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Tender

## **Framework Agreement for Media Services**

Scottish Government

F02: Contract notice

Notice identifier: 2021/S 000-001858

Procurement identifier (OCID): ocds-h6vhtk-028e98

Published 29 January 2021, 2:40pm

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

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

Scottish Government

AREA 3A SOUTH, VICTORIA QUAY, THE SHORE

Edinburgh

EH6 6QQ

#### **Contact**

David Bilton

#### **Email**

[david.bilton@gov.scot](mailto:david.bilton@gov.scot)

#### **Telephone**

+44 1312443627

#### **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.publictendersscotland.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.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

<https://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**

Framework Agreement for Media Services

Reference number

SP-20-002

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

- 79416000 - Public relations services

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

Services

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

This Framework Agreement is for the provision of Media Services to Framework Public Bodies throughout Scotland

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

Value excluding VAT: £2,000,000

#### **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**

Framework Agreement for Media Services - Lot 1

Lot No

1

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

- 79416000 - Public relations services
- 79310000 - Market research services
- 72310000 - Data-processing services
- 72416000 - Application service providers
- 79330000 - Statistical services
- 92400000 - News-agency services
- 92200000 - Radio and television services
- 72414000 - Web search engine providers

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

NUTS codes

- UKM - SCOTLAND

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

The framework agreement is for the provision of Media Services to Public Sector Bodies throughout Scotland.

The agreement will be for a period of 4 years.

The contractor must be able to provide the full range of Lot 1 services as detailed in the Invitation to Tender documents to Public Sector Bodies on a cost effective and best value basis.

These include:

- Print Media Coverage Service
- Broadcast Coverage Service
- Online Coverage Service

- Social Media Service
- Analytics & Evaluation Service

The contractor must provide comprehensive management information at all stages throughout the process and to all participating framework public bodies.

All Public Sector Bodies must receive a consistently high level of service, irrespective of geographical location. A degree of flexibility is required in the service delivery.

The contractor will be expected to provide resources, processes and systems that deliver continuous improvement and which demonstrate that best value is being achieved for all organisations. Improvements delivered may include but are not limited to; reduction in whole-life costs, quality, and user satisfaction.

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

Quality criterion - Name: Quality Weighting / Weighting: 60%

Price - Weighting: 40%

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

Value excluding VAT: £1,600,000

#### **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 Framework will be placed for a 4 year period and may be subject to renewal at the end of the 4 year 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: No

## **II.2) Description**

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

Framework Agreement for Media Services - Lot 2

Lot No

2

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

- 79416000 - Public relations services
- 79310000 - Market research services
- 72310000 - Data-processing services
- 72416000 - Application service providers
- 79330000 - Statistical services
- 92400000 - News-agency services
- 92200000 - Radio and television services
- 72414000 - Web search engine providers

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

NUTS codes

- UKM - SCOTLAND

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

The framework agreement is for the provision of Media Services to Public Sector Bodies throughout Scotland.

The agreement will be for a period of 4 years.

The contractor must be able to provide the full range of Lot 2 services as detailed in the Invitation to Tender documents to Public Sector Bodies on a cost effective and best value basis.

These include:

- News Distribution and Online Newsroom Service
- Enquiry Management Service

The contractor must provide comprehensive management information at all stages throughout the process and to all participating Public Sector Bodies.

All framework public bodies must receive a consistently high level of service, irrespective of geographical location. A degree of flexibility is required in the service delivery.

The contractor will be expected to provide resources, processes and systems that deliver continuous improvement and which demonstrate that best value is being achieved for all organisations. Improvements delivered may include but are not limited to; reduction in whole-life costs, quality, and user satisfaction.

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

Quality criterion - Name: Quality Weighting / Weighting: 60%

Price - Weighting: 40%

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

Value excluding VAT: £400,000

#### **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 Framework will be placed for a 4 year period and may be subject to renewal at the end of the 4 year 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: 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

Bidders must demonstrate a current ratio of 0.8 or above. See Question 1.71.1 of the SPD.

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.

In the event that the bidder does not meet the financial criteria for consideration but has a parent company that does, the tenderer may still be eligible for consideration where their tender submission is supported by a parent company guarantee.

Minimum level(s) of standards possibly required

It is a requirement of this framework 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:

— public liability insurance in the sum of not less than 5 000 000 GBP for any one incident and unlimited in total. See Question 1.71.4 of the SPD,

— professional indemnity insurance in the sum of not less than 1 000 000 GBP for any one



incident and unlimited in total. See Question 1.71.4 of the SPD, and

— employer's liability insurance in accordance with any legal obligation for the time being in force. See Question 1.71.4 of the SPD

Bidders must provide a separate SPD response from entities upon whose capability/capacity they rely on in order to meet any selection criteria including economic and financial standing.

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

List and brief description of selection criteria

Selection criteria as stated in the Invitation to Tender documents.

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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

#### **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: [2019/S 206-502148](#)

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

Date

8 March 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: 9 (from the date stated for receipt of tender)

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

Date

8 March 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: Within 4 years

### **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**

The framework agreement will be available for use by the Scottish Ministers (including Agencies), Scottish Non-Departmental Public Bodies, offices in the Scottish Administration which are not ministerial offices, cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998, the Scotland Office, the Scottish Parliamentary Corporate Body, councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994, bodies registered as social landlords under the Housing (Scotland) Act 2001, Scottish health boards or special health boards, Student Loans Company Limited, the Commissioner of Northern Lighthouse operating as the Northern Lighthouse Board, Scottish Futures Trust, Equality and Human Rights Commission, Business Stream Ltd, the Business Gateway National Unit at the Convention of Scottish Local Authorities, further or higher education institutions being fundable bodies within the meaning of section 6 of the Further and Higher Education (Scotland) Act 2005, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the foregoing, bodies financed wholly or mainly by one or more of the foregoing, bodies subject to management supervision by one or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, being appointed by one or more of the foregoing. In addition to the contracting authorities listed, the framework agreement will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisations.

Information about agencies of the Scottish Ministers, Scottish Non-Departmental Public Bodies and offices in the Scottish Administration which are not ministerial offices are listed at

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>

Overview of the governance structure of public procurement for Scotland, including the Public Procurement Group.

<https://www.gov.scot/publications/public-procurement-governance/>

Award criteria questions can found in the ITT together with the weightings.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 14063. 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>

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

The Contractor will be required, where practical, to:

- Consider relevant opportunities for community benefits;
- Consider opportunities for the involvement of SMEs and/or third sector organisations in delivery of this Framework;
- Provide assurance regarding workforce matters.

This may include schemes such as:

- Providing training opportunities and support to achieve qualifications;
- Supporting local communities e.g. sponsorship of local clubs etc.;
- Using social enterprises to support delivery of services.

(SC Ref:617438)

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

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

Edinburgh Sheriff Court & Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-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 risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session.