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Tender

## **Signage Production and Maintenance**

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2023/S 000-024897

Procurement identifier (OCID): ocds-h6vhtk-03f687

Published 24 August 2023, 10:26am

### **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)

#### **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**

Other type

Non-Departmental Public Body

## **I.5) Main activity**

Other activity

Heritage, Conservation, Built Environment , Tourism

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## **Section II: Object**

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

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

Signage Production and Maintenance

Reference number

HES/C/4222

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

- 34928470 - Signage

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

Supplies

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

Signage Production and Maintenance

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

Value excluding VAT: £475,000

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

This contract is divided into lots: No

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

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

- 50000000 - Repair and maintenance services
- 50800000 - Miscellaneous repair and maintenance services
- 22458000 - Bespoke printed matter
- 22000000 - Printed matter and related products

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

NUTS codes

- UKM - Scotland

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

Historic Environment Scotland requires a supplier to produce and deliver various types of high-quality, external-grade graphics and signage for Properties in Care across Scotland, including the Islands. Requirements include interpretive graphics, as well as other types of signage that may include e.g. visitor information & behavioural signage; health & safety signage; direction & wayfinding signage; arrival & welcome signage. Specifications may include e.g. lecterns; wall-mounted signs; existing stone cairn/plinth-mounted signs; rail-mounted signs; and post-mounted signs. In some cases, the contract may include graphics and signage for interior exhibitions.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £475,000

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

Duration in months

56

This contract is subject to renewal

Yes

Description of renewals

The initial contract period shall be for twenty four (24) months, with the option to extend the contract by a further

20-month period, followed by a possible further 12-month period. These extensions may be activated at the sole discretion of HES.

#### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Contracting Authority reserves the right to request additional deliveries by the successful Tenderer, either intended as partial replacement of supplies or installations or as extensions of existing supplies and installations.

The Contracting Authority may at its sole discretion exercise this option.

### **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

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 Insurance - 1 million GBP

Professional Risk Indemnity - 1 million GBP

Product Liability Insurance - 1 million GBP

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

List and brief description of selection criteria

With reference to SPD question 4C1.2 - Bidders will be required to provide 3 examples that demonstrate that they have the relevant experience to deliver the services as described in the contract notice and tender documents.

### **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

16 October 2023

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: 5 (from the date stated for receipt of tender)

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

Date

16 October 2023

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: 56 months from publication

### **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=739477](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=739477).

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:

HES is looking for suppliers to consider community benefits in delivering this service. This could be community engagement programmes / events or providing e.g. apprenticeships, work placements.

(SC Ref:739477)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=739477](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=739477)



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

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

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom