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Tender

Fire Alarm Systems Maintenance - Edinburgh Area

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2022/S 000-029169

Procurement identifier (OCID): ocds-h6vhtk-03764a

Published 17 October 2022, 2:14pm

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://historiconvironment.scot>

Buyer's address

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

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Fire Alarm Systems Maintenance - Edinburgh Area

Reference number

HES/C/4169

II.1.2) Main CPV code

- 50000000 - Repair and maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

Historic Environment Scotland is seeking tenders from competent fire alarm engineers to maintain fire alarm systems at the following locations:

Edinburgh Castle

Holyrood Palace

Holyrood Park Education Centre

Holyrood Park Depot

Holyrood Park Lodges

St Annes Workshop

Croft an Righ House

Trinity House

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

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

Historic Environment Scotland is seeking tenders from competent fire alarm engineers to maintain fire alarm systems at the following locations:

Edinburgh Castle

Holyrood Palace

Holyrood Park Education Centre

Holyrood Park Depot

Holyrood Park Lodges

St Annes Workshop

Croft an Righ House

Trinity House

Please note that the above list of locations is not exhaustive and additional sites may be added as required following discussion between the supplier and the HES Contract Manager.

The buildings are all protected by Notifier Alarm Systems and all engineers must be trained in this system protocols.

HES requires engineers to carry out the maintenance of specific fire alarm systems within various properties in the Edinburgh area. The buildings are Properties in Care and are protected by an act of parliament, therefore, to cause any damage or deface to the buildings is a criminal offence. Any fixing to the fabric, drilling, gluing or otherwise must be agreed with the CM before being employed.

The work shall involve regular maintenance of all the systems in accordance with the schedule set out in HES's fire action plan (i.e bi-annual, and annual servicing). All relevant certificates and reports to be entered in Health & Safety Fire Logbooks.

There is also a requirement for a call out facility to cover breakdowns and faults. This should be a guaranteed attendance time of no more than three hours. There may be an occasion where a call out time of two hours will be expected, this would be for an event such as a Royal visit.

The works shall generally be undertaken during normal working hours noted on the pricing schedule. No overtime shall be worked without the prior written agreement of the CM. The work will be on a "as required" basis.

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

36

This contract is subject to renewal

Yes

Description of renewals

After the initial 3-year period, there is an option to extend the contract for a further 2 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 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

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 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

16 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 contract would be up for renewal in 2025.

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=710445.

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:

The supplier is encouraged to think about any community benefits they could implement during the lifetime of the contract. This could take the form of apprentices or work placements.

(SC Ref:710445)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=710445

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LA

Country

United Kingdom