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Tender

Exhibition Design, Build, AV and Maintenance Services

The Scottish Parliament

F02: Contract notice

Notice identifier: 2022/S 000-009518

Procurement identifier (OCID): ocds-h6vhtk-032bc9

Published 8 April 2022, 3:19pm

Section I: Contracting authority

I.1) Name and addresses

The Scottish Parliament

Holyrood

Edinburgh

EH99 1SP

Contact

ConflictOfInterestDeclaration - Nadia Smith

Email

nadia.smith@parliament.scot

Telephone

+44 1313486617

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.parliament.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284

I.3) Communication

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Other type

Devolved Parliament

I.5) Main activity

Other activity

Legislative Body

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Exhibition Design, Build, AV and Maintenance Services

Reference number

NIC-G&S-114

II.1.2) Main CPV code

- 79956000 - Fair and exhibition organisation services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to provide exhibition maintenance and exhibition design, build, digital development, audio-visual and associated installation / de-rig services.

These services are required to support the SPCB's public exhibitions, primarily but not exclusively, in the Main Hall of the Scottish Parliament building.

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

II.2.4) Description of the procurement

The Scottish Parliamentary Corporate Body (SPCB) requires a Contractor to provide exhibition maintenance and exhibition design, build, digital development, audio-visual and associated installation / de-rig services.

These services are required to support the SPCB's public exhibitions, primarily but not exclusively, in the Main Hall of the Scottish Parliament building.

These services include but are not limited to:

The maintenance of and repairs to the SPCB exhibition and other exhibit structures including plinths and bespoke glass cases produced as part of exhibition structures;

Updates and maintenance of the SPCB exhibitions and Travelling the Distance digital exhibits and digital content including in compliance with GDPR regulations;

The development of new SPCB Exhibitions including exhibits about the role, work, architecture, history etc. of the Scottish Parliament, including design, development, digital development and build

Developing exhibitions that are accessible to a wide range of audiences

Graphic design of an information panel for the World Press Photo exhibition, usually hosted annually

Repairs and the replacement of exhibit audio-visual equipment i.e. touchscreens in various sizes, hard drives, audio handsets, hearing loops and associated equipment and cabling if necessary; and

The potential transfer of digital exhibit content from hard drives to online resources.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

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

Start date

6 July 2022

End date

31 August 2025

This contract is subject to renewal

Yes

Description of renewals

Two 12 month optional extensions are available at the discretion of the SPCB.

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

The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of tenderers. Tenderers are encouraged to review their financial performance on Creditsafe and read information about

how that data is collected and used prior to submitting a tender. Information and the opportunity to run a free report can be found at

<http://www.creditsafe.com/products/business-credit-reports/>

If a tenderer does not agree with the credit rating it has been given by Creditsafe it can provide supporting evidence to demonstrate its current position and this will be taken into account when the financial standing is being assessed.

If a tenderer is not listed on Creditsafe, for whatever reason, then it may be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out.

Tenderers should have a Creditsafe credit rating of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit rating score and has the backing of a parent company with a credit rating of 40 or higher, then the provision of a Parent Company.

Employers' Liability GBP 5000000.00

Public / Product Liability GBP 5000000.00

III.1.3) Technical and professional ability

List and brief description of selection criteria

In relation to the SPD, Bidders will be required to provide ONE example to demonstrate that they have the relevant experience to deliver the goods and services. The example should be for an exhibition that has been done within the last three years.

bidders should note this question will not be weighted and will be evaluated on a pass/fail basis.

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

11 May 2022

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

11 May 2022

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: August 2027

VI.3) Additional information

Please note that there are minimum requirements concerning Cyber Security for this contract to which a pass/fail marking will attach.

Bidders will be required to complete an online Supplier Assurance Questionnaire using the Cyber Security Procurement Support Tool

(CSPST). A link to CSPST can be found here: <https://cyberassessment.gov.scot>.

The questionnaire will be aligned to a Cyber Risk Profile that has been established for the contract, based on the SPCB's assessment of

cyber risk.

For this contract, minimum requirements also include the holding of Cyber Essentials (or equivalent).

Further details can be found in the Tender Invitation Letter. A contract condition for this procurement requires the bidder to comply with minimum security requirements.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21023.

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For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:688534)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court House

Sheriff Course House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom