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Tender

## **Provision of Stonework Surveys**

National Galleries of Scotland

F02: Contract notice

Notice identifier: 2024/S 000-025143

Procurement identifier (OCID): ocds-h6vhtk-048934

Published 9 August 2024, 8:42am

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

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

National Galleries of Scotland

National Galleries of Scotland, 73 Belford Road

Edinburgh

EH4 3DS

#### **Contact**

Clare Holyoake

#### **Email**

[cholyoake@nationalgalleries.org](mailto:cholyoake@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](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11042)

**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>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publiccontractsscotland.gov.uk>

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

Body governed by public law

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

Recreation, culture and religion

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## **Section II: Object**

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

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

Provision of Stonework Surveys

Reference number

K/C/051

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

- 71200000 - Architectural and related services

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

Services

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

National Galleries Scotland (NGS) "The Authority" wish to award a contract for the Provision of Stonework Surveys to a single Consultant.

The commission will initially focus on surveys of two of our prominent Gallery buildings, with the option to undertake further surveys at a later date. The purpose of the surveys is to provide NGS with a detailed report on the condition of the stonework to help conserve these important historic buildings and assist with planning and prioritisation of future capital works projects.

For full details of the Contract Requirements please refer to the Tender and Contract documents.

The Consultant must have a clear understanding of the Contract Requirements and the organisational needs of NGS.

There is no commitment to a minimum spend over the duration of the contract. Under this agreement, no minimum spend is guaranteed.

There is no commitment to a minimum level of work over the duration of the contract. Under this agreement, no minimum level of work is guaranteed.

The agreement will be non-exclusive i.e., NGS reserves the right, in certain circumstances, to procure out with the Contract Agreement, as and when required.

In the event of unsatisfactory performance by the successful Consultant and the termination of the contract by either party, NGS reserves the right to negotiate the continuance of the services with the second and third placed Contractors.

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

This contract is divided into lots: No

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

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

- 45262510 - Stonework
- 71250000 - Architectural, engineering and surveying services
- 71251000 - Architectural and building-surveying services
- 90712400 - Natural resources management or conservation strategy planning services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

The procurement will be conducted through the use of the Open (single stage) procedure.

Bidders must complete and return an SPD (Scotland) form along with their tender submission.

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

It is a requirement that the Service Provider as a minimum, hold or commit to obtain prior to the award of contract a valid Cyber Essentials Basic Certificate (or equivalent) in place throughout the duration of the contract. For further information please refer to the tender and contract documents.

Baseline Personnel Security Standards are required under the contract. All operatives who will be working on NGS sites will be required to hold valid basic disclosure certification

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

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

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

Duration in months

10

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: Yes

Description of options

NGS reserve the right to award a public contract following the negotiated procedure without prior publication in terms of Regulation 33(8) of the Public Contracts (Scotland) Regulations 2015. Further information is included in the Invitation to Tender (ITT) document.

NGS reserves the right to issue a contract modification in terms of Regulation 72 of the Public Contracts (Scotland) Regulations 2015.

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**

The top three highest scoring Tenderers (price & quality combined score) will be invited to attend a meeting with the Tender Quality Evaluation Panel during the week commencing 7th October 2024 (date may be subject to change). Full details are provided in the Invitation to Tender (ITT) document.

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## **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

Q4A1a 'Enrolment in a Relevant Professional Register', Q4A.2a 'Authorisation of Particular Organisation Needed' and Q4A.2b 'Membership of a Particular Organisation Needed' have been included in the SPD. Bidders must confirm whether this is applicable to them.

If applicable, each question will be scored on a Pass/Fail basis. If the Bidder is required by their country of establishment, to have enrolment in a Professional Register, authorisation and/or membership of a particular organisation that the Bidder has not attained, the response will be deemed a 'Fail'. Any Bidder scoring a 'Fail' mark will be disqualified from the competition.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Q4B5a - Insurance - Professional Risk Indemnity

Q4B5b - Insurance - Employer's (Compulsory) Liability

Q4B5c - Insurance - Public Liability & Cyber Liability Insurance

Q4B6 - Other Economic or Financial Requirements.

Minimum level(s) of standards possibly required

Q4B5a - Professional Risk Indemnity at 1,000,000 GBP for any one incident and unlimited in total.

Q4B5b - Employer's (Compulsory) Liability insurance in accordance with any legal requirements for the time being in force.

Q4B5c - Public Liability Insurance at 1,000,000 GBP for any one incident and unlimited in total.

Q4B5c - Cyber Liability Insurance (First & Third Party cover) at 100,000 GBP for any one incident and unlimited in total.

Q4B6 (i) Provision of Financial Ratio: Profit before interest and taxation (factual and identified within financial statements. Ratio to be greater than 1GBP. Bidders are to submit evidence of calculation.

Q4B6 (ii) Provision of Financial Ratio: Net Current Assets (current assets divided by current liabilities). Ratio to be greater than 1:1 i.e. must be positive. Bidders are to submit evidence of calculation.

Q4B6 (iii) Bidders shall include copies of their filed accounts (full details provided with in the online SPD).

Q4B6 (iv) Parent Company Guarantee or Performance Bond (full details provided with in the online SPD). Requirement only required in the event a Bidder should fail in relation to the financial ratios or be unable to provide any of the information required.

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

List and brief description of selection criteria

Q4D.1 Quality Assurance (including Health & Safety Procedures) & Q4D.2 Environmental Management are included under selection criteria but will be scored on a Pass/Fail basis, as detailed below.

Minimum level(s) of standards possibly required

Q4D.1 Quality Assurance (including Health & Safety Procedures): all information in regard to minimum level(s) of standards required is contained within the online SPD.

This will be scored on a Pass/Fail basis. If the Bidder responds "No" the response will be deemed a "Fail". Any Bidder scoring a "Fail" mark will be disqualified from the competition.

Q4D.2 Environmental Management: all information in regard to minimum level(s) of standards required is contained within the SPD.

This will be scored on a Pass/Fail basis. If the Bidder responds "No" the response will be deemed a "Fail". Any Bidder scoring a "Fail" mark will be disqualified from the competition.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

As detailed in 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

13 September 2024

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

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

Date

13 September 2024

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

National Galleries Scotland reserves the right to cancel the procurement at any time and not award a Contract. The expenditure, work or effort undertaken by Bidders prior to the Award of Contract is accordingly a matter solely for the commercial judgement of Bidders. Late SPDs and/or tender submissions may not be considered by National Galleries Scotland.

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=773701](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=773701).

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.

(SC Ref:773701)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=773701](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=773701)

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

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

EDINBURGH

EH1 1LB

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>