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Tender

## **Ceremonial Event Planning and Management**

Scottish Government

F02: Contract notice

Notice identifier: 2021/S 000-001605

Procurement identifier (OCID): ocds-h6vhtk-028d9b

Published 27 January 2021, 10:24am

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

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

Scottish Government

5 Atlantic Quay

Glasgow

G2 8LU

#### **Email**

[alison.gardiner@gov.scot](mailto:alison.gardiner@gov.scot)

#### **Telephone**

+44 1412426007

#### **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

<https://www.publctenderscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publctenderscotland.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**

Ceremonial Event Planning and Management

Reference number

537308

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

- 79421000 - Project-management services other than for construction work

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

Services

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

The Scottish Government requires the provision of a one-stop professional project management service in respect of the maintenance of an existing set of plans for state and ceremonial matters within Scotland. The successful Service Provider will be responsible for the delivery of an existing comprehensive programme of works which will include reinstatement works and which will assist the Purchaser and its stakeholders in providing seamless, high quality programme and project management for ceremonial events to be provided on a contingency basis, as the requirement could be activated at any time during the lifetime of the contract.

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

Value excluding VAT: £700,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79420000 - Management-related services

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

NUTS codes

- UKM - SCOTLAND

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

The required services fall into 3 categories:

- Overall project planning and management
- Procurement, direct contracting and management of sub-contracted services/works.
- Planning, management and operation of specific Ceremonial events where the programme is activated.

The Service Provider shall be required to:

- Maintain the plans, updating them as required by the Purchaser;
- Attend relevant meetings as and when required;
- Proactively liaise with the Purchaser and other stakeholders to ensure plans are accurate;
- Procure and manage a number of sub-contracts, as and when required;
- Work with stakeholders to ensure tasks are carried out to accurate timings and best value, when plans are activated.

This programme would include processions, ceremonial events, a church service, specific and extraordinary transport requirements and an anticipated high level of crowds in the historic centre of Edinburgh, with the associated arrangements for media coverage. The plans are now largely in place and the role of the Service Provider will be to maintain these plans in conjunction with the Purchaser and other relevant stakeholders and to ensure that it delivers a successful, high profile series of events to the satisfaction of all parties.

The Service Provider shall act as the main contractor and shall be directly responsible for a number of sub-contracts in order to ensure efficient and effective service delivery. Services will include further development of the planning and design process, procurement, logistical and management services including financial control, budget responsibilities and the co-ordination of a wide range of ceremonial participants.

**II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

**II.2.6) Estimated value**

Value excluding VAT: £700,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

This Contract is for a period of 5 years, with the option at the sole discretion of the Scottish Ministers, to extend for a further two 12 month periods.

**II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

Applicants are required to complete the questions within the Single Procurement Document (Scotland) and applicants must meet the minimum requirements stated in the Qualification Envelope and Technical Envelope.

Bidders are required to confirm that they meet the Minimum Criteria.

Bidders will respond to Objective Criteria set out in the SPD, overall scores shall be marked out of 100 and ranked accordingly. A maximum of 5 applicants shall proceed to ITT stage.

- Bidders Details - seeks background information about the bidder; this section is not normally evaluated, however the Authority may choose not to take forward bidders that cannot provide basic company information;
- Information Regarding the Economic or Financial Standing of the bidding organisation;
- Conflict of Interest questions;
- Technical or Professional Capability – Weighting 60%;
- Business Continuity and Disaster Recovery – Weighting 10%;
- Quality Management – Weighting 20%;
- Equal Opportunities – Pass/ Fail; and
- Health and Safety – Weighting 10%

#### **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

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

Bidders should refer to the Bidders Guidance Instructions Document for full information.

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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

N/A

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

List and brief description of selection criteria

There is no action required of tenderers at this stage. The Authority will make an assessment of the Economic & Financial Standing of each tenderer (and any consortia or reliance partners) using the Dun & Bradstreet (D&B) 'Failure Score' indicator and the following process:

Step 1: A D&B 'Failure Score' of 50 or above will result in a PASS.

Step 2: If the tenderer (or any consortium or reliance partner) scores below 50, then the audited financial accounts of the tenderer (or consortia or reliance partner) will be used to conduct an assessment of the risk of business failure. If this assessment identifies an unacceptable risk then the tenderer (or consortia or reliance partner) will fail this assessment

Financial Accounts For Question 4B6 of the SPD, bidders may elect to provide their audited financial accounts for the last three financial years. There must be no qualification or contra-indication from any evidence provided in support of the tenderer's Economic and Financial Standing.

Minimum level(s) of standards possibly required

Refer to the process described above.

Minimum Insurance Levels - . For question 4B5 of the SPD, it is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract 1 million GBP public liability insurance, 1 million GBP Professional Indemnity Insurance and 5 million Employers Liability insurance (or other statutory minimum level set).

In the event that the tenderer (or consortia or reliance partner) does not initially meet the standard required, they may still be considered via some form of other assurance e.g. Parent Company Guarantee (providing that the guarantor does pass the EFS assessment) or a performance bond. Details of the D&B "A Guide to Dun & Bradstreet's Predictive Indicators" – can be found using the http address below:

<https://www.dnb.co.uk/about-us/our-analytics/predictors-scores-ratings/scores-ratings.html>

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

List and brief description of selection criteria

- ISO/IEC 27001 or equivalent
- Cyber Essentials Plus accreditation or recognised equivalent
- BS EN 9001 or equivalent

Minimum level(s) of standards possibly required

The bidder must:

- have achieved, or be committed to achieving prior to contract award, ISO/IEC 27001 (Information Security Management Systems Requirements) or recognised equivalent.
- have achieved, or be committed to achieving prior to contract award, Cyber Essentials Plus accreditation or recognised equivalent.
- operate at all times a quality management system certificated by an accredited third party to IS09001 or equivalent.

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

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

If a bidder comprises a consortium which will establish a special purpose vehicle (SPV) to deliver the contract, that bidder will not be

required to form an SPV at this stage, but will be required to do so prior to the award of any contract. In this circumstance the consortium,

acting through consortium members, will be required to provide appropriate guarantees in respect of the performance of the SPV of that

bidder's obligations under 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

Restricted 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

5 March 2021

Local time

12:00pm

#### IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

19 March 2021

#### 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)

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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: In readiness for the anticipated

contract end date of 22nd August 2026 or the extension period end date of 22nd August 2028, i.e early 2026 or 2028.

## **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

Please refer to Bidder Guidance Document

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 17866.  
For more information see:

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

(SC Ref:641739)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

[www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court](http://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court)

