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Tender

## **Tender for Public Relations and Communications Support for the Scottish Cities Alliance Investment Promotion Programme**

Dundee City Council

F02: Contract notice

Notice identifier: 2024/S 000-006609

Procurement identifier (OCID): ocds-h6vhtk-044481

Published 1 March 2024, 8:45am

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

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

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1NZ

#### **Email**

[flexibleprocurement@scotland-excel.org.uk](mailto:flexibleprocurement@scotland-excel.org.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM71 - Angus and Dundee City

## **Internet address(es)**

Main address

[www.dundeeecity.gov.uk](http://www.dundeeecity.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00220](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220)

## **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

[www.publiccontractsscotland.gov.uk](http://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](http://www.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

[www.publiccontractsscotland.gov.uk](http://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**

Tender for Public Relations and Communications Support for the Scottish Cities Alliance Investment Promotion Programme

Reference number

DCC/CE/294/23

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

- 79416000 - Public relations services

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

Services

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

This procurement process is for the Contract for Public Relations and Communications Support for the Scottish Cities Alliance Investment Promotion Programme.

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

#### **II.2.1) Title**

Lot 1 – Media engagement

Lot No

1

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

- 79416000 - Public relations services

- 79416200 - Public relations consultancy services

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

NUTS codes

- UKM - Scotland

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

Lot 1 - Media engagement will include but not limited to;

- Media engagement
- Thought Leadership
- Speaking or other promotional opportunities
- Introductions to investors
- Bi-weekly meetings with Alliance Team
- Attendance at Alliance Investment Promotion Working Group Meetings

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

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Cost / Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The period of contract will be for an initial 24 months with the option to extend for a further 2x12 month periods at the discretion of SCA.

### **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) Description**

### **II.2.1) Title**

Lot 2 – Digital Engagement

Lot No

2

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

- 79416000 - Public relations services
- 79416200 - Public relations consultancy services
- 79342000 - Marketing services

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

NUTS codes

- UKM - Scotland

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

Lot 2 – Digital Engagement will include but not limited to;

- Production of approximately 35 blog posts per year of approximately 400-500 words including relevant images, created for use in social media and comms by the Alliance team and targeted at raising the profile of actions the Scottish cities are taking collectively to enhance their offer as places to invest, work and live as per examples on the Alliance website.

- The Alliance Team will support with the identification of thematic ideas for blog content

and agree a future bi-monthly programme of blogs for production which will underpin and support planned investment promotion activity

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

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Cost / Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The period of contract will be for an initial 24 months with the option to extend for a further 2x12 month periods at the discretion of SCA.

### **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

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

## **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

1 April 2024

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

1 April 2024

Local time

12:00pm

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## **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**

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

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=759565](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=759565).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

(SC Ref:759565)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=759565](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=759565)

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

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

Scottish Court Service

Saughton House, Broomhouse House

Edinburgh

EH113XD

Country

United Kingdom