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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

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

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

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.

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.

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

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