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Tender

Expert Help for Business

Aberdeenshire Council
Aberdeen City Council

F02: Contract notice

Notice identifier: 2024/S 000-002710

Procurement identifier (OCID): ocds-h6vhtk-0434d6

Published 26 January 2024, 11:39am

Section I: Contracting authority

I.1) Name and addresses

Aberdeenshire Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

Contact

Jamie Hutcheon

Email

CPSSprocurement@aberdeencity.gov.uk

Telephone

+44 1467537301

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00232

I.1) Name and addresses

Aberdeen City Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

Contact

Jamie Hutcheon

Email

CPSSprocurement@aberdeencity.gov.uk

Country

United Kingdom

NUTS code

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Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00231

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Expert Help for Business

Reference number

000-QTMU2299

II.1.2) Main CPV code

- 79400000 - Business and management consultancy and related services

II.1.3) Type of contract

Services

II.1.4) Short description

The council is looking to procure consultancy support for a variety of different topics for business support within Aberdeen City & Aberdeenshire

II.1.5) Estimated total value

Value excluding VAT: £500,000

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

Financial Management

Lot No

1

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

II.2.4) Description of the procurement

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

II.2.5) Award criteria

Quality criterion - Name: Skills, knowledge and qualifications / Weighting: 30

Quality criterion - Name: Implementation Plan & Service Delivery / Weighting: 30

Quality criterion - Name: Contract Management, Management Information & Contingency Planning / Weighting: 30

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5

Quality criterion - Name: Fair Working Practices / Weighting: 5

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £65,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

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

Strategy & Business Development

Lot No

2

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

II.2.4) Description of the procurement

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

II.2.5) Award criteria

Quality criterion - Name: Skills, knowledge and qualifications / Weighting: 30

Quality criterion - Name: Implementation Plan & Service Delivery / Weighting: 30

Quality criterion - Name: Contract Management, Management Information & Contingency Planning / Weighting: 30

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5

Quality criterion - Name: Fair Working Practices / Weighting: 5

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £65,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

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

Human Resources, Leadership and Skills

Lot No

3

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

II.2.4) Description of the procurement

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

II.2.5) Award criteria

Quality criterion - Name: Skills, knowledge and qualifications / Weighting: 30

Quality criterion - Name: Implementation Plan & Service Delivery / Weighting: 30

Quality criterion - Name: Contract Management, Management Information & Contingency Planning / Weighting: 30

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5

Quality criterion - Name: Fair Working Practices / Weighting: 5

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £65,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

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

Marketing

Lot No

4

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

II.2.4) Description of the procurement

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

II.2.5) Award criteria

Quality criterion - Name: Skills, knowledge and qualifications / Weighting: 30

Quality criterion - Name: Implementation Plan & Service Delivery / Weighting: 30

Quality criterion - Name: Contract Management, Management Information & Contingency Planning / Weighting: 30

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5

Quality criterion - Name: Fair Working Practices / Weighting: 5

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £50,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

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

Branding

Lot No

5

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

II.2.4) Description of the procurement

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

II.2.5) Award criteria

Quality criterion - Name: Skills, knowledge and qualifications / Weighting: 3

Quality criterion - Name: Implementation Plan & Service Delivery / Weighting: 30

Quality criterion - Name: Contract Management, Management Information & Contingency Planning / Weighting: 30

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5

Quality criterion - Name: Fair Working Practices / Weighting: 5

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £50,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

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

Website

Lot No

6

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

II.2.4) Description of the procurement

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

II.2.5) Award criteria

Quality criterion - Name: Skills, knowledge and qualifications / Weighting: 30

Quality criterion - Name: Implementation Plan & Service Delivery / Weighting: 30

Quality criterion - Name: Contract Management, Management Information & Contingency Planning / Weighting: 30

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5

Quality criterion - Name: Fair Working Practices / Weighting: 5

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £50,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

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

Information, Digital Technology and Digital Media

Lot No

7

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

II.2.4) Description of the procurement

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and

Aberdeenshire Councils.

II.2.5) Award criteria

Quality criterion - Name: Skills, knowledge and qualifications / Weighting: 30

Quality criterion - Name: Implementation Plan & Service Delivery / Weighting: 30

Quality criterion - Name: Contract Management, Management Information & Contingency Planning / Weighting: 30

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5

Quality criterion - Name: Fair Working Practices / Weighting: 5

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £40,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 hours in total)

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

Procurement

Lot No

8

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

II.2.4) Description of the procurement

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

II.2.5) Award criteria

Quality criterion - Name: Skills, knowledge and qualifications / Weighting: 30

Quality criterion - Name: Implementation Plan & Service Delivery / Weighting: 30

Quality criterion - Name: Contract Management, Management Information & Contingency Planning / Weighting: 30

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5

Quality criterion - Name: Fair Working Practices / Weighting: 5

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £30,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 hours in total)

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

Energy Efficiencies and Net Zero

Lot No

9

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

II.2.4) Description of the procurement

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

II.2.5) Award criteria

Quality criterion - Name: Skills, knowledge and qualifications / Weighting: 30

Quality criterion - Name: Implementation Plan & Service Delivery / Weighting: 30

Quality criterion - Name: Contract Management, Management Information & Contingency Planning / Weighting: 30

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5

Quality criterion - Name: Fair Working Practices / Weighting: 5

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £30,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 hours in total)

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

New Market Opportunities and Internationalisation

Lot No

10

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

II.2.4) Description of the procurement

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

II.2.5) Award criteria

Quality criterion - Name: Skills, knowledge and qualifications / Weighting: 30

Quality criterion - Name: Implementation Plan & Service Delivery / Weighting: 30

Quality criterion - Name: Contract Management, Management Information & Contingency Planning / Weighting: 30

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5

Quality criterion - Name: Fair Working Practices / Weighting: 5

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £30,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 hours in total)

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

Legal

Lot No

11

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

II.2.4) Description of the procurement

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

II.2.5) Award criteria

Quality criterion - Name: Skills, knowledge and qualifications / Weighting: 30

Quality criterion - Name: Implementation Plan & Service Delivery / Weighting: 30

Quality criterion - Name: Contract Management, Management Information & Contingency Planning / Weighting: 3

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5

Quality criterion - Name: Fair Working Practices / Weighting: 5

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £25,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

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

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

The relevant selection criteria will be included in the SPD Scotland Module.

III.1.2) Economic and financial standing

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland Module.

III.1.3) Technical and professional ability

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland Module.

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: 22

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

26 February 2024

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

26 February 2024

Local time

12:00pm

Place

Aberdeenshire

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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=755902.

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.

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:755902)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=755902

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Sheriff Court

Aberdeen

Country

United Kingdom

