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Tender

Public Health Bill - Consultation Analysis

Scottish Government

F02: Contract notice

Notice identifier: 2022/S 000-003776

Procurement identifier (OCID): ocds-h6vhtk-03155b

Published 9 February 2022, 4:45pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

Contact

Jonathan Nicolson

Email

jonathan.nicolson@gov.scot

Telephone

+44 131247556

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

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

Other activity

Public Health Consultation Analysis

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Public Health Bill - Consultation Analysis

Reference number

582941

II.1.2) Main CPV code

- 73000000 - Research and development services and related consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Government has a requirement to place a contract with an external service provider for the provision of Public Health Bill – Consultation Analysis.

The contract will be for a period of 12 months with the option to extend for an additional 6 months.

The overall aim of the contract is provide robust and timely analysis and reporting on the responses to the consultations, to inform policy development around a Public Health Bill within the lifetime of this Parliament.

The planned consultations are as follows:

- Restricting Domestic Advertising and Promotion of Nicotine Vapour Products in Scotland
- Mandatory Calorie Labelling in the Out of Home (OOH) Sector in Scotland

- Restricting Unhealthier Food and Drink Promotions
- Alcohol Marketing Restrictions

II.1.5) Estimated total value

Value excluding VAT: £150,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 73000000 - Research and development services and related consultancy services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The overall aim of the contract is to produce a series of clear and concise reports for publication, which reflects a robust and systematic analysis of responses to the consultations and can be used to inform the wider Health Improvement agenda. This includes work to inform the Public Health Bill.

The specific objectives for each consultation are to:

- Ensure that all consultation responses are accurately captured in a master database alongside respondent information and any requests for anonymity. This will require processing the information received in non-standard response formats (e.g. email attachments, campaign responses) and may involve some manual data entry.
- Identify any blank, duplicate or campaign responses, as well as any other anomalies, using procedures outlined in the Methods Section 6 below. Ensure that these responses are processed, analysed and reported on accordingly, using procedures agreed with the Scottish Government. Confirm the final number of valid responses received, in total and by respondent category (i.e. individual and organisation).

NB: Any response to a consultation is valid provided that it is relevant to the subject matter of the consultation. For clarity – that means that no fields on the Respondent

Information Form are mandatory for individuals: anonymous responses are valid provided that they relate to the subject matter

c. Undertake a transparent, rigorous and systematic analysis of the valid consultation responses, with reference to respondent categories and response types where relevant.

d. Produce a high quality, balanced and impartial report of the analysis, ensuring that the full range and nature of views are presented. Further information on the content and structure of the report are outlined in Sections 6 and 7 below and will be agreed at the inception meeting.

e. Provide a list of any references to additional materials (e.g. academic research, reports, weblinks) provided in consultation responses.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £150,000

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

Following the end of the initial 12 month term, the contract maybe extended by a period of up to 6 months.

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

Bidders must demonstrate a Current Ratio of no less than 1.0.

Current Ratio will be calculated as follows:

net current assets divided by net current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

Bidders should state if they have applied IFRS15 to their Accounts.

Minimum level(s) of standards possibly required

Bidders must have in place the following minimum insurance levels:

- Public Liability Insurance - 1,000,000 GBP
- Professional Indemnity Insurance - 1,000,000 GBP
- Employer's Liability Insurance - 5,000,000 GBP

Such insurances must be maintained for the duration of the Contract and for a minimum of 5 years following the expiry or termination of the Contract as appropriate.

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

14 March 2022

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

IV.2.7) Conditions for opening of tenders

Date

14 March 2022

Local time

2:00pm

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

Question Scoring Methodology for Award Criteria outlined in invitation to tender:

0 — Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 — Poor. Response is partially relevant but generally poor. The response addresses some elements of the

requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be

fulfilled.

2 — Acceptable. Response is relevant and acceptable. The response addresses a broad understanding of the

requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 — Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good

understanding and provides details on how the requirements will be fulfilled.

4 — Excellent. Response is completely relevant and excellent overall.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement.

If there are named subcontractors/technicians upon which the bidder will rely to meet the selection criteria, these named parties must complete and reattach the SPD Supplier Response Form attached to SPD questions 2C.1.1 (Technicians) and 2D.1.2 (Subcontractors) on PCS-T. These parties must complete the first three sections of the SPD form, as well as any part of the section 4 selection criteria that the main bidder will rely upon the parties to fulfil. If parties have not yet been identified, this information may be required at a later date. Scottish Government reserves the right to request this information from relevant parties upon whom the

main bidder will not rely to fulfil selection criteria.

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

The terms and conditions included the detail of the requirements in respect of sub contracting arrangements.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20670. The ITT code is 43216. For more information see:

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

The total budget established for this contract of 150,000 GBP includes for the initial 12 months and potential 6 month extension period.

Bidders must demonstrate a Current Ratio of no less than 1.0.

Current Ratio will be calculated as follows:

net current assets divided by net current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

Bidders should state if they have applied IFRS15 to their Accounts.

Bidders must have in place the following minimum insurance levels:

- Public Liability Insurance - 1,000,000 GBP
- Professional Indemnity Insurance - 1,000,000 GBP
- Employer's Liability Insurance - 5,000,000 GBP

Such insurances must be maintained for the duration of the Contract and for a minimum of 5 years following the expiry or termination of the Contract as appropriate

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20670. For more information see:

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

(SC Ref:682605)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and 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>