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Tender

## **Provision of Mechanical, Electrical and Environmental Consultancy Services**

National Galleries of Scotland

F02: Contract notice

Notice identifier: 2021/S 000-010787

Procurement identifier (OCID): ocds-h6vhtk-02b194

Published 17 May 2021, 9:25am

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

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

National Galleries of Scotland

National Galleries of Scotland, 73 Belford Road

Edinburgh

EH4 3DS

#### **Contact**

Aileen McCann

#### **Email**

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

#### **Telephone**

+44 1316246374

**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 Mechanical, Electrical and Environmental Consultancy Services

Reference number

L/L/025/2021

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

- 71313000 - Environmental engineering consultancy services

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

Services

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

The National Galleries of Scotland (NGS) is seeking to appoint a sole Service Provider for the Provision of Mechanical, Electrical and Environmental Consultancy Services for projects approved during the term of the contract.

There is no commitment to a volume of work. Under this agreement, no minimum workload is guaranteed. Services will be agreed to on an "as required" basis. The Tenderer will have no claim against NGS if they are not instructed to carry out any of the services or if NGS appoints another consultant to undertake the services.

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

NGS reserves the right to obtain services from Mechanical and Electrical Engineers out with

the contract where a project value or type is deemed to be significantly different to the parameters set out in the Agreement.

Full details of the Contract Requirements are detailed in Section 2 of the Invitation to Tender (ITT).

In the event of unsatisfactory performance by the successful Service Provider 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 Service Providers.

### **II.1.5) Estimated total value**

Value excluding VAT: £260,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 45262640 - Environmental improvement works
- 71321000 - Engineering design services for mechanical and electrical installations for buildings
- 71334000 - Mechanical and electrical engineering services
- 71315210 - Building services consultancy services
- 90713000 - Environmental issues consultancy services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

The procurement will be conducted through the use of the Open (single stage) Procedure. The SPD (Scotland) 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.2.6) Estimated value**

Value excluding VAT: £260,000

### **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 36-month period, with the option of two additional 12-month extensions, not exceeding 24 months; resulting in a possible maximum contract duration of 60 months. This is at the discretion of the National Galleries of 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 Service Provider 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

### **II.2.14) Additional information**

Consultancy staff assigned to elements of the contract must be licensed and trained to access IES (Integrated Environmental Solutions) portal.

The contract requires Consultants to provide Energy Performance Certificates (EPCs). EPCs can only be produced by an assessor who is a member of an 'approved organisation', as recognised by Scottish Government.

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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

Q4A1a 'Enrolment in a Relevant Professional Register', Q4A1b 'Enrolment in a Trade Register', Q4A2a 'Authorisation of 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 on a Professional Register, 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.

N.B. The contract requires Consultants to provide Energy Performance Certificates (EPCs). EPCs can only be produced by an assessor who is a member of an 'approved organisation', as recognised by Scottish Government. Bidders must confirm and be able to provide evidence that they are an 'approved' organisation. If a Bidder can not provide evidence nor confirm such, they 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:

Q4B.5a Insurance - Professional Risk Indemnity

Q4B.5b Insurance - Employer's (Compulsory) Liability

Q4B.5c Insurance - All other types listed

Q4B.6 Other Economic or Financial Requirements

Minimum level(s) of standards possibly required

Q4B.5a - it is a requirement of the contract that Bidders hold or 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 scored on a Pass/Fail basis. If the Bidder responds "No, 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.

Q4B.5b - it is a requirement of the contract that Bidders hold or 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 scored on a Pass/Fail basis. If the Bidder responds "No, 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.

Q4B.5c - it is a requirement of the contract that Bidders hold or 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 scored on a Pass/Fail basis. If the Bidder responds "No, 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.

Q4B.6 - 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 (including Health & Safety Procedures) & Q4D.2 Environmental Management are included under selection criteria but will be scored on a Pass/Fail bases, as detailed below.

Minimum level(s) of standards possibly required

Q4D.1 Quality Assurance (including health & Safety Procedures): 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 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.2.2) Contract performance conditions**

As detailed in 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

21 June 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

21 June 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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 SPDs and 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=654077](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=654077).

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:654077)

Download the ESPD document here:  
[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=654077](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=654077)

### **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

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>