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Tender

## **Provision of Minor Archaeological Services**

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2022/S 000-020489

Procurement identifier (OCID): ocids-h6vhtk-03568b

Published 27 July 2022, 2:26pm

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

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

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

#### **Email**

[procurement@hes.scot](mailto:procurement@hes.scot)

#### **Telephone**

+44 1316688866

#### **Fax**

+44 1316688877

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://historicenvironment.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00164](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164)

**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>

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

National or federal Agency/Office

**I.5) Main activity**

Other activity

Heritage, Conservation, Built Environment

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## **Section II: Object**

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

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

Provision of Minor Archaeological Services

Reference number

HES/C/4134

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

- 71351914 - Archaeological services

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

Services

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

Historic Environment Scotland (HES) requires a call off contract to be put in place for minor archaeological services.

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

Value excluding VAT: £320,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 45112450 - Excavation work at archaeological sites
- 71351720 - Geophysical surveys of archaeological sites

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

NUTS codes

- UKM - Scotland

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

Historic Environment Scotland (HES) requires a call off contract to be put in place for minor archaeological services at HES Properties in Care (PICs). Conservation, maintenance and presentation programmes at PICs often necessitate ground disturbance, or present opportunities for standing building recording. HES wishes to ensure that works to deposits or structures are the subject of archaeological survey, monitoring and recording, where appropriate. There are over 300 PICs located throughout Scotland which HES operate under a Scheme of Delegations from Scottish Ministers. The scale of each call-out will be driven by the needs of the programme of works, and will often be small scale e.g. a watching brief, but can include larger scale services such as standing building recording, archaeological evaluation trenching, metal detecting survey and geophysical survey.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

## **II.2.6) Estimated value**

Value excluding VAT: £320,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The contract will be in place for an initial period of 24 months, with the option to extend the contract by two further 12 month periods at the discretion of HES, giving a total potential contract length of 48 months.

## **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

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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

With reference to SPD question 4A.2 Where it is required within a bidders country of establishment they must confirm which authorization or memberships of the relevant organization(s) are required in order to perform the service. Bidders must confirm if they hold the particular authorization or memberships.

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

List and brief description of selection criteria

HES use Scotbis, an independent provider of business credit reports, to assess the financial standing of tenderers. The overall aim of this assessment is to ensure, as far as possible, that any potential Supplier will not have financial difficulties that endanger their ability to perform the Contract. If financial information cannot be gained from that source Historic Environment Scotland will request that you provide full audited accounts for the last full financial year. If Suppliers cannot provide any of the assurances as detailed above, and it is determined by HES that your financial strength is not adequate, then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, HES may explore these options with you before determining whether your company can be taken forward in this procurement exercise. Bank details may also be sought to support the above.

Minimum level(s) of standards possibly required

With reference to SPD question 4B.5, it is a requirement of this contract that bidders hold, or can commit to obtain, prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- Public Liability (non-motor) - minimum cover GBP 5,000,000

- Employers' Liability - minimum cover GBP 5,000,000

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

List and brief description of selection criteria

With reference to SPD question 4C.1.2 - Bidders will be required to provide up to 3 examples that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the contract notice.

### **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

29 August 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: 3 (from the date stated for receipt of tender)

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

Date

29 August 2022

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: Four years from September 2022

## **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=700952](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=700952).

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:700952)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=700952](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=700952)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom