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Tender

## **Art Handling, Installation, Transport and Storage**

The Scottish Parliament

F02: Contract notice

Notice identifier: 2021/S 000-028718

Procurement identifier (OCID): ocds-h6vhtk-02a463

Published 17 November 2021, 2:54pm

The closing date and time has been changed to:

**18 January 2022, 12:00pm**

See the [change notice](#).

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

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

The Scottish Parliament

Holyrood

Edinburgh

EH99 1SP

#### **Contact**

Nigel MacGillivray

#### **Email**

[procurement@parliament.scot](mailto:procurement@parliament.scot)

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.parliament.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10284](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10284)

**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.publictendersscotland.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.publictendersscotland.publiccontractsscotland.gov.uk>

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

Other type

Devolved Parliament

**I.5) Main activity**

Other activity

Legislative Body

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## **Section II: Object**

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

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

Art Handling, Installation, Transport and Storage

Reference number

NIC-SER-466

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

- 92521100 - Museum-exhibition services

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

Services

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

The Scottish Parliamentary Corporate Body (SPCB) require a Contractor to provide comprehensive Art Handling, Installation, Transport and Storage services for the SPCB Collection and temporary loans and exhibitions. This is a re let of an existing service.

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

This contract is divided into lots: No

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

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

- 92311000 - Works of art
- 45212311 - Art gallery construction work

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

The Scottish Parliament, EH99 1SP

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

This requirement will support the work carried out by The Scottish Parliament's Events and Exhibitions team who will manage this Contract. The team are responsible for the SPCB Collection, its conservation, and overall management of the Collection and professional, handling, install and transport services for exhibitions.

It is essential we have trained art handlers for routine and emergency requirements. The Collection is publicly funded, governed by the SPCB on behalf of The Scottish Parliament, and must be managed to professional standards. The Collection is a significant cultural asset, which holds significant works of art by many of Scotland's leading artists and works by renowned international artists gifted by other legislatures. There are also large-scale works that need trained handlers to move.

Additionally, the Parliament does not have the capacity to store artworks on site, a Contract is necessary that provides secure facilities that have the appropriate, secure and climate-controlled facility when it is necessary for artworks to be stored off-site.

It is envisaged that the Contract will be awarded circa February 2022 and commence April 2022.

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

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: Price / Weighting: 40

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

12 Months at the sole discretion of the SPCB

**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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

In relation to the SPD:

With reference to part 4A.1 -If required, bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

With reference to part 4A.2 - Where it is required, within a bidder's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service. Bidders must confirm if they hold the particular authorisation or memberships.

With reference to part 4C.1.2 - Bidders must provide one relevant example similar to the services described in II 2.4 of the Contract Notice.

Your example must be within the previous three years and must cover the full scope of art handling, installation, transport and storage

services.

A simple assertion will not be acceptable as evidence. Any submission that does not demonstrate experience in delivering art handling,

installation, transport and storage will be regarded as a fail and the bid will not be considered any further, bidders should provide detailed

evidence to demonstrate the breadth of their experience and capability. Should the bidder fail to demonstrate experience in all of the areas

outlined as a minimum, or provide insufficient evidence to back up their experience, at the SPCB's discretion, then the SPCB reserve the

right to mark the SPD response a fail and not proceed to tender evaluation.

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

List and brief description of selection criteria

The Scottish Parliamentary Corporate Body (SPCB) uses Creditsafe, an independent provider of online business credit reports, to assess the financial standing of tenderers. Tenderers are encouraged to review their financial performance on Creditsafe and read information about

how that data is collected and used prior to submitting a tender. Information and the opportunity to run a free report can be found at

<http://www.creditsafe.com/products/business-credit-reports/>

If a tenderer does not agree with the credit rating it has been given by Creditsafe it can provide supporting evidence to demonstrate its current position and this will be taken into account when the financial standing is being assessed.

If a tenderer is not listed on Creditsafe, for whatever reason, then it may be asked to submit equivalent accounts to enable the required assessment of financial standing to be carried out.

Tenderers should have a Creditsafe credit rating of 40 or higher to demonstrate satisfactory financial standing. If a tenderer has a lower credit rating score and has the backing of a parent company with a credit rating of 40 or higher, then the provision of a Parent Company

Guarantee prior to the award of any contract will be acceptable. If a tenderer has a lower credit rating score and no evidence to support a stable or improved financial standing then the tender may be rejected.

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:

Employer's (Compulsory) Liability Insurance = 5 Million GBP

Public Liability Insurance = 1 Million GBP

Professional Risk Indemnity Insurance = 1 Million GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

Transit Insurance - The Contractor must have adequate transit insurance in place to cover 10 pieces per calendar year within the United Kingdom, with a value of:

1 item maximum 150,000 GBP

or a vehicle load of up to 250,000 GBP

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

List and brief description of selection criteria

In relation to the SPD:

With reference to part 4C.1.2 - Bidders must provide one relevant example similar to the services described in II 2.4 of the Contract Notice.

Your example must be within the previous three years and must cover the full scope of art handling, installation, transport and storage services.

A simple assertion will not be acceptable as evidence. Any submission that does not demonstrate experience in delivering art handling, installation, transport and storage will be regarded as a fail and the bid will not be considered any further, bidders should provide detailed evidence to demonstrate the breadth of their experience and capability. Should the bidder fail to demonstrate experience in all of the areas outlined as a minimum, or provide insufficient evidence to back up their experience, at the SPCB's discretion, then the SPCB reserve the right to mark the SPD response a fail and not proceed to tender evaluation.

Bidders will be required to confirm whether they intend to subcontract and , if so, for what proportion of the contract.

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

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

In order to ensure the highest standards of service quality in this contract the SPCB requires the contractor to take a positive approach to fair work practices. Full details of all performance conditions are set out in the procurement documents.

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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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-007410](#)

### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

20 December 2021

Local time

12:00pm

Changed to:

Date

18 January 2022

Local time

12:00pm

See the [change notice](#).

### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

20 December 2021

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: October 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**

PCS T Project Code - 19901

Cyber Security - Please note there are minimum requirements concerning Cyber Security for this contract to which a pass/fail marking will attach. Tenderers will be required to complete an online Supplier Assurance Questionnaire using the Cyber Security Procurement Support Tool (CSPST). A link to CSPST can be found here:

<https://cyberassessment.gov.scot/>

The questionnaire will be aligned to a Cyber Risk Profile that has been established for the contract, based on the Contracting Authority's assessment of cyber risk.

For this contract, minimum requirements also include the holding of Cyber Essentials or equivalent.

Further details will be set out in the procurement documents. A contract condition for this procurement requires the Tenderer to comply with the minimum security requirements.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19901. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

The SPCB complies with The Procurement Reform (Scotland) Act 2014 and is committed to ensuring that environmental, social and economic issues are considered when planning, procuring and managing service delivery. This includes delivering added value through environmental improvement, increasing sub-contracting opportunities and the involvement of SME, Third Sector and supported businesses participation and considering social aspects in its procurement.

To help achieve this, the Contractor will be invited to propose proportionate community benefits through the delivery of the Contract.

The Contractor has the opportunity to include community benefits over the duration of this Contract. There will be a non-scored question within the tender schedules and this will allow the Contractor to demonstrate what added value in the form of community benefits they will bring if successful in being awarded the Contract. Prior to contract award, the successful bidder and Contract Manager will agree a community benefits action plan based on the bidder's proposals, setting out specific objectives and outcomes to be achieved to support the delivery of community benefits and thereafter the Contractor must report on progress and successful outcomes as part of the annual review meetings.

(SC Ref:671034)

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

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

The Scottish Parliament

Holyrood

Edinburgh

EH99 1SP

Email

[procurement@parliament.scot](mailto:procurement@parliament.scot)

Country

United Kingdom

**VI.4.4) Service from which information about the review procedure may be obtained**

Edinburgh Sheriff Court House

Sheriff Court House 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom