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Tender

## **Provision of Fine Art Shipping Crates**

National Galleries of Scotland

F02: Contract notice

Notice identifier: 2021/S 000-006189

Procurement identifier (OCID): ocds-h6vhtk-029f9f

Published 26 March 2021, 10:48am

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

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

National Galleries of Scotland

National Galleries of Scotland, 73 Belford Road

Edinburgh

EH4 3DS

#### **Email**

[amccann@nationalgalleries.org](mailto:amccann@nationalgalleries.org)

#### **Telephone**

+44 1316246214

#### **Country**

United Kingdom

## **NUTS code**

UKM75 - Edinburgh, City of

## **Internet address(es)**

Main address

<http://www.nationalgalleries.org>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11042](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11042)

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.3) Communication**

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

<https://publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://publiccontractsscotland.gov.uk>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://publiccontractsscotland.gov.uk>

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

Body governed by public law

## **I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

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

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

Provision of Fine Art Shipping Crates

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

- 44619300 - Crates

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

Supplies

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

The Contract is for the hire and purchase of fine art shipping crates for National Galleries of Scotland (NGS) loans and touring exhibitions programme. The Supplier will provide crates for works of art as required by the NGS loans and touring exhibitions programme; and must ensure that crates provided meet the correct specification as set out in the Section 2 of the Invitation to Tender (ITT) document.

Crates for painting and works on paper will be hired for the duration of the loan or touring exhibition. These crates should be fully fitted out with foam ready for packing. Crates for sculptures are purchased and internal fit out is usually carried out by NGS technicians. T-frames may also be purchased where required.

The contract includes various crate and packing requirements, including painting crates, slotted crates for works on paper, bespoke sculpture and contemporary installation crates and T-frames.

Summary of scope of services include:

- To provide quotes for crates to be fitted out to technical dimensions and delivery and collection of crates as required;
- Invoicing crate hire or purchase costs directly to the borrower or their shipping agents;

- To incorporate new developments in crate hire products as they become available to the market;
- Provide a pro-active approach to environmental and sustainability criteria.

Full details of the Contract Requirements and Specification are detailed under Section 2 of the Invitation to Tender (ITT) document.

There is no commitment to a volume of work. Under this agreement, no minimum workload is guaranteed. Supplies will be agreed on an "as required" basis only.

The agreement will be non-exclusive i.e. NGS reserve the right, in certain circumstances, to procure out with the Contract Agreement, as and when required.

In the event of unsatisfactory performance by the successful Supplier and the termination of the contract by either party, NGS reserves the right to negotiate the continuance of the services with the second and third placed Suppliers.

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

This contract is divided into lots: No

## **II.2) Description**

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

- 60640000 - Shipping operations
- 92521100 - Museum-exhibition services
- 92521000 - Museum services
- 92500000 - Library, archives, museums and other cultural services

### **II.2.3) Place of performance**

NUTS codes

- UKM75 - Edinburgh, City of

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

National Galleries Scotland (NGS) are looking to procure a sole Supplier for the provision of

Fine Art Shipping Crates.

The procurement will be conducted through the use of the Open Procedure. The SPD must be completed and returned with a tender response.

Economic Operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

The objective criteria included in the SPD is detailed under section III of this Contract Notice.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 60%

Price - Weighting: 40%

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The contract duration will be for an initial 3-year period, with the option of two additional 1-year extensions, not exceeding 2 years; resulting in a possible maximum contract duration of 5 years. This is at the discretion of National Galleries Scotland.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

NGS may require the supplier to provide additional services. Any such modification shall be in terms of Regulation 72 of the Public Contracts (Scotland) Regulations 2015.

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

List and brief description of conditions

Q4A.1b 'Enrolment in a Trade Register', Q4A.2a 'Authorisation of a Particular Organisation Needed' and Q4A.2b 'Membership of a Particular Organisation Needed' have been included in the SPD. Bidders must confirm whether this is applicable to them.

If applicable, each question will be scored on a Pass/Fail basis. If the Bidder is required by their country of establishment, to have enrolment in a Trade Register, authorisation and/or membership of a particular organisation that the Bidder has not attained, the response will be deemed a 'Fail'. Any Bidder scoring a "Fail" mark will be disqualified from the competition.

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

List and brief description of selection criteria

The following selection criteria is listed within the SPD and will be scored on a Pass/Fail basis:

Q4B5a Insurance - Professional Risk Indemnity

Q5B5b Insurance - Employer's (Compulsory) Liability

Q4B5c Insurance - All other types listed

Q4B6 Other Economic or Financial Requirements

Minimum level(s) of standards possibly required

Q4B5a - It is a requirement of this contract that Bidders hold, or can commit to obtain prior to the commencement of any subsequent award of contract, the types and levels of insurance indicated below:

Professional Risk Indemnity = 5,000,000 GBP

This will be awarded on a Pass/Fail basis. If the Bidder responds "No, and I cannot commit to obtain it" the response will be deemed a "Fail". Any Bidder scoring a "Fail" mark will be disqualified from the competition.

Q4B5b - It is a requirement of this contract that Bidders hold, or can commit to obtain prior to the commencement of any subsequent award of contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability = 5,000,000 GBP

This will be awarded on a Pass/Fail basis. If the Bidder responds "No, and I cannot commit to obtain it" the response will be deemed a "Fail". Any Bidder scoring a "Fail" mark will be disqualified from the competition.

Q4B5c - It is a requirement of this contract that Bidders hold, or can commit to obtain prior to the commencement of any subsequent award of contract, the types and levels of insurance indicated below:

Public Liability Insurance = 5,000,000 GBP

This will be awarded on a Pass/Fail basis. If the Bidder responds "No, and I cannot commit to obtain it" the response will be deemed a "Fail". Any Bidder scoring a "Fail" mark will be disqualified from the competition.

Q4B6 - All information is contained within the online SPD.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Q4D.1 Quality Assurance & Q4D.2 Environmental Management are included under selection criteria but will be scored on a Pass/Fail basis, as detailed below.

Minimum level(s) of standards possibly required

Q4D.1 Quality Assurance: all information in regard to minimum level(s) of standards required

is contained within the online SPD.

This will be scored on a Pass/Fail basis. If the Bidder responds "No" the response will be deemed a "Fail". Any Bidder scoring a "Fail" mark will be disqualified from the competition.

Q4D.2 Environmental Management: all information in regard to minimum level(s) of standards required is contained within the online SPD.

This will be scored on a Pass/Fail basis. If the Bidder responds "No" the response will be deemed a "Fail". Any Bidder scoring a "Fail" mark will be disqualified from the competition.

## **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

10 May 2021

Local time

12:00pm

#### **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)

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

Date

10 May 2021

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: 2024 - 2026

### VI.3) Additional information

National Galleries Scotland reserves the right to cancel the procurement at any time and not award a Contract. The expenditure, work or effort undertaken by Bidders prior to the Award of Contract is accordingly a matter solely for the commercial judgement of Bidders.

Late tenders may not be considered by National Galleries Scotland.

Tenderers must include within their tender return compliance with all legislation applicable at the date for return of tenders relating to COVID-19 restrictions, such as, but not limited to, "The Health Protection (Coronavirus) (Restrictions) (Scotland) Amendment (No.2) Regulations 2020" and details of any Notices issued by the HSE.

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=644167](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=644167).

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.

(SC Ref:644167)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=644167](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=644167)

### VI.4) Procedures for review

#### VI.4.1) Review body

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

EDINBURGH

EH1 1LB

Country

United Kingdom