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Planning

## **Request for Information - Staff Uniforms and Personal Protective Equipment**

Historic Environment Scotland

F01: Prior information notice

Reducing time limits for receipt of tenders

Notice identifier: 2021/S 000-031597

Procurement identifier (OCID): ocds-h6vhtk-0302e4

Published 17 December 2021, 1:05pm

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

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

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

#### **Contact**

Fiona Fretwell

#### **Email**

[fiona.fretwell@hes.scot](mailto:fiona.fretwell@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](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

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

National or federal Agency/Office

**I.5) Main activity**

Other activity

Built Environment, Heritage and Tourism

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## **Section II: Object**

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

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

Request for Information - Staff Uniforms and Personal Protective Equipment

Reference number

HES/C/4117

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

- 18222000 - Corporate clothing

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

Supplies

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

Historic Environment Scotland (HES) is undertaking market research in relation to the supply of a broad range of garments that are off the shelf which are predominantly made up of staff uniforms, personal protective equipment, and tartan garments.

To better understand the marketplace, we would like interested suppliers to confirm that they can supply, brand and deliver a range of goods to 75 staffed sites which is in the supporting documentation. The response to this PIN will then help us decide how we structure the tender, either into one contract covering all products or split into specific product Lots.

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

We may combine all lots if the marketplace indicates that one supplier can provide all the items.

## **II.2) Description**

### **II.2.1) Title**

Personal Protective Equipment

Lot No

1

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

- 35113400 - Protective and safety clothing

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

NUTS codes

- UKM - Scotland

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

Historic Environment Scotland (HES) is undertaking market research in relation to the supply of a broad range of garments that are off the shelf which are predominantly made up of staff uniforms, personal protective equipment, and tartan garments.

The response to this PIN will then help us decide how we structure the tender, either into one contract covering all products or split into specific product Lots. HES has a requirement for uniforms, clothing and PPE for approximately 1,000 staff members. The number of staff and our uniform requirements vary with seasons. HES require both ladies and men's sizes to be provided where possible as opposed to unisex in addition to special measures and maternity wear. Off the shelf options should be available in allergy suited materials for key items (for example 100% cotton shirts).

### **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**

Staff Uniforms

Lot No

2

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

- 18222000 - Corporate clothing

**II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

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

Historic Environment Scotland (HES) is undertaking market research in relation to the supply of a broad range of garments that are off the shelf which are predominantly made up of staff uniforms, personal protective equipment, and tartan garments.

The response to this PIN will then help us decide how we structure the tender, either into one contract covering all products or split into specific product Lots. HES has a requirement for uniforms, clothing and PPE for approximately 1,000 staff members. The number of staff and our uniform requirements vary with seasons. HES require both ladies and men's sizes to be provided where possible as opposed to unisex in addition to special measures and maternity wear. Off the shelf options should be available in allergy suited materials for key items (for example 100% cotton shirts).

**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**

Tartan Garments

Lot No

3

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

- 18400000 - Special clothing and accessories

**II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

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

HES has the tartan material so the supplier would just need to make up the garments based on our pre-determined standard style and specifications.

The items are ties, scarves, waistcoats, skirts and trousers.

#### **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.3) Estimated date of publication of contract notice**

24 January 2022

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### **Section III. Legal, economic, financial and technical information**

#### **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

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### **Section IV. Procedure**

#### **IV.1) Description**

##### **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.2.5) Scheduled date for start of award procedures**

17 March 2022

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## **Section VI. Complementary information**

### **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 note this is a request for information from interested suppliers. There are additional documents supporting this Prior Information Notice.

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=677621](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=677621).

(SC Ref:677621)

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

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

Edinburgh Sheriff Court & Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom