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Tender

## **Fund Management Administration of Volunteering Support Fund**

Scottish Government

F02: Contract notice

Notice identifier: 2021/S 000-000834

Procurement identifier (OCID): ocds-h6vhtk-028a98

Published 15 January 2021, 10:40am

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

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

Scottish Government

5 Atlantic Quay

Glasgow

#### **Email**

[douglas.martin@gov.scot](mailto:douglas.martin@gov.scot)

#### **Telephone**

+44 1412420478

#### **Country**

United Kingdom

#### **NUTS code**

UKM - SCOTLAND

## **Internet address(es)**

Main address

<http://www.scotland.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

## **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.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

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

Ministry or any other national or federal authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Fund Management Administration of Volunteering Support Fund

Reference number

Case/534181

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

- 75112100 - Administrative development project services

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

Services

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

The Scottish Government is seeking a suitably qualified and experienced contractor. The contractor will undertake the administration and management – including capacity building, outcomes-based monitoring and evaluation – of the projects and organisations to be funded under the Volunteering Support Fund from 17 June 2021 – 16 June 2024.

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

Value excluding VAT: £500,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM - SCOTLAND

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

The Scottish Government Third Sector Unit is seeking a suitably qualified and

experienced Fund Manager to administer the Volunteering Support Fund, from 17 June 2021 – 16 June 2024.

The purpose of the fund is to enable Scotland's small to medium sized third sector organisations to recruit additional volunteers who will contribute towards delivering a new volunteering project, or extending/expanding an existing one, and improve how volunteers are supported in their role.

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

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

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

Start date

17 June 2021

End date

16 June 2024

This contract is subject to renewal

Yes

Description of renewals

Scottish Government reserve the option to extend the contract for an additional period of 12 months.

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

Variants will be accepted: No

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

Options: Yes

Description of options

Scottish Government reserve the option to extend the contract for an additional period of 12 months.

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

List and brief description of selection criteria

Statement for 4B.4: Bidders must demonstrate a current ratio of no less than 1. Current ratio will be calculated

as follows: total current assets divided by total current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

Bidders who do not comply with the above financial requirements but are part of a group, can provide a parent guarantee if the parent company satisfies the financial requirements stipulated above.

### **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

23 February 2021

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: 6 (from the date stated for receipt of tender)

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

Date

23 February 2021

Local time

12:00pm

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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 invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

ESPD will be scored on a pass/fail basis.

Requirement not suitable for lotting.

Statement for 4B.5

It is a requirement of this contract that bidders hold or can commit to obtain prior to the commencement of any subsequently awarded

contract, the types of insurance indicated below:

Employer's (compulsory) liability insurance = 5 000 000 GBP.

Public liability insurance = 1 000 000 GBP.

Professional indemnity insurance = 1 000 000 GBP.

4C.1, please include examples of your experience of incorporating social benefits into previous contracts, including details of any specific steps taken in the design of services to involve SMEs, social enterprises and/or supported businesses

The contract award criteria will be price 30%/quality 70%.

Question scoring methodology for award criteria outlined in Invitation to Tender:

0 = Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement

1 = Poor. Response is partially relevant but generally poor. The response 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. The response 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. The response 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. The response is comprehensive, unambiguous and demonstrates a

thorough understanding of the requirement and provides details of how the requirement will be met in full.

Bidders must complete the ESPD (Scotland) to demonstrate adherence to the exclusion and selection criteria for this procurement. If there

are named subcontractors/technicians upon which the bidder will rely to meet the selection criteria, these named parties must complete and

reattach the ESPD Supplier Response Form attached to ESPD questions 2C.1.1 (Technicians) and 2D.1.2 (Subcontractors) on PCS-T.

These parties must complete the first 3 sections of the ESPD form, as well as any part of the Section 4 selection criteria that the main

bidder will rely upon the parties to fulfil. If parties have not yet been identified, this information may be required at a later date. Scottish Government reserves the right to request this information from relevant parties upon whom the main bidder will not rely to fulfil selection criteria.

4C.10 Bidders will be required to confirm whether they intend to sub-contract and if so, for what proportion of the contract.

Note: the buyer is using PCS-Tender to carry out this procurement process. Please note this is a separate website and if you are not already registered, registration will be required.



To access PCS-Tender, record your interest in this notice and access the tender documentation please visit

<https://www.publictendersscotland.publiccontractsscotland.gov.uk> and search for project Code 17088 under ITTs open to all suppliers.

Please use the search/filter function, then select project code from the drop-down. Please note that once you have expressed interest in the ITT it will move to your My ITTs area.

For more information

see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17088. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:632548)

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

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom