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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): ocds-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

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

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

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

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

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

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.

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.

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

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom