

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/011095-2023>

Tender

P23-0126: Agritourism Monitor Farms Project

Scottish Enterprise

F02: Contract notice

Notice identifier: 2023/S 000-011095

Procurement identifier (OCID): ocds-h6vhtk-03bf77

Published 18 April 2023, 2:04pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Enterprise

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

Contact

Adam Cunningham

Email

adam.cunningham@scotent.co.uk

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.scottish-enterprise.com/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00398

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

Regional or local Agency/Office

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

P23-0126: Agritourism Monitor Farms Project

Reference number

P23-0126

II.1.2) Main CPV code

- 98390000 - Other services

II.1.3) Type of contract

Services

II.1.4) Short description

This procurement is for the appointment of a facilitator(s) for 4 agritourism monitor farms, 2 in the Scottish Enterprise geographic area, 1 in the Highlands & Islands Enterprise area and 1 in the South of Scotland Enterprise area. The project will include:

Recruitment of agritourism monitor farms, in person meetings, on-line meetings; expert sessions (key topics identified by both the monitor farmer and the wider community group members); annual reports, a final report and performance tracking of participating businesses.

Key topics will be identified by both the monitor farmer and the wider community group members who will be asked to be part of the project. The monitor farmer sets an agenda to improve the profitability, productivity, and sustainability of the business over the duration of the project. The monitor farm concept allows farmers to share experiences, find out how others have tackled problems and adopt best practice. Facilitation will be required at each meeting, but also in preparation for each meeting, and follow up thereafter.

It is anticipated that the contract will start on 24 July 2023 for a period of 41 months.

After this period, Scottish Enterprise will have the option to extend the contract for a further period of 12 months.

Further details can be found in the Invitation to Tender (ITT).

II.1.5) Estimated total value

Value excluding VAT: £490,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79411000 - General management consultancy services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

This procurement is for the appointment of a facilitator(s) for 4 agritourism monitor farms, 2 in the Scottish Enterprise geographic area, 1 in the Highlands & Islands Enterprise area and 1 in the South of Scotland Enterprise area. The project will include:

Recruitment of agritourism monitor farms, in person meetings, on-line meetings; expert sessions (key topics identified by both the monitor farmer and the wider community group members); annual reports, a final report and performance tracking of participating businesses.

Key topics will be identified by both the monitor farmer and the wider community group members who will be asked to be part of the project. The monitor farmer sets an agenda to improve the profitability, productivity, and sustainability of the business over the duration of the project. The monitor farm concept allows farmers to share experiences, find out how others have tackled problems and adopt best practice. Facilitation will be required at each meeting, but also in preparation for each meeting, and follow up thereafter.

Further details can be found in the Invitation to Tender (ITT).

II.2.5) Award criteria

Quality criterion - Name: Prompt Payment / Weighting: Pass/Fail

Quality criterion - Name: Project Team Structure / Weighting: 15%

Quality criterion - Name: Methodology including Innovation / Weighting: 20%

Quality criterion - Name: Communication & Engagement Skills / Weighting: 25%

Quality criterion - Name: Understanding of Project Requirements / Weighting: 20%

Quality criterion - Name: Timetable including milestones for objectives / Weighting: 10%

Quality criterion - Name: Fair Work First / Weighting: 5%

Quality criterion - Name: Information Security / Weighting: 5%

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £490,000

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

Duration in months

53

This contract is subject to renewal

Yes

Description of renewals

The initial duration of the contract is 41 months. After this time Scottish Enterprise has the option to extend the contract for a further 12 month period. The value detailed above is for the maximum duration of 53 months.

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

Details provided within the online Single Procurement Document (SPD).

III.1.3) Technical and professional ability

List and brief description of selection criteria

Details provided within the online Single Procurement Document (SPD).

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Please refer to the Invitation to Tender (ITT).

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.1.8) 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

23 May 2023

Local time

11:00am

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

23 May 2023

Local time

12:00pm

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

Statement for SPD 2A.17 – Form of Participation (Notably as part of a group, consortium, joint venture or similar). Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated documentation will be sent to the nominated lead organisation.

Statement for SPD 2C.1 - Where the main bidder relies on the capacities of other entities in order to meet the selection criteria, the bidder must provide a separate SPD response setting out the information required under SPD (Scotland): Part II (sections A and B); Part III exclusion grounds; the relevant part of Section IV selection criteria; and Part V (if applicable) for each of the entities concerned.

Statement for SPD 2D.1.2 – If the bidder proposes to subcontract any part(s) of the service and those sub-contractors are not relied upon, they should arrange for a separate SPD response from each potential subcontractor. The subcontractors must complete the relevant parts of the SPD (Scotland) (Sections A and B of Part II and Part III only) to self-declare whether there are grounds for their exclusion.

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=724043.

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:724043)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=724043

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

Sheriff Clerk's Office, PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Telephone

+44 1414298888

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court>

VI.4.2) Body responsible for mediation procedures

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

SPOEprocurement@scotland.gsi.gov.uk

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

In the first instance, contact the Head of Facilities Management and Procurement at Scottish Enterprise, with any concerns or enquiries. Email: <https://www.scottish-enterprise.com/help/contact-us>.

VI.4.4) Service from which information about the review procedure may be obtained

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

SPOEprocurement@scotland.gsi.gov.uk

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>