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Tender

## **DECC - Annual Statutory Reporting: Climate Change Duties**

Scottish Government

F02: Contract notice

Notice identifier: 2025/S 000-002639

Procurement identifier (OCID): ocids-h6vhtk-04a470

Published 27 January 2025, 8:36am

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

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

Scottish Government

Victoria Quay

Edinburgh

EH6 6QQ

#### **Email**

[michael.brydon@gov.scot](mailto:michael.brydon@gov.scot)

#### **Telephone**

+44 1312443619

#### **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/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>

**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**

DECC - Annual Statutory Reporting: Climate Change Duties

Reference number

722678

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

- 79411000 - General management consultancy services

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

Services

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

Scottish Government is planning to procure the provision of services to manage, collect, quality assure, collate and analyse the annual statutory reporting of public bodies' climate change duties.

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

Value excluding VAT: £516,000

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

This contract is divided into lots: No

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

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

- 48000000 - Software package and information systems
- 48224000 - Web page editing software package
- 72266000 - Software consultancy services
- 71314300 - Energy-efficiency consultancy services

- 71621000 - Technical analysis or consultancy services
- 79411000 - General management consultancy services
- 90713000 - Environmental issues consultancy services

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

NUTS codes

- UKM - Scotland

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

Scottish Government is planning to procure the provision of services to manage, collect, quality assure, collate and analyse the annual statutory reporting of public bodies' climate change duties.

More than 180 public bodies are required to submit and publish reports each year to demonstrate compliance with their duties under Climate Change (Scotland) Act 2009.

Section 46(1)(a) of the Climate Change (Scotland) Act 2009 makes provision for Scottish Ministers to require relevant public bodies to prepare reports on their compliance with the climate change duties (mitigation, adaptation and sustainability).

The expectation is that the contractor will provide effective support to public bodies to ensure the continuation of a high compliance rate, whilst introducing improvements to the current arrangements for collecting and analysing the reports.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Optional 24 month extension

#### **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

Financial Ratio

Minimum Insurance Levels

Minimum level(s) of standards possibly required

Financial Ratio - Current Ratio is equal to or greater than 1.0 (Current Assets / Current Liabilities)

Insurances

Public Liability - 1 million GBP

Professional Indemnity - 1 million GBP

Employer's liability - 5 million GBP

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

List and brief description of selection criteria

4C.4 - Supply Chain Management/Tracking Systems Used.

4C.7 - Environmental Management Measures.

4C.10 - Subcontractors

Minimum level(s) of standards possibly required

4C.4 - If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of: a) their standard payment terms b) 95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year. If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

4C.7 - Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes but is not limited to: - a completed copy of the Bidder 'relevant contract' Climate Change Plan Template, including planned projects and actions to reduce the bidder's carbon emissions. This does not need to contain calculated carbon emissions.

4C.10 - Please provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract.

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

Notice number: [2024/S 000-031292](#)

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

Date

5 March 2025

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

5 March 2025

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**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28440.  
For more information see:

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

(SC Ref:788628)

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

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chamber Street

Edinburgh

EH1 1LB

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/courts-and-tribunals/courts-tribunals-and-office-locations/find-us/edinburgh-sheriff-court-and-justice-of-the-peace-court/>