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Tender

## **Space Planning and Benchmarking Consultant**

Scottish Natural Heritage

F02: Contract notice

Notice identifier: 2024/S 000-010632

Procurement identifier (OCID): ocds-h6vhtk-044f02

Published 2 April 2024, 3:52pm

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

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

Scottish Natural Heritage

Great Glen House, Leachkin Road

Inverness

IV3 8NW

#### **Email**

[contract.advertising@nature.scot](mailto:contract.advertising@nature.scot)

#### **Telephone**

+44 1463725097

#### **Country**

United Kingdom

## **NUTS code**

UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

## **Internet address(es)**

Main address

<http://www.nature.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00383](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00383)

## **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)

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

National or federal Agency/Office

## **I.5) Main activity**

Environment

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## **Section II: Object**

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

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

Space Planning and Benchmarking Consultant

Reference number

PP1335

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

- 71200000 - Architectural and related services

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

Services

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

NatureScot requires to purchase AutoCAD and Designs skills to undertake a number of known tasks and also provide a Schedule of Rates framework to enable other unknown tasks to be instructed as and when over the course of the Contract.

- 1.Update of current master drawings of office layouts – in AutoCAD and PDF.
- 2.Measuring and benchmarking spaces from the master drawings, presented in excel spreadsheet.
- 3.Space planning/Design Options – as and when required.

#### **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

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

NatureScot requires to purchase AutoCAD and Designs skills to undertake a number of known tasks and also provide a Schedule of Rates framework to enable other unknown tasks to be instructed as and when over the course of the Contract.

- 1.Update of current master drawings of office layouts – in AutoCAD and PDF.
- 2.Measuring and benchmarking spaces from the master drawings, presented in excel spreadsheet.
- 3.Space planning/Design Options – as and when required.

It is expected that the space planning may be operated in partnership with other public sector organisations collocated in offices, sharing services however NatureScot will be responsible for commissioning and managing the contract. NatureScot is in discussion with partners about their potential involvement and contribution in this programme of delivery. We appreciate there is limited information about potential partners to be involved within this Statement of Requirements

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

36

This contract is subject to renewal

No

## **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**

All tenders including SPD must be submitted by the PCS Portal using secure Postbox 17:00 hrs 7 May 2024. Allow sufficient time to upload tender. Note this is not a fixed-price contract but involves 'Call-Off' with no guarantee of a minimum/value of contract award work to be let. Tenderers must use the Pricing Schedule provided and provide as a document separate to the Quality tenderer response.

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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

7 May 2024

Local time

5:00pm

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

#### **IV.2.7) Conditions for opening of tenders**

Date

7 May 2024

Local time

5:00pm

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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**

Please read this contract notice carefully along side the attached SPD and Statement of Requirements. SPD, Pricing Schedule and the relevant pages of the Statement of Requirements, must be submitted via the Public Contracts Scotland portal using the secure online post-box facility. SNH Conditions of contract for the supply of goods and related services are attached. Please allow sufficient time to upload your tender. Please note this is not a fixed-price contract but involves 'Call-Off'. UK national Threshold used in case of eventual value with full use and partner involvement reaching threshold. Naturescot offers no guarantee of a minimum/value of contract award work to be let. Tenderers must use the

Pricing Schedule provided and provide as a document separate to the Quality tenderer response.

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=762488](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=762488).

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.

(SC Ref:762488)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=762488](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=762488)

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

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

Inverness Sheriff Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Email

[inverness@scotcourts.gov.uk](mailto:inverness@scotcourts.gov.uk)

Telephone

+44 01463230782

Country

United Kingdom

