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Tender

## **National Museums Scotland - Visitor Research Agency**

National Museums Scotland

F02: Contract notice

Notice identifier: 2022/S 000-033552

Procurement identifier (OCID): ocds-h6vhtk-03888b

Published 25 November 2022, 4:14pm

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

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

National Museums Scotland

Chambers Street

Edinburgh

EH1 1JF

#### **Contact**

Alex Hinton

#### **Email**

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

#### **Telephone**

+44 3001236789

#### **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

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

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

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

National Museums Scotland - Visitor Research Agency

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

- 73110000 - Research services

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

Services

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

The National Museums Scotland (the Client) National Museums Scotland wishes to commission an agency to deliver our ongoing and developing audience research programme, with the aim of providing us with data and insights to help us meet our strategic objectives. National Museums Scotland is seeking a suitably qualified contractor to deliver onsite and digital research with experience in the cultural sector to provide a range of services which include research covering;

General visitors

Special exhibition visitors

Mystery shopping

Event visitors

Online users

National Museum Scotland Members

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

Value excluding VAT: £140,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 73110000 - Research services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh / Lothians

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

Wanting to procure an agency to deliver National Museums Scotland's ongoing and developing audience research programme

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

Quality criterion - Name: Quality / Weighting: 80%

Price - Weighting: 20

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

Value excluding VAT: £140,000

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

Start date

1 April 2023

End date

31 March 2026

This contract is subject to renewal

Yes

Description of renewals

Optional one year extension

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

Additional one year extension

#### **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

Agency must be a member of the Market Research Society (MRS)

##### **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

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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

4 January 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: 31 March 2023

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

Date

4 January 2023

Local time

5:00pm

Place

National Museum of Scotland

Information about authorised persons and opening procedure

Alex Hinton Marketing Manager

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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=714725](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=714725).

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:714725)

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

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

Edinburgh Sheriff Court

Edinburgh Sherrif Court

Edinburgh

EH1 1LB

Country

United Kingdom

