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Tender

Provision of Archive Supplies Framework

Historic Environment Scotland
National Trust for Scotland

F02: Contract notice

Notice identifier: 2022/S 000-028854

Procurement identifier (OCID): ocds-h6vhtk-037576

Published 13 October 2022, 2:26pm

Section I: Contracting authority

I.1) Name and addresses

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

Contact

Catherine McNair

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

National Trust for Scotland

Hermiston quay, 5 Cultins Road

Edinburgh

EH11 4DF

Email

procurement@hes.scot

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

www.nts.org.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA12344

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

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

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Built Environment, Conservation and Tourism

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Archive Supplies Framework

Reference number

HES/C/4160

II.1.2) Main CPV code

- 30191100 - Filing equipment

II.1.3) Type of contract

Supplies

II.1.4) Short description

Framework Agreement that will supply high-quality storage supplies for the HES Archive collections.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots
8

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

suppliers may be awarded more than one lot.

II.2) Description

II.2.1) Title

Folders for plan chests

Lot No

2

II.2.2) Additional CPV code(s)

- 22852000 - Folders

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

HES is looking for quotes for a Framework Agreement that will supply high-quality storage supplies for the HES Archive collections. Detailed product requirements can be found in the pricing schedule. The products that HES require have been split into eight Lots which will be considered as individual categories. The framework will likely appoint multiple suppliers for different product Lots.

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 2 year period, there will be an option to extend for up to 4 years to be 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

II.2) Description

II.2.1) Title

Flour flap folders for glass plates

Lot No

3

II.2.2) Additional CPV code(s)

- 22852000 - Folders

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

HES is looking for quotes for a Framework Agreement that will supply high-quality storage supplies for the HES Archive collections. Detailed product requirements can be found in the pricing schedule. The products that HES require have been split into eight Lots which will be considered as individual categories. The framework will likely appoint multiple suppliers for different product Lots.

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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

II.2) Description

II.2.1) Title

Rolled Drawing Box

Lot No

4

II.2.2) Additional CPV code(s)

- 30193700 - File storage box

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

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

Duration in months

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This contract is subject to renewal

Yes

Description of renewals

After the initial 2 year period, there will be an option to extend for up to 4 years to be 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

II.2) Description

II.2.1) Title

Manuscript/drawing boxes

Lot No

5

II.2.2) Additional CPV code(s)

- 30193700 - File storage box

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

HES is looking for quotes for a Framework Agreement that will supply high-quality storage supplies for the HES Archive collections. Detailed product requirements can be found in the pricing schedule. The products that HES require have been split into eight Lots which will be considered as individual categories. The framework will likely appoint multiple suppliers for different product Lots.

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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 2 year period, there will be an option to extend for up to 4 years to be 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

II.2) Description

II.2.1) Title

Photographic media boxes

Lot No

6

II.2.2) Additional CPV code(s)

- 30193700 - File storage box

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

HES is looking for quotes for a Framework Agreement that will supply high-quality storage supplies for the HES Archive collections. Detailed product requirements can be found in the pricing schedule. The products that HES require have been split into eight Lots which will be considered as individual categories. The framework will likely appoint multiple suppliers for different product Lots.

II.2.5) Award criteria

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

Duration in months

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This contract is subject to renewal

Yes

Description of renewals

After the initial 2 year period, there will be an option to extend for up to 4 years to be 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

II.2) Description

II.2.1) Title

Bespoke Boxes

Lot No

7

II.2.2) Additional CPV code(s)

- 30193700 - File storage box

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

HES is looking for quotes for a Framework Agreement that will supply high-quality storage supplies for the HES Archive collections. Detailed product requirements can be found in

the pricing schedule. The products that HES require have been split into eight Lots which will be considered as individual categories. The framework will likely appoint multiple suppliers for different product Lots.

II.2.5) Award criteria

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

Duration in months

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This contract is subject to renewal

Yes

Description of renewals

After the initial 2 year period, there will be an option to extend for up to 4 years to be 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

II.2) Description

II.2.1) Title

Archival storage tubes

Lot No

8

II.2.2) Additional CPV code(s)

- 30193700 - File storage box

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

HES is looking for quotes for a Framework Agreement that will supply high-quality storage supplies for the HES Archive collections. Detailed product requirements can be found in the pricing schedule. The products that HES require have been split into eight Lots which will be considered as individual categories. The framework will likely appoint multiple suppliers for different product Lots.

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

Duration in months

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This contract is subject to renewal

Yes

Description of renewals

After the initial 2 year period, there will be an option to extend for up to 4 years to be 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

II.2) Description

II.2.1) Title

Polyester enclosures

Lot No

1

II.2.2) Additional CPV code(s)

- 22852000 - Folders

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

HES is looking for quotes for a Framework Agreement that will supply high-quality storage supplies for the HES Archive collections. Detailed product requirements can be found in the pricing schedule. The products that HES require have been split into eight Lots which will be considered as individual categories. The framework will likely appoint multiple suppliers for different product Lots.

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 2 year period there will be an option to extend for a further 4 years to be 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

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

Employers (compulsory) Liability Insurance - GDP 5 million

- Public Liability Insurance - GDP 5 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

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

Envisaged maximum number of participants to the framework agreement: 3

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Given the nature of the supplies and limited market we are going to run this as an option for 6 years.

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

14 November 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

14 November 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: This will be re-tendered 2028

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 make sure you read all the tender documents carefully and ensure your submission is in on time.

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=705274.

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.

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:

If the supplier could offer work experience or undertake some work/projects in the local community.

(SC Ref:705274)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=705274

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