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Tender

## **Content production, coordination, design and print of National Museums Scotland's Members' magazine, Explorer. Content production, coordination and design of National Museums Scotland's Annual Review**

National Museums Scotland

F02: Contract notice

Notice identifier: 2023/S 000-032775

Procurement identifier (OCID): ocds-h6vhtk-041612

Published 6 November 2023, 1:13pm

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

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

National Museums Scotland

20/2 Mill Lane

Edinburgh

EH6 6TJ

#### **Contact**

Alice Wyllie

#### **Email**

[a.wyllie@nms.ac.uk](mailto:a.wyllie@nms.ac.uk)

#### **Telephone**

+44 1312474288

**Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.nms.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00423](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00423)

**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.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.publiccontractsscotland.gov.uk/>

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

Body governed by public law

**I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

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

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

Content production, coordination, design and print of National Museums Scotland's Members' magazine, Explorer. Content production, coordination and design of National Museums Scotland's Annual Review

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

- 79970000 - Publishing services

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

Services

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

National Museums Scotland's Members' magazine and Annual Review

#### **II.1.5) Estimated total value**

Value excluding VAT: £312,000

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

This contract is divided into lots: No

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

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

- 22213000 - Magazines
- 79810000 - Printing services
- 92312211 - Writing agency services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

Content production, coordination, design and print of National Museums Scotland's Members' magazine, Explorer. Content production, coordination and design of National Museums Scotland's Annual Review

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

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

#### **II.2.6) Estimated value**

Value excluding VAT: £312,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Contract length is two years with the option to extend for one year and a further one year

#### **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

See SPD schedule module

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

### **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.1.1) 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

11 December 2023

Local time

5:00pm

**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**

Tender must be valid until: 12 February 2024

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

Date

11 December 2023

Local time

12:00pm

Place

Edinburgh

Information about authorised persons and opening procedure

Tenders will be opened by Alice Wyllie

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**Section VI. Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: No

**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=749272](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=749272).

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](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.

(SC Ref:749272)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=749272](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=749272)

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

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

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom