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Tender

EC0893 Exhibition Design Services Framework

University of Edinburgh

F02: Contract notice

Notice identifier: 2021/S 000-030822

Procurement identifier (OCID): ocids-h6vhtk-02ffdd

Published 10 December 2021, 1:45pm

Section I: Contracting authority

I.1) Name and addresses

University of Edinburgh

Procurement, Charles Stewart House, 9-16 Chambers Street,

Edinburgh

EH1 1HT

Contact

Courtney Rwid

Email

courtney.reid@ed.ac.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.ed.ac.uk/schools-departments/procurement/supplying>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

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

www.publictendersscotland.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

EC0893 Exhibition Design Services Framework

Reference number

EC0893

II.1.2) Main CPV code

- 79930000 - Specialty design services

II.1.3) Type of contract

Services

II.1.4) Short description

The Centre for Research Collections (CRC) delivers an annual programme of public exhibitions in the University of Edinburgh Main Library. The CRC will deliver between one and two temporary exhibitions per year and requires framework suppliers for design and build services.

II.1.5) Estimated total value

Value excluding VAT: £240,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79930000 - Specialty design services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The Centre for Research Collections (CRC) delivers an annual programme of public exhibitions in the University of Edinburgh Main Library. The CRC will deliver between one and two temporary exhibitions per year and The University is tendering for a framework of suppliers for full-service exhibition services; design, build and graphic production.

These suppliers will assist the University's Engagement Officer (Exhibitions), who coordinates the public exhibitions.

The University are looking to work with one, primary supplier for each exhibition, providing the following services:

- Design: creation and application of overall identity and design approach for museum/gallery exhibition projects, working to a brief provided by the University
- Graphic Production: production, supply and installation as required of large format graphics, including '3D' services, working to specifications provided by exhibition designers
- Build: fabrication and installation of exhibition build elements, working to technical specifications provided by exhibition designers.

II.2.5) Award criteria

Quality criterion - Name: Technical Criteria as per ITT docs / Weighting: 75

Price - Weighting: 25

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

This framework can be renewed for up to a further 24 months (48 months in total).

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

Bidders are required to provide adequate assurance of financial strength to successfully complete their contractual obligations. Bidders should have an annual yearly turnover of at least 100,000 GBP for the last 3 years (although it may be lower for f/y 2020/21 because of the impacts of COVID).

Minimum level(s) of standards possibly required

As per the SPD, suppliers should be able provide or (confirm they will be able to obtain, before the commencement of the framework) certificates of relevant insurances below:

Public Liability insurance of Minimum GBP 1M

Employers Liability insurance of Minimum GBP 5M

Professional Indemnity insurance of Minimum GBP 1M

III.1.3) Technical and professional ability

List and brief description of selection criteria

The University's museums have Museum Accreditation, the UK industry standard for museums and galleries. As such only suppliers with proven track records with designing exhibitions for heritage collections will be considered. Suppliers must be able to provide at least 3 relevant examples of design and build exhibition services in the last 3 years.

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: 5

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 February 2022

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

IV.2.7) Conditions for opening of tenders

Date

16 February 2022

Local time

12:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19865.
For more information see:

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

(SC Ref:676609)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom