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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

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Environment

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.

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

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.

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:762488)

Download the ESPD document here:

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

Telephone

+44 01463230782

Country

United Kingdom