



**National  
Trust**

## **Invitation to Tender**

**Great Store Handling Collections  
“Inspired by Knole” Project  
Knole, Sevenoaks, Kent**

---

### **Contents page**

1. Introduction
2. Background
3. What we are looking for
4. Tender Submission
5. Budget
6. Copyright
7. Health and Safety
8. Form of Contract
9. Annexes
10. Contact details

## **1. Introduction**

- 1.1 This document includes information for the intended appointment of a consultant by the National Trust to undertake design, fabrication and installation of two handling collections in the Great Store as part of the “Inspired by Knole” Project.
- 1.2 All costs associated with the preparation of tender responses and proposals to this Invitation to Tender are the responsibility of the respective consultants choosing to participate in this bidding process.
- 1.3 Queries relating to the Invitation to tender should be addressed in writing by email to: Esther Lockwood, Learning & Interpretation Manager, National Trust, Knole, Sevenoaks, Kent TN15 ORP. E-mail [esther.lockwood@nationaltrust.org.uk](mailto:esther.lockwood@nationaltrust.org.uk)
- 1.4 We will ask you to produce a tender response to be submitted by post or email by **5pm on Thursday 4<sup>th</sup> February 2016.**

## **2. Background**

- 2.1 The National Trust is a charity and is completely independent of Government. We rely for income on membership fees, donations and legacies, and revenue raised from our commercial operations. We now have 4 million members and 50,000 volunteers. More than 12 million people visit our pay for entry properties, while an estimated 50 million visit our open air properties. We protect and open to the public over 300 historic houses and gardens and 49 industrial monuments and mills. We also look after forests, woods, fens, beaches, farmland, downs, moorland, islands, archaeological remains, castles, nature reserves, and villages - for ever, for everyone. For further information on the Trust visit the website [www.nationaltrust.org.uk](http://www.nationaltrust.org.uk). A full copy of The National Trust Annual Review and the Annual Report and Accounts can be found on this website.
- 2.2 Knole is considered to be one of the great noble houses of England and its story spanning over 500 years also makes it one of the most extraordinary. Surrounded by a medieval deer park, Knole is vast in scale. Its remarkable complex of stone ranges around seven courts which, with its turrets and gables has been likened to a medieval town, covers an area of four acres. Though its size suggests long organic growth, it remains largely as it was by about 1610, built by archbishops of Canterbury in the later 15th and early 16th century and dramatically recast by Thomas Sackville (1536-1608), 1st Earl of Dorset, in a few astonishing years from 1605 to 1608. The Sackville family has lived here ever since, with the National Trust accepting ownership and responsibility for its care in 1946. It is physically the largest private home in England and the only one of its scale to remain, retaining all of its accretions and preserving substantial medieval elements.
- 2.3 ‘Inspired by Knole’ is a major programme of repair and conservation work supported by the Heritage Lottery Fund and is taking place at Knole between 2014 and 2019. It includes the repair and re-servicing of spaces historically shown to the

public, including the introduction of conservation heating, insulation and new lighting, and opening of new rooms to the public for the first time. A major programme of collections conservation is underway, supported by the creation of an on-site conservation studio.

- 2.4 During 2016, the Great Hall at Knole will become the 'Great Store' a vast repository for 150 precious objects from Knole's collection. Over the course of 2016 Knole's collection will gradually be taken from the Great Store to be researched and conserved, first in a pop up conservation studio in the showrooms, then in the onsite Conservation Studio (opening Summer 2016).
- 2.5 Through these new handling collections, we wish to promote discovery and enhance visitors' understanding of Knole and its collections.

### **3. What we are looking for**

- 3.1 A design consultant who can work collaboratively with the Learning Team in a fast paced project, to deliver two engaging handling collections for the Great Store:
- **A mobile handling collection** to investigate National Trust/Knole conservation and housekeeping techniques (this handling collection should be self-contained and easily transportable )
  - **A handling interactive presented as a flip-book (or similar)** mounted on a stand, which allows visitors to explore a selection of textiles and paintings which will be stored in the Great Store.
- 3.2 Both of the above handling collections should be tactile, kinaesthetic and where possible multi-sensory, offering the opportunity for visitors to see, touch, smell and hear.
- 3.3 Both handling collections should appeal to a range of audiences (families, adults, school children) and should therefore be safe and suitable for ages 3+.
- 3.4 Graphic design should follow Knole's recently developed visual identity and brand.
- 3.5 The finished handling collections should be delivered onsite at Knole during the **week beginning 21st March 2016**. We envisage the handling collection being ready for use by visitors for the Easter bank holiday weekend (25<sup>th</sup>-28<sup>th</sup> March).

#### **4. Tender submission**

##### 4.1 Please submit:

- images of relevant previous work
- a short written proposal (maximum 500 words)
- a programme and budget breakdown

to [esther.lockwood@nationaltrust.org.uk](mailto:esther.lockwood@nationaltrust.org.uk) by 5pm Thursday 4<sup>th</sup> February 2016.

#### **5. Budget**

5.1 The total budget for the mobile conservation handling collection is **£3,000 + VAT**. This includes all fees, production and installation costs. There are no additional budget sums.

5.2 The total budget for the flip book style interactive is **£1,750 + VAT**. This includes all fees, production and installation costs. There are no additional budget sums.

#### **6. Copyright**

6.1 The National Trust will retain full copyright over information, reports, plans, and designs and shall have absolute control over the use and/or dissemination of that information and may not be published in any form without NT consent. The National Trust will not unreasonably withhold such consent.

#### **7. Health and Safety**

7.1 The consultant will take sole responsibility for observing all current legal requirements concerning their or their employees' health and safety. The contractor will supply the National Trust with a copy of their health and safety policy on submission of their quotation.

#### **8. Form of Contract**

The design consultant will be asked to enter into a "goods and services below £100k contract", copy attached

#### **9. Annexes**

9.1 Great Store Interpretation Plan

9.2 Visual Identity Guidelines

9.3 Goods and Services below £100k contract

**10. Contact details:**

Learning & Interpretation Manager

Esther Lockwood

Knole,

Sevenoaks,

Kent

Telephone: 01732 467179

Email: [esther.lockwood@nationaltrust.org.uk](mailto:esther.lockwood@nationaltrust.org.uk)