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Tender

## **Provision of PR Services for National Manufacturing Institute Scotland (NMIS) ioIC**

University of Strathclyde

F02: Contract notice

Notice identifier: 2023/S 000-004239

Procurement identifier (OCID): ocds-h6vhtk-03a4db

Published 10 February 2023, 3:55pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

University of Strathclyde

40 George Street, Procurement Department

Glasgow

G1 1QE

#### **Email**

[laura.shaw@strath.ac.uk](mailto:laura.shaw@strath.ac.uk)

#### **Telephone**

+44 7811592949

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.strath.ac.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00113](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00113)

**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/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision of PR Services for National Manufacturing Institute Scotland (NMIS) ioIC

Reference number

UOS-26061-2023

#### **II.1.2) Main CPV code**

- 79416000 - Public relations services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The National Manufacturing Institute Scotland (NMIS) requires a dynamic, creative, and strategic thinking agency with deep knowledge and experience of the manufacturing, engineering, and tech sectors.

The agency will be expected to be involved in the following areas of public relations work.

- Strategy development
- Thought leadership content copywriting
- Media relations: global trade media and Scottish and wider UK business and mainstream media
- General communications and press office support
- Audio visual content
- Influencer research and engagement
- Profile raising activity
- Strategic reputation management / counsel

- Training

### **II.1.5) Estimated total value**

Value excluding VAT: £246,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

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

- 79416200 - Public relations consultancy services
- 79416000 - Public relations services
- 79416100 - Public relations management services

### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

### **II.2.4) Description of the procurement**

The National Manufacturing Institute Scotland (NMIS) Group is seeking to appoint a communications agency to work as an extension of the inhouse communications team..

NMIS is a group of industry-led manufacturing research and development centres with a network of partners across Scotland. Collaborating with industry, academia and the public sector, we're transforming the future of manufacturing in Scotland, the wider UK and beyond.

On behalf of NMIS the university requires to appoint a dynamic, creative and strategic thinking agency with deep knowledge and experience of the manufacturing, engineering and tech sectors. An strong, dedicated and experienced account team is required.

The agency will be required to be involved in the following areas of public relations work:

- Strategy development
- Thought leadership content copywriting

- Media relations: global trade media and Scottish and wider UK business and mainstream media
- General communications and press office support
- Audio visual content
- Influencer research and engagement
- Profile raising activity
- Strategic reputation management / counsel
- Training

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

#### **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

The duration is inclusive of the contract extension period. The contracting authority exercises the right to extend this contract by 3 x up to 12-month periods. The extension will be utilised at the sole discretion of the contracting authority.

#### **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**

Economic operators may be excluded from the competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015. Please see the ITT contained on the PCS-Tender project relevant to the procurement and the other Tender documents for further information.

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## **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

4B1.2

4B.5.1 – 4B.5.3

Minimum level(s) of standards possibly required

4B1.2 Bidders are required to have an general yearly turnover of a minimum of 100,000.00 GBP for the last 3 years.

4B.5.1 – 4B.5.3 It is a requirement of this contract that bidders can hold or commit to obtain prior to the commencement of any subsequently awarded contract, the types of insurance indicated below

Employer's (Compulsory) Liability Insurance = 5m GBP

Public and Product Liability Insurance = 5m GBP

Professional Risk Indemnity Insurance = 2m GBP

In respect of any one incident and unlimited as to number of claims, and adequate insurances covering all the Contractor's other liabilities in terms of the Contract

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

4C.1.2

Minimum level(s) of standards possibly required

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 par II.2.4 of the Contract Notice or the relevant section of the Site Notice.

Please provide three (3) examples of experience of supply and delivery of the offered solution as detailed within the specification over the last three (3) years.

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## **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

13 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

13 March 2023

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

Bidders will be required to confirm that they adhere to specific H&S standards as a service provider to NMIS. Your bid may be deemed non-compliant if NMIS are not satisfied of your H&S standards. Full detail is contained within the tender package. Adherence to completing the requested documentation is mandatory.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23438. 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:

Please see ITT for information on Community Benefits.

(SC Ref:721768)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Glasgow Sheriff Court

Glasgow

Country

United Kingdom