United Kingdom-Edinburgh: Exhibition, fair and congress organisation services
OJ S 160/2019 21/08/2019
Contract notice
Supplies

Legal Basis:
Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Architecture and Design Scotland
Postal address: 9 Bakehouse Close, 146 Canongate
Town: Edinburgh
NUTS code: UKM75 Edinburgh, City of
Postal code: EH8 8DD
Country: United Kingdom
Contact person: Kate Hendry
E-mail: kate.hendry@ads.org.uk
Telephone: +44 1315566699
Internet address(es):
Main address: http://www.ads.org.uk/
Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00421

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 abovementioned 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

Other activity: NDBP: architecture and design within Scotland

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Open Call for Proposals — Scotland + Venice 2020 — Biennale Architettura 2020
Reference number: 001/19

II.1.2. Main CPV code

79950000 Exhibition, fair and congress organisation services

II.1.3. Type of contract
Supplies

II.1.4. Short description
The Scotland + Venice partnership invites proposals from a supplier, ‘the creative team’, to develop and deliver a unique project for the 17th International Architecture Exhibition, Venice. The commission provides an exciting opportunity for a cross disciplinary team to engage with one of the most prestigious international showcases for architecture in the world.
Proposals:
The team should provide a strong narrative, critical position and approach to respond to the Biennale ‘theme’ in a way which meets the objectives of the Scotland + Venice partners — Architecture and Design Scotland (A&DS), Scottish Government, Creative Scotland and British Council.

II.1.5. Estimated total value
Value excluding VAT: 50 000,00 GBP

II.1.6. Information about lots
This contract is divided into lots: no

II.2. Description

II.2.3. Place of performance
NUTS code: UKM75 Edinburgh, City of
Main site or place of performance: Scotland and Venice.

II.2.4. Description of the procurement
Professionals who are connected to architecture as a creative discipline and can promote excellence in architecture are invited to apply. The Scotland + Venice partners invite proposals for a ‘creative team’ to submit an integral curatorial and design proposal and delivery of the project. The team must cover all of the skills required to include a curator who will lead the project and manage the team. Other team members may include architects, artists, designers, builders, writers, researchers and everyday citizens.

II.2.5. Award criteria
Criteria below
Quality criterion - Name: Strength and clarity of concept and proposal in response to brief / Weighting: 20
Quality criterion - Name: Previous work — relevance and quality / Weighting: 20
Quality criterion - Name: Collective experience and strength of team / Weighting: 20
Quality criterion - Name: Strength of audience engagement and potential to promote wider awareness and aspiration / Weighting: 20
Cost criterion - Name: Cost / Weighting: 20

II.2.6. Estimated value
Value excluding VAT: 50 000,00 GBP

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system
Start: 18/09/2019 End: 31/01/2021
This contract is subject to renewal: no

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

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

List and brief description of selection criteria:
In collaboration with the Scotland + Venice partners, the appointed team will be required to:
— creative team: curatorial,
— develop a curatorial vision and narrative,
— research and development of the theme,
— develop an integral curatorial and design proposition,
— write, produce or source all material and content design.
Design:
— project identity,
— produce detailed design of any structure,
— graphic design of all graphics including (but not limited to) captions and introduction,
— graphic design for all promotional materials: e.g. marketing, invitation and poster, activity and a website resource.
Organisational:
— plan, programme, tender for best value and implement all tasks and resources associated with the production and implementation of the structure and graphics,
— plan, package and organise transportation,
— plan, and implement programme for installation, demount and maintenance,
— plan, programme and deliver related activities,
— write and compile a final report.
Minimum level(s) of standards possibly required:
The submission is required to be a quality to indicate that the project will stand out on a world stage in a competitive and crowded setting. As it is aimed at a broad audience the narrative approach must be delivered in an imaginative and accessible manner and the content, design and graphics must reflect this while making the subject stimulating and interesting. The creative team should consider communication channels and methods that can be deployed to reach these diverse audiences.
Submissions are sought from teams who can provide the full range of skills required to cover all aspects of the project from curation, content development, design, production, presentation and activities.

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 procedureAccelerated procedureJustification:
This is our first opportunity to issue the tender. This is due project funding confirmation being delayed and the theme for the 2020 Biennale not being announced until later than in previous years. The accelerated procedure is required if we are to meet forthcoming deadlines set by the 2020 Biennale.

IV.1.3. Information about a framework agreement or a dynamic purchasing system

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: 09/09/2019 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted
English

IV.2.7. Conditions for opening of tenders
Date: 09/09/2019 Local time: 12:30
Place:
Edinburgh.
Information about authorised persons and opening procedure: The tenders will be opened to 2 authorised persons, simultaneously.

Section VI: Complementary information

VI.1. Information about recurrence
This is a recurrent procurement: no

VI.2. Information about electronic workflows
Electronic invoicing will be accepted

VI.3. Additional information
Submissions are sought from teams who can provide the full range of skills required to cover all aspects of the project from curation, content development, design, production, presentation and activities.
Tender process:
The tender is a 2-stages process:

Stage 1: proposals to be submitted via Public Contracts Scotland Website by noon, on 9.9.2019.
Stage 2: shortlisted candidates will be asked to present and clarify the proposals at the selection panel interviews on 17.9.2019.
Submission requirements:
— item specification (all submissions shall be in PDF format),
— application form written response to brief completed in full and signed by team leader,
— concept images images illustrating proposal (maximum 6 sides x A3),
— sample of writing PDF of article or introduction text from previous exhibition/programme or blog post (maximum 2 sides x A4),
— previous work images of relevant previous projects (maximum 3 sides x A3),
— budget breakdown outline budget breakdown to include fees, material and production costs, equipment, etc.,
— biographies maximum 1 side x A4 per team member.
The overall submission should not exceed a maximum of 10 A3 sheets and a maximum of 1 000 words.
Invitation to tender:
The invitation to tender (ITT) must be completed and returned electronically through Public Contracts Scotland portal. No hard copies will be accepted. Large electronic files may take time to download and tenderers should ensure that sufficient time is allowed for this to be done. The speed with which submissions are made are dependent on the size of the document — the maximum that can be uploaded to PCS per bid is 100 mb. Tenders to be submitted in Microsoft Office Word or PDF format through the Public Contract Scotland website — the maximum that can be uploaded to the Public Contract Scotland portal.
All submitted documents should be in English and clearly labelled with the team lead's name.
The email submission, including all attached documents, must be a maximum of 5 MB by noon on 9.9.2019.
Any questions regarding the tender can be submitted via the Public Contacts Scotland portal by noon on 27.8.2019. All questions and answers will be shared with all parties who have submitted notes of interest.
The award weighting will be based on the following quality/ price ratio:
— quality 80 %,
— price 20 %.
The tenderer who submits the lowest price will be awarded the full weighting available (20 %). Other tenderers will be awarded a price score based on the percentage difference between their offer and that of the lowest offer.
Criteria for selection:
Quality criteria (awards weighted: 80 %) points (out of 100).
Strength and clarity of concept and proposal in response to brief 20.
Previous work — relevance and quality 20.
Collective experience and strength of team 20.
Strength of audience engagement and potential to promote wider awareness and aspiration 20.
Budget breakdown 20.
Scotland + Venice partners do not undertake to accept any tender submitted and reserves the right to negotiate for appropriate modifications.
Shortlisted candidates will be notified on 10.9.2019.
Shortlisted applicants must be available on 17.9.2019 for interviews.
The successful applicant will be notified by 18.9.2019.

Note: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland website at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=594959
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.
(SC Ref:594959)

VI.4. Procedures for review

VI.4.1. Review body

Official name: Architecture and Design Scotland
Postal address: 9 Bakehouse Close, 146 Canongate
Town: Edinburgh
Postal code: EH8 8DD
Country: United Kingdom
Telephone: +44 1315566699
Internet address: http://www.ads.org.uk/

VI.5. Date of dispatch of this notice

20/08/2019