for carrying out risk assessments on your work activities?

Please provide examples of method statements for this type of work.

#### **5. WORK ON SITE**

When working for the National Army Museum, will you use any sub-contractors? If so, how do you ensure that sub contractors will be suitable?

Who will be responsible for supervision on the site?

How do you intend to monitor the work of your employees, including sub-contractors, while they are working on our site?

If you intend to use any hazardous substances, have risk assessments been carried out? If so, please provide details:

How do you ensure that equipment brought onto site will be safe?

How will you ensure that any waste is suitably controlled and disposed?

#### **6 OTHER INFORMATION**

Please provide the names, addressees and contact telephone numbers for 3 references for organisations where you have carried out similar work

**Reference 1:**

Name:

Address:

Telephone Number/s:

**Reference 2:**

Name:

Address:

Telephone Number/s:

**Reference 3:**

Name:

Address:

Telephone Number/s:

## ANNEX E

### The Build of the exhibition Drawn on the Western Front: Paul Sarrut and the Indian Army And the removal of the Beyond Burma exhibition

#### Template For Pricing

<b>ELEMENT: Refer to Annex F under separate cover for drawings to populate this pricing template</b>		
<b>Floor protection in both the gallery space and lifts</b>		£
<b>Decoration of walls throughout (Annex F page 12 – Paint schedule)</b>	Making good walls & decorating as per the paint schedule. Dulux water based emulsion. Annex F page 12. Dulux references TBC:  (Gallery floor and ceiling require no decoration)	£
New stud walls to be constructed for the Sarrut exhibition (Annex F pages 3 to 7 ). Where newly constructed walls meet panelock, they should do so seamlessly.	Softwood framework clad with 18mm ZMDF.	£
Panelock Walls in the Burma exhibition to be re-sited and made good for the Sarrut exhibition (see Annex F pages 1 and 3 for the Sarrut exhibition position and page 1 for the current Burma position)	Existing panelock walls to make good and site – see drawings Annex F, page 1 and pages 1 & 3	£
Elements of Burma exhibition to remove and dispose of (annex F page 1)	Temporary walls denoted in red on Annex F page 1 for disposal	£
Display cases and AV units from the Burma exhibition that we need repositioning and painting for the Sarrut exhibition – see Annex F pages 13	Paint with dacrylite varnish and water based emulsion.	£

1 x New AV unit to be manufactured, painted and installed – Annex F pages 8 & 9	ZMDF 18mm and 12mm for bezel. NAM will provide the screens and players.	£
1 x manual interactive table page 11	18mm ZMDF – softwood construction see page 11 drawing and painting	£
Re-siting of leaflet holders from Burma to be re-sited and repainted for inclusion in the Sarrut exhibition (Annex F page 1)		£
New display case to be made (Annex F page 10 for dimensions)	18mm ZMDF carcass sealed with dacrylite varnish and painted in water based emulsion. Hood 12mm acrylic with mitred edges. Colour TBC	£
Collection of existing display cases from our Stevenage stores, CASE 1 is sized 1020mm w x1228mm H (annex F page 13). CASE 2 is sized 847mm square x 1050 high. Access to be arranged in advance because this is a secure unit (Annex F page 14).		£
Removal of items noted in yellow Annex F page 1 to be placed in storeroom within the adjacent gallery.		£
Prelims		
<b>Cost for producing 'as built' drawings</b>		£
<b>Services of an electrician to pac test and certify AV units</b>		
Burma Curtain Annex F page 1 to be Retained throughout build and carefully Removed and stored at NAM prior to Opening the Sarrut exhibition. Fixings To stay in place.		£
<b>Total (Excluding Vat)</b>		£