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Tender

## **Conservation Services Contract**

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2024/S 000-000453

Procurement identifier (OCID): ocds-h6vhtk-042b3f

Published 8 January 2024, 10:17am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

#### **Contact**

Fiona Fretwell

#### **Email**

[procurement@hes.scot](mailto:procurement@hes.scot)

#### **Telephone**

+44 1316688866

#### **Fax**

+44 1316688877

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://historicenvironment.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00164](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

National or federal Agency/Office

**I.5) Main activity**

Other activity

Built Environment, Conservation and Tourism

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Conservation Services Contract

Reference number

HES/C/4213

#### **II.1.2) Main CPV code**

- 92500000 - Library, archives, museums and other cultural services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

HES requires the Service Provider to provide object conservation services to the contract standard. Services will include the provision of advice and guidance (oral and written), condition assessment reports with proposals for any recommended interventive conservation. Client consent to the latter should never be assumed and must always be sought before work commences. All proposals/project outlines must include clear method statements as well as costs and timescales. The specific nature and extent of work requested will be assessed by the Service Provider and set out in writing in an assessment report. This report will outline the proposed project detailing the work, proposed conservation methodology and giving an estimate of time for completion (in chargeable hours) and a completion date. Work under this contract will take place on the Service Provider's own premises; on premises and at sites under the full management control of HES and, with appropriate agreements, at third party locations.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 92500000 - Library, archives, museums and other cultural services

**II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

**II.2.4) Description of the procurement**

HES requires the Service Provider to provide object conservation services to the contract standard. Services will include the provision of advice and guidance (oral and written), condition assessment reports with proposals for any recommended interventive conservation. Client consent to the latter should never be assumed and must always be sought before work commences. All proposals/project outlines must include clear method statements as well as costs and timescales. The specific nature and extent of work requested will be assessed by the Service Provider and set out in writing in an assessment report. This report will outline the proposed project detailing the work, proposed conservation methodology and giving an estimate of time for completion (in chargeable hours) and a completion date. Work under this contract will take place on the Service Provider's own premises; on premises and at sites under the full management control of HES and, with appropriate agreements, at third party locations.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: £200,000

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

After the initial 2 year period there will be an option to extend for up to a further 24 months, reviewed annually.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

HES use Scotbis, an independent provider of business credit reports, to assess the financial standing of tenderers. The overall aim of this assessment is to ensure, as far as possible, that any potential Supplier will not have financial difficulties that endanger their ability to perform the Contract. If financial information cannot be gained from that source Historic Environment Scotland will request that you provide full audited accounts for the last full financial year. If Suppliers cannot provide any of the assurances as detailed above, and it is determined by HES that your financial strength is not adequate, then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, HES may explore these options with you before determining whether your company can be taken forward in this procurement exercise. Bank details may also be sought to support the above.

Minimum level(s) of standards possibly required

Employers (compulsory) Liability Insurance - GDP 5 million

Public Liability Insurance - GDP 10 million

Commercial Insurance that covers collections against loss or damage whilst on their or sub-contractor's premises. HES will provide valuations to the supplier before transit of Collections to the Suppliers premises.

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

16 February 2024

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

16 February 2024

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: If extensions are used then this will be re-tendered in 2028.

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Bidders must ensure all documents are submitted before the deadline as we cannot accept late submissions, unless written evidence can be provided of an issue with the PCS portal. Bidders should also in their response clearly set out any issues they have with the HES terms and conditions - document 5, as we cannot negotiate at contract award or post contract award.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=754495](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=754495).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Bidders are expected to put forward suitable community benefits they will provide during



the contract period, some examples include employing local people, work placements, apprenticeships, or helping the local community in other ways.

(SC Ref:754495)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=754495](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=754495)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Edinburgh Sheriff Court and Justice of Peace Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom