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Tender

## **Specialist Drama Education Services for HES Junior Tour Guides Programme**

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2022/S 000-023177

Procurement identifier (OCID): ocds-h6vhtk-036134

Published 19 August 2022, 4:27pm

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

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

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

#### **Contact**

Fiona Fretwell

#### **Email**

[fiona.fretwell@hes.scot](mailto:fiona.fretwell@hes.scot)

#### **Telephone**

+44 1316688866

#### **Fax**

+44 1316688877

**Country**

United Kingdom

**NUTS code**

UKM - Scotland

**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.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://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](http://www.publiccontractsscotland.gov.uk)

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

National or federal Agency/Office

**I.5) Main activity**

Other activity

Built Environment, Conservation and Tourism

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## **Section II: Object**

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

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

Specialist Drama Education Services for HES Junior Tour Guides Programme

Reference number

HES/C/4108

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

- 80400000 - Adult and other education services

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

Services

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

HES is seeking to commission a contractor to manage the on-going delivery of the existing HES Junior Tour Guides programme to the expected high standards. The approach should demonstrate meaningful opportunities to actively engage young people, including those with additional support needs, to support a cross-curricular and skills-based approach aligned to the aims and outcomes of the HES Learning Framework. The key element of this commission is to sustain the existing Junior Tour Guides programme, on a national scale, working with six local schools across Scotland linked to HES sites: Bishops and Earls Palaces, Craigmillar Castle, Doune Castle, Huntly Castle, Linlithgow Palace and Trinity House. Supporting young people to actively re-connect with their local heritage post covid and share it in creative ways to make it more accessible to other young people through co-design projects is a priority for the HES Learning and Inclusion Team.

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

This contract is divided into lots: No

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

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

- 80400000 - Adult and other education services

**II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

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

HES is seeking to commission a contractor to manage the on-going delivery of the existing HES Junior Tour Guides programme to the expected high standards. The approach should demonstrate meaningful opportunities to actively engage young people, including those with additional support needs, to support a cross-curricular and skills-based approach aligned to the aims and outcomes of the HES Learning Framework. The successful supplier will work to a programme set out by the Head of Learning and Inclusion will also be required to collaborate with other specialist contractors and HES staff Visitor Operations teams at specific sites.

**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

After the initial contract period 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

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## **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

Minimum level(s) of standards required:

Minimum level(s) of standards required:

Employers (compulsory) Liability Insurance - GDP 10 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

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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

27 September 2022

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

27 September 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: If all extensions are used then this will be relet during 2026.

### **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**

Please refer to all the tender documentation. The Single Procurement Document is an online document which must be completed with your tender submission.

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=704076](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=704076).

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.

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:

Working with SME's

Local community engagement

Local recruitment opportunities or work placements

(SC Ref:704076)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=704076](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=704076)

## **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