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Opportunity

Business Support and Expert Help Services 2023 – 2025

North Lanarkshire Council
South Lanarkshire Council

F02: Contract notice

Notice reference: 2023/S 000-003529

Published: 6 February 2023, 9:18am

Section I: Contracting authority

I.1) Name and addresses

North Lanarkshire Council

Civic Centre, Windmillhill Street

Motherwell

ML1 1AB

Email

corporateprocurement@northlan.gov.uk

Country

United Kingdom

NUTS code

UKM84 - North Lanarkshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00010

I.1) Name and addresses

South Lanarkshire Council

Council Headquarters, Almada Street

Hamilton

ML3 0AA

Email

procurement_service@southlanarkshire.gov.uk

Country

United Kingdom

NUTS code

UKM95 - South Lanarkshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410

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

<https://www.publictendersscotland.publiccontractscotland.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.publiccontractscotland.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

Business Support and Expert Help Services 2023 – 2025

Reference number

NLC-CPT-22-146

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

North Lanarkshire Council and South Lanarkshire Council have secured funding from the UK Shared Prosperity Fund (UKSPF) to provide Business Support and Expert Help Services that supplement existing services through Business Gateway Lanarkshire.

Services required include business support and expert help to businesses within Lanarkshire covering themes such as:

- Financial Management;
- Human Resources Leadership and Skills;
- Procurement;
- Marketing;
- Information and Digital Technology;
- Legal Support;
- Energy Efficiencies and Net Zero;

- Business Development; and
- New Market Opportunities and Internationalisation

This opportunity is being presented as a multi-lot framework agreement.

The main purpose of the framework agreement is to support Lanarkshire businesses to grow; thus providing employment opportunities, growth in key sectors and inclusive growth. This will be achieved by providing support to businesses on specific topics which will help their understanding, skills and capabilities; highlight potential areas for improvement; signposting service users to further support that helps and agree an action plan with some identified next steps to implement to help the business meet their objectives.

The Framework Agreement of expert help consultancy support shall allow SMEs to receive between one (1) day (7 hours) and five (5) days (35 hours) of fully funded consultancy support. The main aim of the expert help is to ensure that suitably qualified consultants provide businesses with bespoke advice and support, focusing on sustainability and growth areas such as:

- reviewing existing processes, strategies, policies or plans;
- supporting businesses to improve these accordingly or to introduce new -processes, strategies, policies or plans as required;
- Introduce new products or services; and
- Reach new markets

Full details of the framework agreement structure and the services required can be found within the ITT Document located in the PCS-Tender system.

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 maximum number of lots
2

Maximum number of lots that may be awarded to one tenderer: 2

II.2) Description

II.2.1) Title

Business Development

Lot No

2

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79411000 - General management consultancy services
- 79420000 - Management-related services
- 79900000 - Miscellaneous business and business-related services
- 79990000 - Miscellaneous business-related services
- 79996000 - Business organisation services

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

Services will be delivered in both North and South Lanarkshire

II.2.4) Description of the procurement

The Business Development and Strategy Lot will provide support to help Service Users assess their business, identify areas of improvement, and support the formulation of a plan to help the business reach their strategic goals and objectives. It will offer support to help the development of new processes, products and/or services to affect positive change, increase sales, enter new markets and/or improve productivity.

Examples of some topics that are offered under Business Development and Strategy are:

- Strategic review and forward planning;
- Change management support;

-Support to develop new and/or improved processes, services and/or products and integrate these into the business;

-Support to increase productivity; and

-Business viability and resilience planning

II.2.5) Award criteria

Quality criterion - Name: Accessibility and Delivery / Weighting: 18

Quality criterion - Name: Community Benefits Methodology / Weighting: 2

Quality criterion - Name: Community Benefit Offering / Weighting: 2

Quality criterion - Name: Quality of Service, Skills, and Knowledge / Weighting: 38

Price - Weighting: 40

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

Duration in months

21

This contract is subject to renewal

Yes

Description of renewals

The framework agreement will be awarded for a total of circa 21 months. Following expiry of the framework agreement, the Council may elect to re-tender requirements.

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
- 79410000 - Business and management consultancy services
- 79411000 - General management consultancy services
- 79414000 - Human resources management consultancy services

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

Services will be delivered in both North and South Lanarkshire

II.2.4) Description of the procurement

The Human Resources, Leadership and Skills Lot will provide a range of support on human resource matters, leadership, and management. It will help to provide advice on existing human resource policies and requirements, support leadership development processes and equip businesses with the tools to promote a positive and productive working environment.

Examples of some topics that are offered under Human Resources, Leadership and Skills are:

-Support and advice on employment policies and benefits, fair work practices and other HR related queries;

- Support and advice for staff recruitment;
- Leadership, management and organisational development support;
- Training analysis and training procedures; and
- Workplace Innovation including but not limited to culture, communications, productivity and fair work practices.

II.2.5) Award criteria

Quality criterion - Name: Accessibility and Delivery / Weighting: 18

Quality criterion - Name: Community Benefits Methodology / Weighting: 2

Quality criterion - Name: Community Benefit Offering / Weighting: 2

Quality criterion - Name: Quality of Service, Skills, and Knowledge / Weighting: 38

Price - Weighting: 40

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

Duration in months

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This contract is subject to renewal

Yes

Description of renewals

The framework agreement will be awarded for a total of circa 21 months. Following expiry of the framework agreement, the Council may elect to re-tender requirements.

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

Financial Management

Lot No

1

II.2.2) Additional CPV code(s)

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

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

Services will be delivered in both North and South Lanarkshire

II.2.4) Description of the procurement

The Business Financial Management Lot will provide support across a range of areas focussed on the efficient and effective management of business funds. Support will help to equip businesses with the financial skills and knowledge to meet their objectives.

Examples of some topics that are offered under Business Financial Management are:

- Support on how to plan, organise direct and control financial activities;
- Helping businesses to prepare and source funding;
- Support and Advice on how to improve the financial health of a business including debt Management and mitigating rising costs;
- Company Valuation; and
- Taxation including R&D Tax Credits

II.2.5) Award criteria

Quality criterion - Name: Accessibility and Delivery / Weighting: 18

Quality criterion - Name: Community Benefits Methodology / Weighting: 2

Quality criterion - Name: Community Benefit Offering / Weighting: 2

Quality criterion - Name: Quality of Service, Skills, and Knowledge / Weighting: 38

Price - Weighting: 40

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

Duration in months

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This contract is subject to renewal

Yes

Description of renewals

The framework agreement will be awarded for a total of circa 21 months. Following expiry of the framework agreement, the Council may elect to re-tender requirements.

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

4

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79418000 - Procurement consultancy services

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

Services will be delivered in both North and South Lanarkshire

II.2.4) Description of the procurement

The Procurement Lot will provide a range of support to help businesses navigate the procurement process.

Examples of some topics that are offered under Procurement are:

- Bid / Tender support;
- Procurement regulations and legal advice;
- Contract supplier management support;
- Market analysis and understanding; and
- Staff training on procurement (multiple attendees)

II.2.5) Award criteria

Quality criterion - Name: Accessibility and Delivery / Weighting: 18

Quality criterion - Name: Community Benefits Methodology / Weighting: 2

Quality criterion - Name: Community Benefit Offering / Weighting: 2

Quality criterion - Name: Quality of Service, Skills, and Knowledge / Weighting: 38

Price - Weighting: 40

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

Duration in months

21

This contract is subject to renewal

Yes

Description of renewals

The framework agreement will be awarded for a total of circa 21 months. Following expiry of the framework agreement, the Council may elect to re-tender requirements.

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

5

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79413000 - Marketing management consultancy services
- 79300000 - Market and economic research; polling and statistics
- 79340000 - Advertising and marketing services
- 79341000 - Advertising services
- 79341100 - Advertising consultancy services
- 79341200 - Advertising management services
- 79342000 - Marketing services
- 79342100 - Direct marketing services

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

Services will be delivered in both North and South Lanarkshire

II.2.4) Description of the procurement

The Marketing Lot will provide support to help businesses to undertake market research and

formulate a plan to support the business in promoting and selling their products and/or services with a view to increasing sales.

Examples of some topics that are covered under Marketing are:

- Market analysis and identification of key customers;
- Support to develop a sales and marketing strategy;
- Support with digital marketing including advice on how to market and retail online. This may cover topics such as social media platforms, website content and design, data analytics and search engine optimisation;
- Branding, advertising and promotion; and
- Content support and copy writing.

II.2.5) Award criteria

Quality criterion - Name: Accessibility and Delivery / Weighting: 18

Quality criterion - Name: Community Benefits Methodology / Weighting: 2

Quality criterion - Name: Community Benefit Offering / Weighting: 2

Quality criterion - Name: Quality of Service, Skills, and Knowledge / Weighting: 38

Price - Weighting: 40

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

Duration in months

21

This contract is subject to renewal

Yes

Description of renewals

The framework agreement will be awarded for a total of circa 21 months. Following expiry of the framework agreement, the Council may elect to re-tender requirements.

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 and Digital Technology

Lot No

6

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 72413000 - World wide web (www) site design services
- 72420000 - Internet development services
- 72500000 - Computer-related services
- 72600000 - Computer support and consultancy services

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

Services will be delivered in both North and South Lanarkshire

II.2.4) Description of the procurement

The Information and Digital Technology Lot will provide support for digital projects, building skills and capabilities that increase digital knowledge and help businesses to reach their business goals and objectives.

Examples of topics that are offered under Information and Digital Technology are:

- Analysis of the Digital Capabilities of a business and identification of improvements in efficiency and productivity;
- IT systems and process advice;
- Support to increase productivity and efficiencies through automation and artificial intelligence;
- Website and app development; and
- Cyber security.

II.2.5) Award criteria

Quality criterion - Name: Accessibility and Delivery / Weighting: 18

Quality criterion - Name: Community Benefits Methodology / Weighting: 2

Quality criterion - Name: Community Benefit Offering / Weighting: 2

Quality criterion - Name: Quality of Service, Skills, and Knowledge / Weighting: 38

Price - Weighting: 40

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

Duration in months

21

This contract is subject to renewal

Yes

Description of renewals

The framework agreement will be awarded for a total of circa 21 months. Following expiry of the framework agreement, the Council may elect to re-tender requirements.

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 Support

Lot No

7

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79411000 - General management consultancy services
- 79411100 - Business development consultancy services
- 79100000 - Legal services
- 79111000 - Legal advisory services
- 79130000 - Legal documentation and certification services
- 79140000 - Legal advisory and information services
- 79120000 - Patent and copyright consultancy services
- 79121000 - Copyright consultancy services

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

Services will be delivered in both North and South Lanarkshire

II.2.4) Description of the procurement

The Legal Support Lot will provide comprehensive support on Legal factors that may affect a business. Support shall allow businesses to understand and navigate these factors and achieve business objectives.

Examples of topics covered under Legal Support are:

- Business Law and Business Contracts;
- Intellectual Property (IP);
- Franchising;
- Mergers and Acquisitions; and
- Legal Future Business Planning including, Employee Ownership and Succession Planning

II.2.5) Award criteria

Quality criterion - Name: Accessibility and Delivery / Weighting: 18

Quality criterion - Name: Community Benefits Methodology / Weighting: 2

Quality criterion - Name: Community Benefit Offering / Weighting: 2

Quality criterion - Name: Quality of Service, Skills, and Knowledge / Weighting: 38

Price - Weighting: 40

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

The framework agreement will be awarded for a total of circa 21 months. Following expiry of the framework agreement, the Council may elect to re-tender requirements.

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

8

II.2.2) Additional CPV code(s)

- 79410000 - Business and management consultancy services
- 79400000 - Business and management consultancy and related services
- 79411100 - Business development consultancy services
- 90713000 - Environmental issues consultancy services
- 90711300 - Environmental indicators analysis other than for construction
- 90711200 - Environmental standards other than for construction
- 90711000 - Environmental impact assessment other than for construction
- 71314300 - Energy-efficiency consultancy services
- 79723000 - Waste analysis services

- 71800000 - Consulting services for water-supply and waste consultancy

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

Services will be delivered in both North and South Lanarkshire

II.2.4) Description of the procurement

The Energy Efficiency and Sustainable Development Lot will support businesses to reduce their greenhouse gas emissions.

Examples of topics covered under Low Carbon Support are:

- Energy Audits and action plans, including recommendations on Control and Efficiencies;
- Low Energy / Sustainable Production Processes;
- Waste Management;
- Reviews and Planning; and
- Net Zero Carbon Targets

II.2.5) Award criteria

Quality criterion - Name: Accessibility and Delivery / Weighting: 18

Quality criterion - Name: Community Benefits Methodology / Weighting: 2

Quality criterion - Name: Community Benefit Offering / Weighting: 2

Quality criterion - Name: Quality of Service, Skills, and Knowledge / Weighting: 38

Price - Weighting: 40

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

Duration in months

21

This contract is subject to renewal

Yes

Description of renewals

The framework agreement will be awarded for a total of circa 21 months. Following expiry of the framework agreement, the Council may elect to re-tender requirements.

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

9

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79411000 - General management consultancy services
- 79411100 - Business development consultancy services

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

Services will be delivered in both North and South Lanarkshire

II.2.4) Description of the procurement

The Internationalisation Lot will support businesses to access overseas markets, supporting the opportunity to reach a wider customer base and increase sales.

Examples of topics covered under Internationalisation are:

- Support for Exporting (out with the UK);
- Market Analysis and Development;
- Structuring for Internationalisation; and
- Documentation advice for exporting

II.2.5) Award criteria

Quality criterion - Name: Accessibility and Delivery / Weighting: 18

Quality criterion - Name: Community Benefits Methodology / Weighting: 2

Quality criterion - Name: Community Benefit Offering / Weighting: 2

Quality criterion - Name: Quality of Service, Skills, and Knowledge / Weighting: 38

Price - Weighting: 40

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

The framework agreement will be awarded for a total of circa 21 months. Following expiry of the framework agreement, the Council may elect to re-tender requirements.

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.1.2) Economic and financial standing

List and brief description of selection criteria

SPD (Scotland) 4B.5 - It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- Professional Indemnity – minimum 2m GBP (TWO MILLION POUNDS STERLING) in the aggregate
- Employer's (Compulsory) Liability Insurance - minimum 10m GBP (TEN MILLION POUNDS STERLING) for each and every claim

Bidders exempt from requiring the minimum levels of Employer's (Compulsory) Liability Insurance should declare this within their tender and provide the reasons why.

Minimum level(s) of standards possibly required

SPD (Scotland) 4B.5 - Within the Qualification Envelope, bidder's should confirm whether or not they:

- have the required minimum levels of insurance,
- do not have the required minimum levels of insurance but commit to obtaining required levels of insurance if successful in being appointed to the contract,
- do not have required minimum levels of insurance and do not commit to obtaining required levels of insurance,

or

- are exempt from requiring the minimum levels of insurance required by the Council.

Bidders that have required levels of insurance and / or are exempt will be assessed as a PASS. Bidders that do not have required minimum levels of insurance and do not commit to obtaining required levels of insurance may be assessed as a FAIL and be excluded from the Procurement.

Bidders who fail to provide a response to this question within their Tender may be assessed as a FAIL and be excluded from the Procurement.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD (Scotland) 4C.1.2 - Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

SPD (Scotland) 4C.4 - Should bidders intend to use a supply chain to deliver part or all of the requirements detailed within 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 their 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.

Where the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which demonstrates how they will improve their payment performance

SPD (Scotland) 4C.10 - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Minimum level(s) of standards possibly required

SPD (Scotland) 4C.1.2 - For each Lot they are bidding for, bidders should provide a minimum of two (2) examples of contractual arrangements they have held over the past three (3) years which best demonstrates their relevant experience to deliver requirements within the framework agreement which are similar in regard to scope, scale, and duration.

Within the Qualification Envelope, the bidder should provide a minimum of two (2) examples for each lot they are bidding for. Examples should be fully inclusive of the name of the

contractual arrangement, a brief description of the requirements, the duration of the contractual arrangement (including start and end dates (month /year) and the overall value.

Bidders who fail to provide suitable examples of the same scope, scale, and duration of the contract may be assessed as a FAIL and be excluded from the Procurement for the lots they are bidding for.

SPD (Scotland) 4C.4 - Bidders who fail to confirm they have the systems in place to pay subcontractors through their supply chain promptly and effectively will be assessed as FAIL and being

excluded from the Procurement.

Where Bidders confirm that they do have systems in place to pay subcontractors through their supply chain promptly and effectively will be assessed as a PASS with the Council reserving the right to request copies of their standard payment terms, processing figures etc. to corroborate their confirmation

SPD (Scotland) 4C.10 - Bidders should confirm whether they intend to subcontract any part of the contract and if so, what proportion will be sub-contracted. Bidders who fail to demonstrate the percentage of works to be sub-contracted may be assessed as a FAIL and be excluded from the Procurement.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Further information on contract performance conditions is located within Annex 7 of the ITT document within the PCS-Tender System.

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: 36

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

10 March 2023

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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

10 March 2023

Local time

12:00pm

Information about authorised persons and opening procedure

Tenders received will be opened in accordance with condition 18.5 of the Councils General Contract Standing Orders. Date and time of the Opening of Tenders (as stated above) is subject to change at the Councils sole discretion.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The framework agreement will be awarded for a total of circa 21 months. Following expiry of the framework agreement, the Council may elect

to re-tender requirements.

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

Tenderers are encouraged to review and familiarise themselves with the ITT document located within the Supplier Attachment Area of the PCS Tender System prior to submitting a Tender.

Bidders must complete the SPD (Scotland) within the Qualification Envelope of the PCS Tender System as part of their submitted Tender.

Further to Section III of this contract notice, the following minimum criteria will also apply:

Part II – Information Concerning the Bidder

A: Information About the Bidder;

B: Information About Representatives of the Bidder;

C: Information About Reliance on the Capacities of Other Entities; and

D: Information Concerning Sub-contractors on Whose Capacity the Bidder Does Not Rely.

The information required in Part II of the SPD (Scotland) is for information only and therefore will not be assessed however the Councils may choose not to select a Bidder that cannot provide basic company information.

Part III – Exclusion Grounds

Bidders will be assessed as a FAIL and will be excluded from the Procurement if they detail that they are in any of the situations referred to in regulation 7 to 13 assessed in accordance with regulation 58 of the Public Contracts (Scotland) Regulations 2015

Part VI – Concluding statements

Bidders unable to complete this part of the SPD (Scotland) may be excluded from the Procurement.

All Tenderers must complete the required Qualification and Technical Envelope applicable to all Lots, and the Technical and Commercial Envelopes for the Lots they are bidding for within the PCS-Tender System as instructed.

The Council aims to appoint a maximum of four (4) Contractors to each lot of the framework agreement. Appointment to the framework agreement will be achieved by way of the relevant highest scoring (most economically advantageous tenders) Tenderers within the procurement process for each lot. Furthermore, the Councils reserve the right to increase or decrease the number of Contractors appointed onto each lot of the framework agreement where the Councils considers this necessary to ensure sufficient competition and equal treatment of all Tenderers.

All Lots within the Framework Agreement will operate on an unranked basis. Once a Contractor has been identified to deliver the Councils requirements, a Call-Off Contract will be raised by way of a Direct Award only. For each Lot, the Councils decision on who to award a Call-off Contract to is final.

Late Tenders will not be considered under any circumstances. For the avoidance of any doubt, automated messages confirming receipt of a Tender should not be taken to imply acceptance of it by the Council. The Council will not provide additional notification to any Bidder of the rejection of a late Tender.

The complete Tender (complete with SPD (Scotland)) should be submitted in accordance

with the instructions given with the Form of Tender signed by an authorised representative i.e. company director or secretary (as registered within Companies House) or by a person authorised by the Bidder to do so.

The Council reserves the right to exclude any unclear, erroneous, qualified and / or incomplete Tenders received.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23430. For more information see:

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

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

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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

Tenderers should refer to Annex 2 of the ITT Document located within the PCS-T System for further information on the Councils Community Benefit expectations within the framework agreement.

(SC Ref:721082)

VI.4) Procedures for review

VI.4.1) Review body

Scottish Courts

Edinburgh

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Courts or the Court of Session.

