



SCHEDULES FOR THE HUMAN REMAINS CALL-OFF CONTRACT 2008

HS reference: HS/C/53031/3503

OJEU reference: 2007/S 163-202841

NOVEMBER 2007

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SCHEDULE 1 - INSTRUCTIONS FOR SCHEDULES TO TENDER

- 1.1 It is the responsibility of the prospective Tenderer to obtain for themselves at their own expense any additional information necessary for the preparation of their tender.
- 1.2 All information supplied by Historic Scotland in connection with the Invitation to Tender shall be treated as confidential by the prospective Tenderers except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation and submission of the tender.
- 1.3 All information requested in the Specification should be provided on Tender Schedules enclosed (additional sheets may be used if required, but all information should be provided in the order and format of the Schedules). Tenderers should note that the output-based approach adopted places onus on the Tenderer to demonstrate a commitment to quality and to state clearly the way the goods will be provided/services will be performed.
- 1.4 The contract will be awarded to the offer that is the most economically advantageous tender based on the listed criteria below along with the relevant weightings to be given to each element.

- Quality 70% - Schedule 2
- Price 30% - Schedule 3

- 1.5 Please insert the following background information:

5.1 Name of Contact for this Tender

5.2 Position

5.3 Address

5.4 Tel No: Fax No:

5.5 Email:

- 1.6 Any tender that does not accord with all the requirements herein and in the covering letter will not normally be accepted.

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SCHEDULE 2 – METHODOLOGY

2.1 Please provide the following information in the form of a Project Design, highlighting your proposed methodology under the following separate heads:

2.1.1 Resourcing – Provide the following:-

- a) a named Contract Manager as the first point of contact for HS;
- b) a named deputy to the Contract Manager to cover when the Contract Manager is unavailable;
- c) at least two named Field Team supervisors to offer continuity of quality of fieldwork;
- d) a training policy to demonstrate that each team is sufficiently competent, and maintains that competence through the lifespan of the contract, to undertake the investigation and removal of human remains to a consistently high standard. The team should be fully aware of the range of evidence that current mainstream research demands and the requirements for the recovery of that evidence;
- e) a standard equipment list for a call-out team to demonstrate that training and competence are matched by adequate equipment;
- f) a list of support specialist advisers upon whom the Field Team may call to supplement their competences in extraordinary circumstances;
- g) a named post-excavation manager;
- h) a list of in-house specialists and specialist facilities;
- i) a list of external specialists.

2.1.2 Timescales for initial response, reporting and archiving - provide a statement regarding proposed timescales for initial response to request from Historic Scotland to carry out works, providing a clear statement of any places in Scotland you could not reach within 24 hours of the call-out being confirmed. Also provide timescales for reporting and archiving.

2.1.3 Reporting protocols - the contractor should be required to implement the standards and requirements of the Archaeological Standard Protocol for the Integrated Reporting of Events (ASPIRE), and Online Access to the Index of Archaeological Investigations (OASIS). Provide a statement as to how you propose to meet this requirement.

2.1.4 Risk Assessment – provide a generic risk assessment for these works. The intention of this is that risk assessments for individual sites can be restricted to circumstances not covered by this generic risk assessment.

2.1.5 - Sampling protocols - Provide the following:-

- a. description of the on-site sampling policy and off-site sample treatment (Methodology, Item 4.2.11, Project Outline, page 4);
- b. description of the circumstances when your company would draw on the services of particular specialists for additional on-site or off-site work (Methodology, Item 4.2.11.1 Project Outline, page 4).
- c. a brief description of their field methodology as it applies to the collection of pathological and life history information from human remains (Methodology, Item 4.2.11.2 Project Outline, page 4).

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- 2.2 Please confirm that all staff and subcontractors will comply with the operational policy laid out in *The Treatment of Human remains in Archaeology* (Historic Scotland Operational Policy Paper 5) and also comply with both locally and nationally held norms of behaviour towards human remains during the work described in this contract.
- 2.3 Tenderers must provide details of Insurances held (e.g. a copy of your current Insurance Schedules).

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SCHEDULE 3 – PRICING SCHEDULE

- 3.1 The works shall be on an “as required” basis, as may be instructed from time to time. No guarantee is given or implied that the estimated value of work noted in the Project Outline will be met or exceeded. No claim for loss of fees, earnings or profit on the Contractor’s behalf will be allowed.
- 3.2 The hourly ‘all-in’ rate noted above should be on a fixed price basis for the duration of the contract and must include all necessary costs required to be made by the Tenderer as an employer and additionally must include the computerised archiving of all reports, all administration costs, expenses, office costs, materials, managerial and finds storage costs, insurance and any other associated costs. Where sub-contractors are required and where this has been agreed with the Historic Scotland Contract Manager the % management charge tendered can be added.
- 3.3 Adjust your schedule of fees from this model so that it covers all the cases. For instance, please add extra rows for types of specialists where fee rates vary. If you are proposing to use external specialists for any of the 'normal' specialisms (including uncremated animal or human bone, soils, macroplant, pollen and common artefact types) then you must specify a rate at which their services will be charged. It will not be enough to say 'cost + x percent handling charge'.

Description	Daily ‘all-in’rate per person excluding VAT £	Description	Daily ‘all-in’rate per person excluding VAT £
Field Phase		Post excavation	
Contract Manager		Excavator/ Surveyor	
Lead Excavator/ Surveyor		Illustrator	
Second Excavator/Surveyor		Finds/Specialist Manager	
Site specialist where required		Specialist/ Researcher	
		Technician	
% Management Fee to be added to sub- contractors if required		% Management Fee to be added to sub-contractors if required	

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Description	Daily rate VAT £
Field Phase	
Cost for first day magnetometry or similar	
Cost per subsequent day magnetometry or similar	
Cost for first day resistivity	
Cost per subsequent day resistivity or similar	

	Other rates excluding VAT £	
Overnight subsistence		per person
Day subsistence		per person
Travel rate		per mile

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EXEMPLARY ITEMISED COSTING – CASE A

This is an example to show us how your fees would translate into real costs of providing a team and equipment etc. to undertake works over a period of four days, three nights accommodation, at St Andrews Cathedral, Fife, KY16 9QL. **Please note below your calculation, including all costs, travel and subsistence etc. for the estimated total cost of the above scenario.**

Fieldwork stage	Input required	Rates from above		Total
Contract Manager	½ day	_____	Sum	
Lead excavator/surveyor	4 days	_____	Sum	
Second excavator/surveyor	4 days	_____	Sum	
Subcontracting		_____	Sum	500.00
Subcontracting	oncost	_____ %	Sum	
Magnetometry day 1	1 day	_____	Sum	
Magnetometry days 2 and 3	2 days	_____	Sum	
Resistivity day 1	1 day	_____	Sum	
Resistivity days 2 and 3	2 days	_____	Sum	
Post-excavation stage				
Excavator/surveyor	2 days	_____	Sum	
Illustrator	2 days	_____	Sum	
Finds/Specialist Manager	2 days	_____	Sum	
Specialist researcher	2 days	_____	Sum	
Technician	1 day	_____	Sum	
Subcontracting		_____	Sum	500.00
Subcontracting	oncost	_____ %	Sum	
Expenses				
Overnight subsistence, 3 days each	6 days	_____		
Day subsistence, 4 days each	8 days	_____		
Travel rate per mile ¹		_____	Sum	
Other expenses, please provide details		_____	Sum	

¹ Bidders should add their estimated mileage for these works

TOTAL EXEMPLARY COSTING – CASE A £

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EXEMPLARY ITEMISED COSTING – CASE B

This is an example to show us how your fees would translate into real costs of providing a team and equipment etc. to undertake works over a period of ten days, nine nights accommodation, at Jarlshof, Sumburgh, Shetland, ZE2 9JN. **Please note below your calculation, including all costs, travel and subsistence etc. for the estimated total cost of the above scenario.**

Fieldwork stage	Input required	Rates from above		Total
Contract Manager	1 day	_____	Sum	
Lead excavator/surveyor	10 days	_____	Sum	
Second excavator/surveyor	10 days	_____	Sum	
Subcontracting		_____	Sum	500.00
Subcontracting	oncost	_____ %	Sum	
Magnetometry day 1	1 day	_____	Sum	
Magnetometry days 2 and 3	2 days	_____	Sum	
Resistivity day 1	1 day	_____	Sum	
Resistivity days 2 and 3	2 days	_____	Sum	
Post-excavation stage				
Excavator/surveyor	5 days	_____	Sum	
Illustrator	5 days	_____	Sum	
Finds/Specialist Manager	5 days	_____	Sum	
Specialist researcher	5 days	_____	Sum	
Technician	3 days	_____	Sum	
Subcontracting		_____	Sum	500.00
Subcontracting	oncost	_____ %	Sum	
Expenses				
Overnight subsistence, 9 days each	18 days	_____		
Day subsistence, 10 days each	20 days	_____		
Travel rate per mile ¹		_____	Sum	
Other expenses, please provide details		_____	Sum	

¹ Bidders should add their estimated mileage for these works

TOTAL EXEMPLARY COSTING – CASE B £

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SCHEDULE 4 – FORM OF TENDER

To the Scottish Ministers;

I/We the undersigned do hereby offer to provide the service required and at the rates I/we have inserted in our response to this invitation to tender in accordance with the requirements and the terms and conditions set out in the invitation to tender documents.

I/We further undertake not to disclose the amount of my/our tender to any person or body before the date and time for opening tenders herein after mentioned.

I/We agree to abide by this tender from the date fixed for receiving tenders until the award of contract.

I/We understand that the lowest tender will not necessarily be accepted and that Historic Scotland reserve the right to divide the contract into lots and appoint different Service Providers to meet the requirements of the Specification should it become obvious that it is economically advantageous to do so.

Dated _____ day of _____ 20 _____

Signed _____

in the capacity of _____

duly authorised to sign tenders of behalf of (in block capitals - full postal address)

ALTERNATIVE A

I/We are registered under the Finance Act 1972 as a taxable person for the purposes of Value Added Tax, and having read the Invitation to Tender documents do hereby offer to execute all the work described in the Specification, and at the rates or prices I/we have inserted in the Pricing Schedule, which rates or prices exclude Value Added Tax.

VAT registration no.....

ALTERNATIVE B

I/We are not registered under the Finance Act 1972 as a taxable person for the purposes of Value Added Tax, and having read the Invitation to Tender documents do hereby offer to execute all the work described in the Specification, and at the rates or prices I/We have inserted in the Pricing Schedule, which rates or prices include all the Value Added Tax payable by me/us on goods/services supplied to me/us in connection with any contract resulting from this tender.

Tenderer to delete "A" or "B" as appropriate and delete "I/We" and "me/us" as appropriate.

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SCHEDULE 5 – BONA FIDE CERTIFICATE

I/We certify that this is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangements with any other person. I/We also certify that I/we have not done and I/we undertake that I/we will not do at any time before the returnable date for this tender any of the following acts:-

- a. communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender;
- b. enter into any agreement or arrangement with any other person that he/she shall refrain from tendering or as to the amount of any tender to be submitted;
- c. offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this context, the word "person" includes any persons and any body or association, corporate or unincorporate; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

I/We declare that the prices tendered are/are not (delete as appropriate) affected by any prospect of a subsidy or other assistance from government or other public authority. Details of subsidy or other assistance from government or other public authority are attached (Provide details of scheme, source of funds and amount). I/We certify that any such subsidy or other assistance from government or other public authority is fully compliant with all relevant national and European competition law.

Dated _____ day of _____ 20 _____

Signed _____

in the capacity of _____

duly authorised to sign tenders of behalf of (in block capitals - full postal address)
