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Tender

Scotland's Public Sector Heat Decarbonisation Framework Project Support Unit

Scottish Government

F02: Contract notice

Notice identifier: 2025/S 000-009356

Procurement identifier (OCID): ocds-h6vhtk-04ed1b

Published 14 March 2025, 9:48am

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

5 Atlantic Quay, 150 Broomielaw St

Glasgow

G2 8LU

Email

Iona.Macintosh@gov.scot

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.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.publictendersscotland.publiccontractsscotland.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

Scotland's Public Sector Heat Decarbonisation Framework Project Support Unit

Reference number

CASE/685515

II.1.2) Main CPV code

- 71314000 - Energy and related services

II.1.3) Type of contract

Services

II.1.4) Short description

The purpose of this contract notice is for the procurement of a Project Support Unit (PSU) to support Scotland's Public Sector Heat Decarbonisation (SPSHD) Framework. The role of the PSU will be to support users of the SPSHD Framework, (SPSHD is the re-procurement of what was previously called the Non-Domestic Energy Efficiency framework which is currently underway with the current framework being reviewed to ensure that the future framework will align with Scottish Government Policy and industry best practice.). The PSU will be expected to develop documentation and issue tenders for available services and support framework public bodies through the implementation of energy retrofit and clean heat projects across their built estate.

II.1.5) Estimated total value

Value excluding VAT: £2,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 71314000 - Energy and related services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The purpose of this procurement exercise is for the re-procurement of a Project Support Unit (PSU) to support Scotland's Public Sector Heat Decarbonisation Framework (SPSHD Framework). The role of the PSU will be to support users of the SPSHD Framework to develop documentation and issue tenders for available services and support framework public bodies through the implementation of their retrofit projects. The PSU will provide specialist project management, procurement and technical advisors across a range of services, including but not limited to energy efficiency services, technical and energy buildings related services, clean heat related services and related procurement support to deliver and/or procure delivery of Energy Performance Contracts from the SPSHD Framework across all regions of Scotland including the Highlands and Islands. Core work areas that the PSU may deliver include:

1. Development: The PSU shall assist the Scottish Government to finalise a draft tender pack for the Invitation to Tender (ITT) for the Framework. The Contractor will support the completion of draft technical content for the ITT, which will include, but not be limited to technical schedules therein.
2. Marketing and engagement: ongoing promotion of SG's SPSHD Framework, establish positive relationships with existing and potential framework public bodies in order to establish a pipeline of projects, facilitate formal sign up to framework services.
3. Prepare: assist framework public bodies to determine user specific requirements, develop business cases, support users in considering funding and financing opportunities and most appropriate procurement route.
4. Procure: support procurement processes and consider new ways of working that will improve the delivery of the SPSHD Framework.
5. Save: facilitate the successful delivery of the SPSHD Framework call-off contracts and technical quality assurance and guidance associated with these contracts; support the achievement of high performance of the SPSHD Framework

6. Programme support: maintain and develop a range of processes to support the SPSHD PSU's activities; a range of standardised documents and toolkits, and develop and undertake a monitoring and reporting framework, including collation of relevant data and information.

Please note that this Framework once placed can be accessed by all public sector bodies including:

- central government
- health
- local authorities
- universities and colleges
- all other public bodies as defined as a Scottish public authority within the meaning of Section 3(1)(a) of the Freedom of Information (Scotland) Act 2002.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £2,000,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Initial contract duration is 36 months with the option to extend by a further 12 months

II.2.9) Information about the limits on the number of candidates to be invited

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

Due to the character limits, not all objective criteria can be outlined in this notice. Full details of the objective criteria are outlined in the SPD Guidance Document in PCS-T.

The SPD selection process will consist of 3 Parts:

Part One: Mandatory and Discretionary Exclusion Grounds (Pass/Fail);

Part Two: Minimum Selection Criteria (Pass/Fail); and

Part Three: Scored Selection Criteria (Weighted)

Only candidates who pass Stage One and Two will progress to Stage Three.

The top 5 candidates after the Stage 3 assessment will be taken through to stage 2 of the restricted procedure and invited to submit a tender.

In the event that more than the maximum number of candidates achieve the scores required to be considered for stage 2 (ITT Stage), the candidate with the highest score in question B1 from the Technical and Professional Ability evaluation will be invited to stage 2. Should there be equal scores for this question the scores for the remaining questions will be reviewed in

order (B2 to B5) until a highest score is identified.

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.1.2) Economic and financial standing

List and brief description of selection criteria

SPD 4B.1.2 -"Average" yearly turnover for the last 3 years.

SPD 4B.4 - Financial Ratios

SPD 4B.5 - Insurance

Minimum level(s) of standards possibly required

SPD 4B.1.2 - Average Annual Turnover

Economic operators must have an average annual turnover of 2 million GBP over the last 3 years.

In the event that the Bidder does not comply with this requirement, they will not be considered any further in this tendering exercise.

The Procurement Officer may ask for annual accounts from the bidder.

SPD 4B.4

Bidders must demonstrate a Current Ratio of no less than 1.0. Current Ratio will be calculated as follows:

net current assets divided by net current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

Bidders who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

In the event that the Bidder does not comply with this requirement, they will not be considered any further in this tendering exercise. The Procurement Officer may ask for

annual accounts from the bidder.

SPD 4B.5 - Insurance

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

Employer's (Compulsory) Liability Insurance - in the sum of not less than 5,000,000 GBP or in accordance with any legal obligation for the time being in force.

Public Liability Insurance - in the sum of not less than 5,000,000 GBP

Professional Risk Indemnity Insurance - in the sum of not less than 2,000,000 GBP

Such insurance must be maintained for the duration of the Contract.

Bidders who do not currently have or cannot commit to obtaining the levels of Insurance requested may be excluded from the procurement process. In event of award of a Framework, Scottish Government will seek proof that these Insurance provisions have been fully complied.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD 4C1.2 - Previous Experience

SPD 4C.4 - Supply Chain Management

SPD 4C.7 - Environmental Management

SPD 4C.10 - Percentage of the contract you intend to sub-contract

SPD 4D.1 - Quality Management Procedures

SPD 4D.2 - Environmental Management Procedures

Minimum level(s) of standards possibly required

SPD4C1.2 Previous Experience

Economic Operators will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

Economic Operators should refer to the SPD Guidance Document on PCS-T for further information as this question will be assessed based upon a scored selection criteria in order to short list suppliers to be taken forward to Stage 2 (ITT Stage).

4C.4 Supply Chain Management

If Economic Operators intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and

provide evidence when requested of:

a) their standard payment terms

b) $\geq 95\%$ of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

If the Economic Operator is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

Where a Tenderer does not intend to use a supply chain to deliver the requirements detailed in the ITT, they should clearly state this in response to Q4.C.4.

Responses to Q4.C.4 will be evaluated as a “Pass” or “Fail”. Tenderers who do not achieve a “Pass” for this question will not be considered further.

4C.7 Environmental Management

Economic Operators will be required to provide assurance that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes:

- a completed copy of the Bidder ‘relevant contract’ Climate Change Plan Template, including planned projects and actions to reduce the bidder’s carbon emissions.

4C.10 Percentage of the contract you intend to sub-contract

Economic Operators will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

4D.1 Quality Assurance Schemes

Quality Management Procedures

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR

The bidder must have the documented policies and procedures as detailed within the SPD Guidance Document attached to PCS-T.

Health and Safety Procedures

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

OR,

The bidder must have the documented policies and procedures as detailed within the SPD Guidance Document attached to PCS-T.

4D.2 Environmental Management Standards

The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,

OR

The bidder must have the documented Policies and procedures as outlined within the SPD Guidance Document attached to PCS-T.

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

Restricted 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

14 April 2025

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

2 June 2025

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: 6 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The Framework will be placed for a 3-year period and may be subject to renewal at the end of the 3-year period.

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

SPD (Scotland) will be scored in accordance with the SPD Guidance Document which can be located via PCS-T.

Bidders must download and complete a separate SPD (Scotland) form for any subcontractors involved in the delivery of this service.

Question scoring methodology for Award Criteria (Stage 2) will be outlined within the Invitation to Tender once issued to successful stage 2 Suppliers using the 0-4 scoring methodology.

Please note there are minimum requirements concerning Cyber Security for this contract to which a pass/fail marking will attach as part of the Award Criteria.

Tenderers will be required to complete a Supplier Assurance Questionnaire (SAQ) to demonstrate they can meet the minimum Cyber Security Requirements.

The questionnaire will be aligned to a Cyber Risk Profile that has been established for the contract, based on the Contracting Authority's assessment of cyber risk.

For this contract, minimum requirements also include the holding of Cyber Essentials+ or equivalent certification.

Further details will be set out in the ITT procurement documents at Stage 2 of this procurement. A contract condition for this procurement requires the Tenderer to comply with the minimum security requirements.

Tenderers must also confirm

- they will pay staff that are involved in the delivery of the contract at least the real Living Wage

- they will meet standards on payment of subcontractors

Tenderers who do not pass these questions will not be subject to Commercial Analysis. As a result the tender will not be considered further.

Please ensure that Expression of Interest in this opportunity are provided via PCS-T messaging portal by Friday 21st March 2025. SPD Returns are due Monday 14th April 2025 as outlined above.

The aggregate value of projects to go through the SPSHD PSU Framework is estimated to be in the range of 1mGBP - 1.7mGBP, 2mGBP as outlined above is the anticipated maximum value this Framework may reach.

Conflict of Interest –

Please note, as outlined within this notice at section II.1.4 and II.2.4, this procurement and service to be delivered will support the future Scotland's Public Sector Heat Decarbonisation (SPSHD) Framework once placed. It is recognised that Economic Operators may wish to bid for both opportunities which if the Economic Operator is deemed successful under PSU may lead to a possible conflict of interest. In order to mitigate this risk, measures will be taken under the SPSHD Framework procurement once underway, which may result in the Authority requesting the successful PSU Economic Operator to produce evidence of the measures that they may adopt in order to ensure clear separation of duties to prevent any conflict of interest arising. Although measures and information will be sought via this SPSHD procurement, Economic Operator's must be made aware that should any issues arise that conflict with the Procurement Regulations the Authority may be required to exclude Economic Operators from the SPSHD procurement exercise.

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 27090. For more information see:

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

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

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

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:

Community Benefits will be delivered as per the tender documentation.

(SC Ref:770612)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom