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Tender

Provision of Professional Estate Management Services

National Records of Scotland

F02: Contract notice

Notice identifier: 2022/S 000-004134

Procurement identifier (OCID): ocds-h6vhtk-0316c1

Published 14 February 2022, 1:05pm

Section I: Contracting authority

I.1) Name and addresses

National Records of Scotland

Ladywell House, Ladywell Road

Edinburgh

EH12 7TF

Contact

Leanne Gourlay

Email

leanne.gourlay@nrscotland.gov.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.nrscotland.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00474

I.3) Communication

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

<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

<http://www.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Professional Estate Management Services

Reference number

17/05/28

II.1.2) Main CPV code

- 71315210 - Building services consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

Contractors to provide Professional Estate Management Services. The Contractor and its supporting team shall be capable, suitably qualified, experienced, knowledgeable, innovative and suitably resourced in the field of Estates and Facilities Management with specialist knowledge and experience delivering these in the context of archival stores, controlled environments and listed buildings.

The Services required by the Authority for their Premises includes:

Full technical design service. This will cover a complete range of design team services including Architectural and Engineering .

Support for the Authority Facilities and Building Management teams. This will include access to a full and complete range of consultants to provide specialist building advice when required.

Project and construction management.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

5 buildings located in Edinburgh

1 building in Dumfries and Galloway

II.2.4) Description of the procurement

NRS requires Contractors to provide professional estates consultancy services including management, advice, guidance and assistance on property and estates issues, which may include, but are not limited to, the following disciplines:

- Project Management
- Space Planning
- Architectural Services including conservation and historical and listed building specialist
- Building Surveying – with conservation specialisms
- Quantity Surveying
- Principle Designer services (under CDM Regulations)
- Mechanical & Electrical Engineering
- Structural Engineering
- Energy and Environmental Management & Control
- Property Advice (accommodation, commercial advice, rates etc.)
- Health and Safety consultancy
- Fire Safety
- Asbestos management
- Water safety (including legionella)

- Clerk of Works / supervisor
- General Property and Commercial Advice
- Physical Security Reviews and Development of Strategies
- Development and Planning Consultancy Advice
- Facilities Management Consultancy
- Presentation and information drawing services – e.g. to explain changes to building occupation
- 3D scanning of properties

II.2.5) Award criteria

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

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

Potential for 2 further 12 month extension periods.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Please refer to the ITT.

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

The relevant selection criteria will be included in the SPD Scotland module.

III.1.2) Economic and financial standing

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland module.

III.1.3) Technical and professional ability

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland module.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Contract performance conditions will be fully detailed within the Invitation to Tender documents.

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

Restricted procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

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 March 2022

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

4 April 2022

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Framework has minimum period of 24 months. Estimated dated for earliest notice February 2024.

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

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=660715.

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.

(SC Ref:660715)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=660715

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

Sheriff Clerks Office, 27 Chambers Street

Edinburgh

EH1 1 LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

www.scotscourt.gov.uk