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Tender

Scottish Child Abuse Inquiry (SCAS) Transcription Services 2021-2025

Scottish Government

F02: Contract notice

Notice identifier: 2021/S 000-003821

Procurement identifier (OCID): ocids-h6vhtk-029655

Published 25 February 2021, 3:48pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

5 Atlantic Quay

Glasgow

Email

Ross.Cameron@gov.scot

Telephone

+44 1412442217

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.pubicontractsscotland.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.pubicontractsscotland.gov.uk>

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Scottish Child Abuse Inquiry (SCAS) Transcription Services 2021-2025

Reference number

Case 541946

II.1.2) Main CPV code

- 75231100 - Law-courts-related administrative services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Ministers (the “Authority”) require stenography and transcription services (the “Services”) on behalf of the Scottish Child Abuse Inquiry (“SCAI” or the “Inquiry”). To fulfil its Terms of Reference, the Inquiry holds and will hold Public Hearings at its hearing venue and remotely via online link. At such Public Hearings, the Inquiry requires real-time, verbatim transcription services to be performed on its behalf.

II.1.5) Estimated total value

Value excluding VAT: £6,358,464

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79540000 - Interpretation services
- 32321200 - Audio-visual equipment
- 32321300 - Audio-visual materials

- 32232000 - Video-conferencing equipment

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The Scottish Ministers (the “Authority”) require stenography and transcription services (the “Services”) on behalf of the Scottish Child Abuse Inquiry (“SCAI” or the “Inquiry”). To fulfil its Terms of Reference, the Inquiry holds and will hold Public Hearings at its hearing venue and remotely via online link. At such Public Hearings, the Inquiry requires real-time, verbatim transcription services to be performed on its behalf. The Service Provider must be capable of providing secure video conferencing services, providing access and use by the Purchaser and approved participants. The edited and corrected version of that transcript will become part of the permanent record of the Inquiry.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £6,358,464

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

Start date

1 June 2021

End date

30 June 2025

This contract is subject to renewal

Yes

Description of renewals

There will be an option to extend for up to three (3) additional periods of up to twelve (12)

months each to extend the period of the Contract to a date falling no later than 30 June 2028.

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

Financial Ratios (ESPD 4B6) - Bidders must demonstrate a Current Ratio of 1 (one) or more.

Current Ratio will be calculated as follows: net current assets divided by net current liabilities.

Minimum level(s) of standards possibly required

- Public Liability Insurance (In the sum not less) - 1,000,000 GBP;
- Professional Indemnity Insurance (In the sum not less) - 1,000,000 GBP;
- Employer's Liability Insurance - 5,000,000 GBP;

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

III.1.3) Technical and professional ability

List and brief description of selection criteria

ISO/IEC 27001 or equivalent

Minimum level(s) of standards possibly required

Must have achieved, or be committed to achieving prior to contract award, ISO/IEC 27001 (Information Security Management Systems Requirements)

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

30 March 2021

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

30 March 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18108.
For more information see:

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

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

Not suitable.

The Contracting Authority does not intend to include any community benefit requirements in this contract for the following reason:

No Suitable Benefits identified.

(SC Ref:645384)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH11LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court

