This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/003766-2023">https://www.find-tender.service.gov.uk/Notice/003766-2023</a>

Tender

# **Provision of Business Gateway Services in Orkney**

Orkney Islands Council

F02: Contract notice

Notice identifier: 2023/S 000-003766

Procurement identifier (OCID): ocds-h6vhtk-03a3a0

Published 7 February 2023, 4:26pm

# **Section I: Contracting authority**

# I.1) Name and addresses

Orkney Islands Council

Council Offices, School Place

Kirkwall

**KW15 1NY** 

#### **Email**

bruce.pinkerton@orkney.gov.uk

#### **Telephone**

+44 01856873535

#### **Fax**

+44 01856876158

#### Country

**United Kingdom** 

#### **NUTS** code

UKM65 - Orkney Islands

#### Internet address(es)

Main address

http://www.orkney.gov.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search\_AuthProfile.aspx?ID=AA0036

## 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

Provision of Business Gateway Services in Orkney

Reference number

OIC/PROC/1554

#### II.1.2) Main CPV code

• 79411100 - Business development consultancy services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

Orkney Islands Council wishes to engage a single contractor with the competence, capability and capacity to deliver two separate programmes of Business Gateway Services. Firstly, the provision of business support services for the Business Gateway Service in Orkney, and secondly the provision of the Council funded Business Improvement and Growth Service ('BIG Service').

#### II.1.6) Information about lots

This contract is divided into lots: No

# II.2) Description

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

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

#### II.2.3) Place of performance

**NUTS** codes

• UKM65 - Orkney Islands

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### II.2.4) Description of the procurement

In liaison with the local Business Gateway Manager, delivery of the Business Gateway and additional BIG Service funded support will largely be through:

-one-to-one consultancy, principally undertaken at the Business Gateway office in Kirkwall, but occasionally at a client's premises; and

-workshops and specialist events – at suitable venues arranged by the contractor, run in Kirkwall, Stromness and in remoter areas around the islands (subject to local demand).

Additional information on the service requirement is contained within the attached documentation.

At the time of tender issue, it is anticipated that the maximum overall contract value which includes the potential periods of extension to 31 May 2028 is GBP405,500 although no guarantee is given as to actual expenditure. The budget across each service is as follows:

Programme 1 Core Service – up to GBP277,500 exclusive of VAT over the initial term of the contract (36 months) and including the potential contract extensions (two periods of 12 months).

Programme 2 BIG Service – up to GBP128,000 exclusive of VAT over the initial term of the contract (36 months) and including the potential contract extensions (two periods of 12 months). This budget is discretionary and not guaranteed.

No guarantee is given as to actual expenditure.

Bids that exceed the budget will not be considered.

#### II.2.5) Award criteria

Quality criterion - Name: Service Delivery / Weighting: 45

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Contract Implementation / Weighting: 5

Price - Weighting: 30

#### II.2.6) Estimated value

Value excluding VAT: £405,500

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

Start date

1 June 2023

End date

31 May 2026

This contract is subject to renewal

Yes

Description of renewals

Two Authority held options to extend by a further 12 months per option.

#### 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

The contract will consist as follows:

Programme 1 for the Core service of Business Gateway Services and Programme 2 for the Enhanced Business Growth Support Services

# 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.

## 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

## 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.2.2) 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: 3 (from the date stated for receipt of tender)

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

Date

10 March 2023

Local time

12:00pm

# **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

Orkney Islands Council reserves the right to cancel the procurement at any stage and not award a Contract. The expenditure, work or effort

undertaken by bidders prior to the award of any Contract is accordingly a matter solely for the commercial judgement of bidders.

Late Tenders will not be considered by the Council.

An economic operator that suffers, or risks suffering loss or damage attributable to a breach of duty under the Public Contracts

(Scotland)Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session.

Tenderers should complete the SPD (Scotland) contained within the SPD Module attached to this notice.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

electronic response well in advance of the closing time to avoid any last minute problems.

https://www.publiccontractsscotland.gov.uk/Search/Search Switch.aspx?ID=721472.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at <a href="https://www.publiccontractsscotland.gov.uk/sitehelp/help\_guides.aspx">https://www.publiccontractsscotland.gov.uk/sitehelp/help\_guides.aspx</a>.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the

(SC Ref:721472)

Download the ESPD document here:

 $\underline{https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\_Download.aspx?id=721472}$ 

# VI.4) Procedures for review

VI.4.1) Review body

Kirkwall Sheriff Court

Kirkwall

Country

United Kingdom