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Tender

Archive Digitisation Framework

Historic Environment Scotland
Royal Botanic Garden Edinburgh
National Galleries of Scotland

F02: Contract notice

Notice identifier: 2022/S 000-022673

Procurement identifier (OCID): ocds-h6vhtk-035f1c

Published 16 August 2022, 3:32pm

Section I: Contracting authority

I.1) Name and addresses

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

Contact

David Flockhart

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.1) Name and addresses

Royal Botanic Garden Edinburgh

Edinburgh

Email

LMitchell@rbge.org.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<https://www.rbge.org.uk/>

I.1) Name and addresses

National Galleries of Scotland

National Galleries of Scotland, 73 Belford Road

Edinburgh

EH4 3DS

Email

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

I.2) Information about joint procurement

The contract involves joint procurement

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

Tourism, Conservation, Built Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Archive Digitisation Framework

Reference number

HES/C/4152

II.1.2) Main CPV code

- 79995100 - Archiving services

II.1.3) Type of contract

Services

II.1.4) Short description

The Purchaser is seeking Supplier(s) for an Archive Digitisation Framework Agreement.

II.1.5) Estimated total value

Value excluding VAT: £400,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 92512000 - Archive services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Purchaser is seeking Supplier(s) for this Archive Digitisation Framework Agreement to provide an archive digitisation service in relation to images from the HES collections to enable access to its nationally significant materials.

Please see below for a list of items that may require digitisation:

- Unmounted/Mounted photographic prints
- Photographic prints in albums
- Glass plate/Acetate negatives
- Drawings rolled/flat
- Bound volumes
- Loose papers
- 35mm slides
- Microfiche

- Videos/AV

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

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

The Framework Agreement will commence on the 01 November 2022 for a period of 2 years and expire on 31 October 2024. The Purchaser reserves the right to extend the Framework Agreement for two further 12 month periods subject to satisfactory performance and continued requirement. If both of these options are activated the maximum possible duration of the Framework Agreement will be 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.1.2) 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 (Scotland) 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:

- Employers (compulsory) Liability Insurance - GBP 5 million
- Public Liability Insurance - GBP 1 million

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as described in the Contract Notice

Minimum level(s) of standards possibly required

In relation to SPD (Scotland) section 4C1.2 bidders will be required to submit three (3) examples of contracts performing a similar service to demonstrate the necessary experience.

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.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

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

19 September 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

19 September 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: Framework will be retendered in 2026 if service is still required

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=702635.

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:702635)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=702635

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom