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Tender

## **Provision of Wayfinding Signage for the National Galleries of Scotland**

National Galleries of Scotland

F02: Contract notice

Notice identifier: 2022/S 000-016361

Procurement identifier (OCID): ocds-h6vhtk-03468e

Published 15 June 2022, 8:47am

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

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

National Galleries of Scotland

National Galleries of Scotland, 73 Belford Road

Edinburgh

EH4 3DS

#### **Contact**

Lee Haldane

#### **Email**

[lhaldane@nationalgalleries.org](mailto:lhaldane@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://www.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.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://www.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 Wayfinding Signage for the National Galleries of Scotland

Reference number

690 778

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

- 34928470 - Signage

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

Supplies

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

National Galleries Scotland (NGS) wish to award a multi-lot contract for the Provision of Wayfinding Signage. The contract will include the manufacture, production & installation of wayfinding signage for the NGS estate.

There will be no commitment to a minimum volume of orders under the contract. Under this agreement no minimum volume of orders is guaranteed. Orders of production samples and wayfinding signage will be agreed to on an "as required" basis. Supplier(s) will have no claim against NGS if they are not instructed to deliver any volume of orders.

For full details of the Contract Requirements please refer to the associated Tender and Contract documents.

In the event of unsatisfactory performance by the successful Supplier(s) and the termination of the lot/contract by either party, NGS reserves the right to negotiate the continuance of the services for that lot/contract with the second and third placed Supplier.

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The contract is split into 3 Lots. Tenders may be submitted for all Lots. NGS reserves the right to award contracts combining one or more lots. There is no limit to the number of lots that may be awarded to one Tenderer therefore the following opportunities exist: (i) the award of all lots to one single Supplier (ii) the award of grouped lots (1, 2 or 3) to one Supplier with another Supplier awarded the remaining lot, or (iii) the award of one Supplier per lot.

## **II.2) Description**

### **II.2.1) Title**

Scottish National Gallery of Modern Art (Modern One & Modern Two)

Lot No

1

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

- 34928470 - Signage

### **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.

Bidders must complete and return an SPD (Scotland) form along with their tender submission.

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

### **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

11

This contract is subject to renewal

Yes

Description of renewals

The contract makes provision for an optional variable extension period of an additional 6 months maximum.

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

NGS reserve the right to award a public contract following the negotiated procedure without prior publication in terms of Regulation 33(8) of The Public Contracts (Scotland) Regulations 2015. Further information is included in the Invitation to Tender (ITT) document.

NGS reserves the right to issue a contract modification 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) Description**

### **II.2.1) Title**

Scottish National Gallery (SNG) complex, including the Royal Scottish Academy (RSA)

Lot No

2

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

- 34928470 - Signage

### **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.

Bidders must complete and return an SPD (Scotland) form along with their tender submission.

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.

### **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

11

This contract is subject to renewal

Yes

Description of renewals

The contract makes provision for an optional variable extension period of an additional 6 months maximum.

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

NGS reserve the right to award a public contract following the negotiated procedure without prior publication in terms of Regulation 33(8) of The Public Contracts (Scotland) Regulations 2015. Further information is included in the Invitation to Tender (ITT) document.

NGS reserves the right to issue a contract modification 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) Description**

### **II.2.1) Title**

Scottish National Portrait Gallery (SNPG)

Lot No

3

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

- 34928470 - Signage

### **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.

Bidders must complete and return an SPD (Scotland) form along with their tender submission.

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.

#### **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

11

This contract is subject to renewal

Yes

Description of renewals

The contract makes provision for an optional variable extension period of an additional 6 months maximum.

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

NGS reserve the right to award a public contract following the negotiated procedure without prior publication in terms of Regulation 33(8) of The Public Contracts (Scotland) Regulations 2015. Further information is included in the Invitation to Tender (ITT) document.

NGS reserves the right to issue a contract modification 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

Q4A1b 'Enrolment in a Relevant Trade Register', Q4A.2a '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 in a Professional 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

Q4B6 Other Economic or Financial Requirements.

Minimum level(s) of standards possibly required

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 (including Health & Safety Procedures) & 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 (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

## **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

28 July 2022

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

28 July 2022

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 Lot/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) (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=690778](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=690778).

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:690778)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=690778](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=690778)

### **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>