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Tender

## **Northern Innovation Hub Food and Drink TechHUB Strand 1: Business Support Services**

Highlands and Islands Enterprise

F02: Contract notice

Notice identifier: 2022/S 000-000331

Procurement identifier (OCID): ocds-h6vhtk-0307e0

Published 6 January 2022, 2:24pm

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

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

Highlands and Islands Enterprise

An Lòchran, 10 Inverness Campus

Inverness

IV2 5NA

#### **Email**

[hiprocurement@hient.co.uk](mailto:hiprocurement@hient.co.uk)

#### **Telephone**

+44 1463245245

#### **Country**

United Kingdom

#### **NUTS code**

UKM6 - Highlands and Islands

**National registration number**

313

**Internet address(es)**

Main address

<http://www.hie.co.uk>

Buyer's address

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00313](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313)

**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**

Regional or local Agency/Office

**I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

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

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

Northern Innovation Hub Food and Drink TechHUB Strand 1: Business Support Services

Reference number

FTS 014

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

- 79411100 - Business development consultancy services

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

Services

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

The Food and Drink TechHUB project (TechHUB) is to be delivered across the Highland Council area as a project under HIE's Northern Innovation Hub (NIH) programme. The NIH TechHUB Strand 1: Business Support Services contract which will be required to align with, and complement, existing HIE provision and that of our partners, to provide business support, technical advice and events to develop an existing and growing network of Food and Drink producers and supply chain businesses (SMEs).

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

Value excluding VAT: £524,000

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

This contract is divided into lots: No

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

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

- 79410000 - Business and management consultancy services
- 72221000 - Business analysis consultancy services
- 73000000 - Research and development services and related consultancy services

- 73220000 - Development consultancy services
- 79400000 - Business and management consultancy and related services
- 80500000 - Training services

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

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Highland Council area

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

The key tasks are:

- bringing F&D businesses together;
- supporting businesses incl. brokering specialist/technical support;
- raising awareness and increase implementation of new technologies and opportunities;
- developing transformational local, national and international triple-helix collaborations between public sector, businesses and academia;
- engaging with partners and stakeholders;
- nurturing young entrepreneurs - provide complementary support to the relevant cohort(s) of IMPACT30 participants;
- reporting, monitoring and evaluation.

It is expected that these services will be required from April 2022 for an initial period of 3 years, with HIE having the option to extend for a period or periods together not exceeding 12 months following the Initial Term.

The initial 3-year budget currently available to deliver this service is between GBP 325,000 and GBP 374,000 (excluding VAT).

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

Quality criterion - Name: Delivery Methodology / Weighting: 30%

Quality criterion - Name: Management Methodology / Weighting: 10%

Quality criterion - Name: Management & Delivery Team / Weighting: 15%

Quality criterion - Name: Risks & Challenges / Weighting: 5%

Quality criterion - Name: Economic Growth & Community Wealth Building Priorities / Weighting: 5%

Price - Weighting: 35%

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

Value excluding VAT: £524,000

#### **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

The Contract will be awarded for an initial period of 3 years with HIE having the option to extend for a period or periods together not exceeding 1 calendar year following the Initial Term.

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

Variants will be accepted: No

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

Options: Yes

Description of options

HIE may require the supplier to provide additional services. Any such modification shall be in terms of Regulation 72 of the Public Contracts (Scotland) Regulations 2015.

See the Scope of Requirements and Tender Guidance Notes document for further

information.

### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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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

Not applicable to this procurement exercise.

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

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

4B.5 It is a requirement of this Contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded Contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = GBP 5M for each and every claim.

Public Liability Insurance = GBP 500k for each and every claim

Professional Indemnity Insurance = GBP 500k in aggregate.

<http://www.hse.gov.uk/pubns/hse40.pdf>

4B.6 (not scored)

HIE as a public body must comply with HMRC IR35 provisions. Therefore, where you are bidding as a personal service company (PSC) or will be using a personal service company to provide services under the framework please identify these PSC (s) in your response to 4B.6.

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

Minimum level(s) of standards possibly required

Not applicable to this procurement exercise

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

Contracting authorities may lay down special conditions relating to the performance of a contract, provided that they are linked to the subject-matter of the contract.

Those conditions may include economic, innovation-related, environmental, social or employment-related considerations.

The contract will include Key Performance Indicators (KPI's) which can be found within the Tender documentation.

### **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

25 February 2022

Local time

12:00pm

#### **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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

25 February 2022

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: HIE reserves the right to re-tender for these services upon termination of the contract or at the end of the contract period, including any extension period.

## **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**

HIE and the Supplier Development Programme are hosting a webinar on 18 January which will support, but not replace, the information provided through PCS. Attendance will not form part of the evaluation and following the event a link to the webinar recording, along with the presentation and any questions and answers raised will be made available via PCS. Link to the registration can be found in the Scope of Requirements.

It is estimated that the maximum total value of the services over the maximum duration of 4 years will be GBP 524,000 (excluding VAT). This is the figure which has been used in II.1.5 & II.2.6.

SPD 2A.3 (not scored) Where relevant, bidders are required to insert details of their Companies House (or equivalent) registration number.

SPD 3D.12 Bidders should refer to the "Conflict of Interest" Section within the Scope of Requirements when completing this question.

## **AWARD CRITERIA SCORING**

The Award criteria will be marked according to the following criteria:

0 - Unacceptable - Nil or inadequate response which fails to demonstrate an ability to meet the requirement.

1 - Poor - Response is partially relevant but generally poor. It addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 - Acceptable - Response is relevant and acceptable. It addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 - Good - Response is relevant and good. It is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 - Excellent - Response is completely relevant and excellent overall. It is comprehensive, unambiguous and demonstrate a thorough understanding of the requirement and provides details of how the requirement will be met in full.

Tenders must be submitted via the PCS Postbox and must be received by the published deadline. Late tenders will not be accepted and HIE will reject any submissions received after the deadline. Email or hard copy responses will not be accepted.

PCS also gives suppliers access to an on-line Question & Answer facility which allows queries to be submitted (anonymously), and answers published and shared with all potential bidders.

This Contract will be non-exclusive i.e. HIE reserves the right, in certain circumstances, to procure out with the Contract as and when required.

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=670312](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=670312).

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.

Community benefits are included in this requirement. For more information see: <https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community Benefits will not be evaluated as part of the tender process but bidders are expected to provide a Community Benefit proposal as part of their tender detailing how, if awarded the contract, these will be addressed. Please refer to the Scope of Requirements for further details.

(SC Ref:670312)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=670312](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=670312)

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

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

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Email

[inverness@scotcourts.gov.uk](mailto:inverness@scotcourts.gov.uk)

Telephone

+44 1463230782

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/inverness-sheriff-court-and-justice-of-the-peace-court>

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014 , may bring proceedings in the Sheriff Court or the Court of Session.