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Tender

## **Sales Agency Representation - German Speaking Markets (Business Events)**

VisitScotland

F02: Contract notice

Notice identifier: 2021/S 000-001065

Procurement identifier (OCID): ocds-h6vhtk-028b7f

Published 19 January 2021, 1:24pm

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

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

VisitScotland

Ocean Point One, 94 Ocean Drive

Edinburgh

EH6 6JH

#### **Email**

[campbell.forsyth@visitscotland.com](mailto:campbell.forsyth@visitscotland.com)

#### **Telephone**

+44 1314722222

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.visitscotland.org>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00118](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00118)

**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)

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

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

Body governed by public law

**I.5) Main activity**

Other activity

Tourist Board / Marketing

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## **Section II: Object**

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

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

Sales Agency Representation - German Speaking Markets (Business Events)

Reference number

VSEH20015

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

- 79416000 - Public relations services

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

Services

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

VisitScotland is seeking to appoint a suitably qualified vendor for the provision of Sales Agency Representation to the German speaking market (Germany, Switzerland & Austria) to support Business Events activity.

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

Value excluding VAT: £291,000

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

This contract is divided into lots: No

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

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

- 79416000 - Public relations services

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

NUTS codes

- DE - GERMANY

Main site or place of performance

German Speaking Markets (Germany, Switzerland & Austria)

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

VisitScotland is seeking to appoint a suitably qualified vendor for the provision of Sales Agency Representation to the German Speaking markets of Germany, Switzerland and Austria to support Business Events activity.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

36

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

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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

Please refer to these statements when completing section 4B of the SPD (Scotland).

Statement for 4B.4

Bidders must demonstrate a return on capital employed at a ratio of greater than zero.

Ratio will be calculated as follows: net profit after tax divided by net assets (total assets less current liabilities).

Bidders must demonstrate a Current Ratio of greater than 1.

Current Ratio will be calculated as follows: net current assets divided by net current liabilities.

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

Statement for 4B.5.1-3.

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 Liability Insurance with a minimum level of cover of 2,000,000 GBP per claim

-Public Liability Insurance with a minimum of level of cover of 2,000,000 GBP per claim

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

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

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

**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 2021

Local time

2:00pm

**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

25 February 2021

Local time

2:00pm

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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: 36 months

### **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=641499](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=641499).

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:641499)

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

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

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom