

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/009062-2022>

Tender

Recruitment Services: Circular Economy Business Support Placements

Zero Waste Scotland Ltd

F02: Contract notice

Notice identifier: 2022/S 000-009062

Procurement identifier (OCID): ocids-h6vhtk-032a01

Published 5 April 2022, 10:44am

Section I: Contracting authority

I.1) Name and addresses

Zero Waste Scotland Ltd

Ground Floor, Moray House, Forthside Way

Stirling

FK8 1QZ

Email

procurement@zerowastescotland.org.uk

Telephone

+44 1786433930

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.zerowastescotland.org.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA20802

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.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.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Recruitment Services: Circular Economy Business Support Placements

Reference number

O2T1-P1-22.02

II.1.2) Main CPV code

- 79600000 - Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description

Single Stage ("Open") Tender for provision of technical support to recruit and manage a series of internships to be placed within Scottish enterprises to support transition to circular business models.

II.1.5) Estimated total value

Value excluding VAT: £250,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

The services may be provided from any suitable location, with resultant placements being in locations across Scotland (including the Highlands and Islands).

II.2.4) Description of the procurement

Zero Waste Scotland (the 'Client') requires the provision of technical support from a suitably skilled and experienced third-party recruitment agency to recruit and manage a series of internships to be placed within Scottish enterprises to support transition to circular business models.

The successful supplier will facilitate the recruitment and placement of suitable candidates for an internship placement within a Client-approved host enterprise for a period of at least twelve (12) weeks on a call off basis on a maximum thirty-five (35) hours per week basis.

The Contract will be for a maximum term of around forty-four (44) months, including the initial period and all optional extension periods.

Further details of the service requirements and how to participate in this Open Tender process are provided in the Additional Documents that accompany this Contract Notice.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

20

This contract is subject to renewal

Yes

Description of renewals

The Client may choose to extend this Contract for the continued provision of the service requirements. A further two (2) 12-month extension periods are provided in this Contract for that purpose.

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 this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

III.1.1 of the Contract Notice is not applicable to this procurement procedure.

Section A of Part IV of the Single Procurement Document (SPD) (Scotland) is not being used for this contract opportunity.

III.1.2) Economic and financial standing

List and brief description of selection criteria

The relevant selection criteria for Section B of Part IV of the SPD (Scotland) are included in the Invitation to Tender document and the SPD (Scotland) module provided for this procurement procedure.

Minimum level(s) of standards possibly required

It is a requirement of this contract that suppliers hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 5 000 000.00 GBP

Public Liability Insurance = 5 000 000.00 GBP

Professional Indemnity Insurance = as noted in the procurement documents

<http://www.hse.gov.uk/pubns/hse40.pdf>

III.1.3) Technical and professional ability

List and brief description of selection criteria

The relevant selection criteria for Sections C and D of Part IV of the SPD (Scotland) are included in the Invitation to Tender document and the SPD (Scotland) module provided for this procurement procedure.

Minimum level(s) of standards possibly required

Suppliers should refer to the Invitation to Tender document and the SPD (Scotland) module provided for this procurement procedure for confirmation of the questions on technical and professional ability and how the information provided in response will be evaluated.

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.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

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

5 May 2022

Local time

3:00pm

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

5 May 2022

Local time

3:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Please read the additional documents provided with this Contract Notice carefully. These include details and information on:

- the background to this procurement,
- the goods and services required,
- requirements and expectations for quality and contract management,
- selection and award criteria (including the relevant evaluation methodologies),
- the Terms and Conditions of the anticipated Contract, and
- how to participate in this procurement procedure

Any questions or clarifications on the content of these additional documents and / or this Contract Notice should be raised using the Ask a Question facility provided with the Contract Notice on the Public Contracts Scotland web portal only and must be received before the stated deadline for questions. This includes any request to modify or vary the terms and conditions of contract.

You should use the templates provided for preparing your technical and commercial responses, for providing information on your business and any commercially confidential elements of your tender submission, and for the relevant declarations.

Zero Waste Scotland is generally unable and unwilling to respond to questions or requests for clarification received by any other means, including after the deadline for clarifications has passed, and will not enter into negotiation on any terms or conditions of contract after that time.

Zero Waste Scotland intends to award a contract as a result of this tendering procedure but is not obliged to accept any tender submission.

An anticipated timetable for this procurement procedure is provided in the Invitation to Tender document.

Zero Waste Scotland will inform all tenderers of decisions or delays at the same time, by email to the nominated contact identified in your tender submission only. Please do not contact Zero Waste Scotland following the deadline for tender submissions to enquire if or when a decision will be made as we are generally unable and unwilling to respond.

Your tender submission may be ruled non-compliant where you fail to follow the instructions and / or use the template documents provided in the procurement documents, unless alternative instructions and / or approaches to preparing a tender response have been agreed and communicated as appropriate through this Contract Notice.

Direct approaches to Zero Waste Scotland or any of its management or staff regarding this procurement procedure may be considered an attempt to influence the outcome of the procurement procedure and may lead to your tender submission being disqualified.

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=688291.

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.

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.

(SC Ref:688291)

Download the ESPD document here:

[[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=688291]]

VI.4) Procedures for review

VI.4.1) Review body

Stirling Sheriff Court and Justice of the Peace Court

Stirling

Country

United Kingdom