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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

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

I.3) Communication

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

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

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Built Environment, Conservation and Tourism

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

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

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

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.

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.

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

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