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Tender

## **Provision of Specialist Business Support to SME's**

Falkirk Council

F02: Contract notice

Notice identifier: 2021/S 000-001488

Procurement identifier (OCID): ocds-h6vhtk-028d26

Published 25 January 2021, 4:48pm

The closing date and time has been changed to:

**8 March 2021, 11:00am**

See the [change notice](#).

## **Section I: Contracting authority**

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

Falkirk Council

Municipal Buildings, West Bridge Street

Falkirk

FK1 5RS

#### **Email**

[pcu@falkirk.gov.uk](mailto:pcu@falkirk.gov.uk)

#### **Telephone**

+44 1324506566

**Country**

United Kingdom

**NUTS code**

UKM76 - Falkirk

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00184](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00184)

**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.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts->

[host/public/pts/web/login.html](http://host/public/pts/web/login.html)

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

Regional or local 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**

Provision of Specialist Business Support to SME's

Reference number

DEV/064/21

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

- 73220000 - Development consultancy services

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

Services

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

Business Gateway provides information, training and advice to start up and existing businesses.

Falkirk Council has been successful in securing additional monies from the European Regional Development Fund (ERDF) Business Competitiveness Programme to provide a wider, more comprehensive package of business growth, resilience and survivability support across the area.

The purpose of this tender is to seek proposals from potential suppliers of specialist support

in a particular area of expertise required.

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

Value excluding VAT: £270,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Lot 3 - Finance

Lot No

3

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

- 66171000 - Financial consultancy services
- 66170000 - Financial consultancy, financial transaction processing and clearing-house services
- 79412000 - Financial management consultancy services
- 79221000 - Tax consultancy services
- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79411000 - General management consultancy services

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

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council's area of Operations

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

The purpose of this procurement is to seek proposals from potential suppliers of specialist support that can assist potential growth companies in particular areas of expertise required.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £9,000

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

Duration in months

18

This contract is subject to renewal

Yes

Description of renewals

At the Council's sole option, any Contract may be extended for up to a further 18-month period.

#### **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: Yes

Identification of the project

European Development Fund (ERDF) Business Competitiveness Programme

### **II.2.14) Additional information**

It is the intention of the Council that any Framework Agreement resulting from this ITT will commence in April 2021 for a period of 18 months. At the Council's sole option, any Contract may be extended for up to a further 18-month period.

The activities delivered through this framework will be funded by the European Development Fund (ERDF) Business Competitiveness Programme

## **II.2) Description**

### **II.2.1) Title**

Lot 4 - Procurement

Lot No

4

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

- 79418000 - Procurement consultancy services
- 72221000 - Business analysis consultancy services
- 72224000 - Project management consultancy services
- 79419000 - Evaluation consultancy services
- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services

- 79411000 - General management consultancy services
- 79411100 - Business development consultancy services
- 79414000 - Human resources management consultancy services
- 71621000 - Technical analysis or consultancy services

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

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council's area of Operations

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

The purpose of this procurement is to seek proposals from potential suppliers of specialist support that can assist potential growth companies in particular areas of expertise required

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £18,000

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

Duration in months

18

This contract is subject to renewal

Yes

Description of renewals

At the Council's sole option, any Contract may be extended for up to a further 18-month period.

#### **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: Yes

Identification of the project

European Development Fund (ERDF) Business Competitiveness Programme

#### **II.2.14) Additional information**

It is the intention of the Council that any Framework Agreement resulting from this ITT will commence in April 2021 for a period of 18 months. At the Council's sole option, any Contract may be extended for up to a further 18-month period.

The activities delivered through this framework will be funded by the European Development Fund (ERDF) Business Competitiveness Programme

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

#### **II.2.1) Title**

Lot 5 - Leadership and Organisational Development

Lot No

5

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



- 72221000 - Business analysis consultancy services
- 72224000 - Project management consultancy services
- 73220000 - Development consultancy services
- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79411000 - General management consultancy services
- 79411100 - Business development consultancy services
- 79414000 - Human resources management consultancy services
- 79416200 - Public relations consultancy services
- 73000000 - Research and development services and related consultancy services
- 98200000 - Equal opportunities consultancy services
- 79900000 - Miscellaneous business and business-related services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79996000 - Business organisation services

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

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council's area of Operations

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

The purpose of this procurement is to seek proposals from potential suppliers of specialist support that can assist potential growth companies in particular areas of expertise required.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £27,000

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

Duration in months

18

This contract is subject to renewal

Yes

Description of renewals

At the Council's sole option, any Contract may be extended for up to a further 18-month period.

### **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: Yes

Identification of the project

European Development Fund (ERDF) Business Competitiveness Programme

## **II.2.14) Additional information**

It is the intention of the Council that any Framework Agreement resulting from this ITT will commence in April 2021 for a period of 18 months. At the Council's sole option, any Contract may be extended for up to a further 18-month period.

The activities delivered through this framework will be funded by the European Development Fund (ERDF) Business Competitiveness Programme

## **II.2) Description**

### **II.2.1) Title**

Lot 6 - Digital Media Solutions

Lot No

6

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

- 72130000 - Computer-site planning consultancy services
- 72600000 - Computer support and consultancy services
- 72266000 - Software consultancy services
- 79415200 - Design consultancy services
- 73220000 - Development consultancy services
- 72220000 - Systems and technical consultancy services
- 72221000 - Business analysis consultancy services
- 72200000 - Software programming and consultancy services
- 79416200 - Public relations consultancy services
- 79341100 - Advertising consultancy services
- 79400000 - Business and management consultancy and related services

- 79410000 - Business and management consultancy services
- 79411000 - General management consultancy services
- 79411100 - Business development consultancy services
- 79413000 - Marketing management consultancy services
- 72212500 - Communication and multimedia software development services
- 72212520 - Multimedia software development services

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

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council's area of Operations

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

The purpose of this procurement is to seek proposals from potential suppliers of specialist support that can assist potential growth companies in particular areas of expertise required.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £9,000

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

At the Council's sole option, any Contract may be extended for up to a further 18-month period.

## **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: Yes

Identification of the project

European Development Fund (ERDF) Business Competitiveness Programme

## **II.2.14) Additional information**

It is the intention of the Council that any Framework Agreement resulting from this ITT will commence in April 2021 for a period of 18 months. At the Council's sole option, any Contract may be extended for up to a further 18-month period.

The activities delivered through this framework will be funded by the European Development Fund (ERDF) Business Competitiveness Programme

## **II.2) Description**

### **II.2.1) Title**

Lot 7 - Environmental

Lot No

7

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

- 71317210 - Health and safety consultancy services
- 79416200 - Public relations consultancy services
- 79417000 - Safety consultancy services
- 90713000 - Environmental issues consultancy services
- 98200000 - Equal opportunities consultancy services
- 71313000 - Environmental engineering consultancy services
- 71314300 - Energy-efficiency consultancy services
- 72221000 - Business analysis consultancy services
- 79411000 - General management consultancy services
- 71800000 - Consulting services for water-supply and waste consultancy
- 90710000 - Environmental management

**II.2.3) Place of performance**

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council's area of Operation

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

The purpose of this procurement is to seek proposals from potential suppliers of specialist support that can assist potential growth companies in particular areas of expertise required.

**II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £9,000

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

Duration in months

18

This contract is subject to renewal

Yes

Description of renewals

At the Council's sole option, any Contract may be extended for up to a further 18-month period.

### **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: Yes

Identification of the project

European Development Fund (ERDF) Business Competitiveness Programme

### **II.2.14) Additional information**

It is the intention of the Council that any Framework Agreement resulting from this ITT will commence in April 2021 for a period of 18 months. At the Council's sole option, any Contract may be extended for up to a further 18-month period.

The activities delivered through this framework will be funded by the European Development Fund (ERDF) Business Competitiveness Programme

## **II.2) Description**

### **II.2.1) Title**

Lot 8 - Internationalisation

Lot No

8

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

- 73220000 - Development consultancy services
- 79411100 - Business development consultancy services

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

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council's area of Operation

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

The purpose of this procurement is to seek proposals from potential suppliers of specialist support that can assist potential growth companies in particular areas of expertise required

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40



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

Value excluding VAT: £9,000

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

Duration in months

18

This contract is subject to renewal

Yes

Description of renewals

At the Council's sole option, any Contract may be extended for up to a further 18-month period.

## **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: Yes

Identification of the project

European Development Fund (ERDF) Business Competitiveness Programme

## **II.2.14) Additional information**

It is the intention of the Council that any Framework Agreement resulting from this ITT will commence in April 2021 for a period of 18 months. At the Council's sole option, any Contract may be extended for up to a further 18-month period.

The activities delivered through this framework will be funded by the European Development Fund (ERDF) Business Competitiveness Programme

## **II.2) Description**

### **II.2.1) Title**

Lot 9 – Innovation

Lot No

9

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

- 72221000 - Business analysis consultancy services
- 72224000 - Project management consultancy services
- 73000000 - Research and development services and related consultancy services
- 73200000 - Research and development consultancy services
- 73210000 - Research consultancy services
- 73220000 - Development consultancy services
- 79411100 - Business development consultancy services

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

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council's area of Operations

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

The purpose of this procurement is to seek proposals from potential suppliers of specialist support that can assist potential growth companies in particular areas of expertise required.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £9,000

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

Duration in months

18

This contract is subject to renewal

Yes

Description of renewals

At the Council's sole option, any Contract may be extended for up to a further 18-month period.

### **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: Yes

Identification of the project

European Development Fund (ERDF) Business Competitiveness Programme

## **II.2.14) Additional information**

commence in April 2021 for a period of 18 months. At the Council's sole option, any Contract may be extended for up to a further 18-month period.

The activities delivered through this framework will be funded by the European Development Fund (ERDF) Business Competitiveness Programme

## **II.2) Description**

### **II.2.1) Title**

Lot 1 –Marketing

Lot No

1

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

- 79413000 - Marketing management consultancy services
- 79341100 - Advertising consultancy services
- 79415200 - Design consultancy services
- 79340000 - Advertising and marketing services
- 79342000 - Marketing services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council's area of Operations

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

The purpose of this procurement is to seek proposals from potential suppliers of specialist support that can assist potential growth companies in particular areas of expertise required.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £36,000

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

Duration in months

18

This contract is subject to renewal

Yes

Description of renewals

At the Council's sole option, any Contract may be extended for up to a further 18-month period.

## **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: Yes

Identification of the project

European Development Fund (ERDF) Business Competitiveness Programme

## **II.2.14) Additional information**

It is the intention of the Council that any Framework Agreement resulting from this ITT will commence in April 2021 for a period of 18 months. At the Council's sole option, any Contract may be extended for up to a further 18-month period.

The activities delivered through this framework will be funded by the European Development Fund (ERDF) Business Competitiveness Programme

## **II.2) Description**

### **II.2.1) Title**

Lot 2 - Information Technology

Lot No

2

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

- 72130000 - Computer-site planning consultancy services
- 72220000 - Systems and technical consultancy services
- 72221000 - Business analysis consultancy services
- 72227000 - Software integration consultancy services
- 72228000 - Hardware integration consultancy services
- 72246000 - Systems consultancy services
- 72266000 - Software consultancy services
- 72110000 - Hardware selection consultancy services
- 72600000 - Computer support and consultancy services

- 73000000 - Research and development services and related consultancy services
- 73210000 - Research consultancy services
- 72150000 - Computer audit consultancy and hardware consultancy services
- 72222100 - Information systems or technology strategic review services
- 72223000 - Information technology requirements review services
- 72200000 - Software programming and consultancy services
- 79411000 - General management consultancy services

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

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council's area of Operations

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

The purpose of this procurement is to seek proposals from potential suppliers of specialist support that can assist potential growth companies in particular areas of expertise required

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £9,000

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

Duration in months

18

This contract is subject to renewal

Yes

Description of renewals

At the Council's sole option, any Contract may be extended for up to a further 18-month period.

### **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: Yes

Identification of the project

European Development Fund (ERDF) Business Competitiveness Programme

### **II.2.14) Additional information**

It is the intention of the Council that any Framework Agreement resulting from this ITT will commence in April 2021 for a period of 18 months. At the Council's sole option, any Contract may be extended for up to a further 18-month period.

The activities delivered through this framework will be funded by the European Development Fund (ERDF) Business Competitiveness Programme



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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

SPD 4A.1 If required, bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

SPD 4A.2 Bidders must confirm if they hold the particular authorisation or memberships.

Lot 1 Marketing - relevant qualification in Marketing and membership of the Chartered Institute of Marketing (CIM) or equivalent

Lot 2 Information Technology -relevant IT qualification and membership of British Computer Society (BCS) or equivalent

Lot 3 Finance - relevant qualification in Accountancy / Financial Management and Membership of the Institute of Chartered Accountants (ICA) or equivalent

Lot 4 Procurement - relevant qualification in Procurement and Supply (IPS) and Membership of the Chartered Institute of Procurement & Supply or equivalent

Lot 5 Leadership and Organisational Development - relevant qualification in management / leadership and appropriate membership e.g. Institute of Leadership & Management Professional membership (ILM) or equivalent

Lot 6 Digital Media Solutions - Institute of Digital Marketing (IDM) professional qualification or equivalent and membership of the IDM or equivalent

Lot 7 Environmental - Degree in Environmental Studies or Sustainable Development and Member or Associate of the Institute of Environmental Management and Assessment

Lot 8 Internationalisation - Appropriate membership of a recognised body

Lot 9 Innovation - Appropriate membership of a recognised body

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

#### List and brief description of selection criteria

SPD 4B.1.1 Bidders will be required to state their "general" yearly turnover for the last three years.

#### Insurance

The levels detailed below are our preferred levels of standards. However they should not preclude any bidder proceeding if they do not have the levels in place

-Employers' Liability 10 Million GBP

-Public / Products Liability 10 MILLION GBP

-Professional Indemnity 5 MILLION GBP

-Management Liability / Directors & Officers Liability 5 MILLION GBP

SPD 4B.6 A Credit safe credit scoring check will be ran on registered Company Name and Company Number provided by the bidder. Where the

resulting Credit Rating score is less than 30/100 the bidder may be excluded from the tender process unless suitable financial information is

provided that gives satisfactory assurances to the Council regarding financial risk in appointing the bidder to the contract

#### Minimum level(s) of standards possibly required

#### Insurance

The levels detailed below are our preferred levels of standards. However they should not preclude any bidder proceeding if they do not have the levels in place

-Employers' Liability 10 Million GBP

-Public / Products Liability 10 MILLION GBP

-Professional Indemnity 5 MILLION GBP

-Management Liability / Directors & Officers Liability 5 MILLION GBP

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

## List and brief description of selection criteria

SPD 4C 6 Bidders will be required to confirm that they and/or the service provider have the following relevant educational and professional qualifications:

SPD AC6.1 Bidders will be required to confirm that their managerial staff have the following relevant educational and professional qualifications:

Lot 1 Marketing – relevant qualification in Marketing and membership of the Chartered Institute of Marketing (CIM) or equivalent and relevant experience / track record in delivering consultancy / training / mentoring support to business over the last three years

Lot 2 Information Technology - relevant IT qualification in and membership of British Computer Society (BCS) or equivalent and relevant experience of re-engineering management systems, developing and implementing ICT strategy development, developing and implementing online marketing / sales strategies and online security over the last three years.

Lot 3 Finance - relevant qualification in Accountancy / Financial Management and Membership of the Institute of Chartered Accountants (ICA) or equivalent and relevant experience / track record in delivering consultancy / training / mentoring support to business in financial management / review , self assessment, investor readiness and business restructuring over the last three years.

Lot 4 Procurement - relevant qualification in Procurement and Supply (IPS) and Membership of the Chartered Institute of Procurement & Supply or equivalent and relevant experience / track record in delivering consultancy / training / mentoring support to business in legal aspects of tendering, public and private tendering over the last three years.

Lot 5 Leadership and Organisational Development - relevant qualification in management / leadership and appropriate membership e.g. Institute of Leadership & Management Professional membership (ILM) or equivalent and relevant experience / track record in delivering consultancy / training / mentoring support to business in areas such as coaching, growth strategy development, managing change etc over the last three years

Lot 6 Digital Media Solutions - Institute of Digital Marketing (IDM) professional qualification or equivalent and membership of the IDM or equivalent and relevant experience / track record in delivering consultancy / training / mentoring support to business over the last three years

Lot 7 – Environmental -Degree in Environmental Studies or Sustainable Development and/or Member or Associate of the Institute of Environmental Management and Assessment and relevant experience / track record in delivering consultancy / training / mentoring support to businesses over the last three years

Lot 8 Internationalisation - appropriate membership of a recognised body and relevant experience / track record in delivering consultancy / training / mentoring support to business over the last three years.

Lot 9 Innovation - relevant experience, techniques / tools for process and or product improvement and development and appropriate membership of a recognised body and relevant experience / track record in delivering consultancy / training / mentoring support to business in areas such as innovation, product licensing, intellectual property etc over the last three years.

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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 18

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2015/S 236-428414](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

25 February 2021

Local time

11:00am

Changed to:

Date

8 March 2021

Local time

11:00am

See the [change notice](#).

#### **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 2021

Local time

11:00am

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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: 2024 depending on availability of funding

### **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**

Falkirk Council is seeking responses to this ITT for the provision of Specialist Business Support to SME's for the Falkirk Council area.

It is the intention of the Council that any Framework Agreement resulting from this ITT will commence in April 2021 for a period of 18 months. At the Council's sole option, any Contract may be extended for up to a further 18 month period.

The activities delivered through this framework will be funded by the European Development Fund (ERDF) Business Competitiveness Programme. With an anticipated value of 135,000 GBP for the initial 18 month period of the framework

Tenderers may bid for one, several or all Lots

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17783. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

(SC Ref:641194)

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

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

Falkirk Sheriff Court and Justice of the Peace Court

Sheriff Court House Main Street, Camelon

Falkirk

FK1 4AR

Country

United Kingdom