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Tender

MOUNT MAKING CONTRACT

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2023/S 000-021242

Procurement identifier (OCID): ocds-h6vhtk-03e497

Published 24 July 2023, 10:29am

Section I: Contracting authority

I.1) Name and addresses

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

Contact

Fiona Fretwell

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://historiconvironment.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164

I.3) Communication

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

MOUNT MAKING CONTRACT

Reference number

HES/C/4211

II.1.2) Main CPV code

- 92521100 - Museum-exhibition services

II.1.3) Type of contract

Services

II.1.4) Short description

HES requires specialist mount making services primarily, but not exclusively, for its historic collections held at Properties in Care throughout Scotland. These collections vary greatly in size, material and theme. Examples include small archaeological finds, large carved stones, artillery, books and archival material etc. HES hold material associated with over 160 properties across Scotland.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 92521100 - Museum-exhibition services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The scale of mount making required will vary from site to site. Some projects may only require one object to be mounted. Larger projects may require over 100 objects to be mounted. Project priorities are fast changing and the mount maker needs to be adaptable to this. The contract requires the Supplier to carry out work both off and on site.

Approximately 25% of Historic Environment Scotland's collections are comprised of stone, which range in size and weight. When working with these collections, the mount maker may be required to work alongside Historic Environment Scotland's Applied Conservation and Monument Conservation teams in order to access and move objects. Experience of setting up and using lifting equipment and scaffolding is essential, as is a knowledge of the relevant health and safety legislation that covers this type of work.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

There will be an option to extend for up to a further 24 months, reviewed annually.

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

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

Employers (compulsory) Liability Insurance - GDP 5 million

Public Liability Insurance - GDP 10 million

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

31 August 2023

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

31 August 2023

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: If all extensions are taken up then this will be advertised in 2027.

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

When you are submitting your response please identify clearly any terms and conditions clauses that may cause an issue. HES will not negotiate at contract award or post contract award.

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=739587.

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.

Community benefits are included in this requirement. For more information see: <https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

HES is looking for suppliers who can offer benefits such as apprenticeships or work experience, working with local supply chains, or undertaking local or national community work. We encourage suppliers to put forward their own initiatives as well.

(SC Ref:739587)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=739587

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of Peace Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom