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Tender

Framework Agreement for the Provision of Specialist Business Support to Small and Medium Enterprises

Falkirk Council

F02: Contract notice

Notice identifier: 2023/S 000-011740

Procurement identifier (OCID): ocds-h6vhtk-028d26

Published 25 April 2023, 8:40am

Section I: Contracting authority

I.1) Name and addresses

Falkirk Council

Abbotsford House, David's Loan

Falkirk

FK2 7YZ

Email

cpu@falkirk.gov.uk

Telephone

+44 1324506566

Country

United Kingdom

NUTS code

UKM76 - Falkirk

Internet address(es)

Main address

<http://www.falkirk.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00184

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.publictendersscotland.publiccontractsscotland.gov.uk/

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publictendersscotland.publiccontractsscotland.gov.uk/

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Framework Agreement for the Provision of Specialist Business Support to Small and Medium Enterprises

Reference number

(PS/205/23)

II.1.2) Main CPV code

- 79411100 - Business development consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

The service is expected to provide high quality specialist advice in particular areas of expertise, to existing and start up businesses with growth potential in the Falkirk Council area. Support may also be targeted to help businesses become more resilient or assist with survivability .

Falkirk Council requires to set up a framework of suitably qualified and experienced providers to deliver projects which will provide up to three days of Specialist support (known as Expert Help) for each beneficiary business

II.1.5) Estimated total value

Value excluding VAT: £475,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot 1: Marketing

Lot No

1

II.2.2) Additional CPV code(s)

- 79990000 - Miscellaneous business-related services
- 79900000 - Miscellaneous business and business-related services
- 79996000 - Business organisation services
- 72221000 - Business analysis consultancy services
- 79410000 - Business and management consultancy services
- 79400000 - Business and management consultancy and related services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 79413000 - Marketing management consultancy services
- 79340000 - Advertising and marketing services
- 79342000 - Marketing services

II.2.3) Place of performance

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council areas of operation.

II.2.4) Description of the procurement

See available tender documentation.

II.2.5) Award criteria

Quality criterion - Name: Quality Assessment / Weighting: 80

Price - Weighting: 20

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

Duration in months

32

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

See available tender documentation.

II.2) Description

II.2.1) Title

Lot 2: IT and Digital Media

Lot No

2

II.2.2) Additional CPV code(s)

- 79900000 - Miscellaneous business and business-related services
- 79990000 - Miscellaneous business-related services
- 79996000 - Business organisation services
- 72221000 - Business analysis consultancy services

- 72212482 - Business intelligence software development services
- 72223000 - Information technology requirements review services
- 72222300 - Information technology services

II.2.3) Place of performance

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council areas of operation.

II.2.4) Description of the procurement

See available tender documentation.

II.2.5) Award criteria

Quality criterion - Name: Quality Assessment / Weighting: 80

Price - Weighting: 20

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

Duration in months

32

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

See available tender documentation.

II.2) Description

II.2.1) Title

Lot 3: Organisational Development, HR and Strategy

Lot No

3

II.2.2) Additional CPV code(s)

- 79996000 - Business organisation services
- 79990000 - Miscellaneous business-related services
- 79900000 - Miscellaneous business and business-related services
- 79410000 - Business and management consultancy services
- 79400000 - Business and management consultancy and related services
- 72221000 - Business analysis consultancy services
- 79414000 - Human resources management consultancy services

II.2.3) Place of performance

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council areas of operation.

II.2.4) Description of the procurement

See available tender documentation.

II.2.5) Award criteria

Quality criterion - Name: Quality Assessment / Weighting: 80

Price - Weighting: 20

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

Duration in months

32

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

See available tender documentation.

II.2) Description

II.2.1) Title

Lot 4: Procurement

Lot No

4

II.2.2) Additional CPV code(s)

- 79900000 - Miscellaneous business and business-related services

- 79990000 - Miscellaneous business-related services
- 79996000 - Business organisation services
- 79410000 - Business and management consultancy services
- 79400000 - Business and management consultancy and related services
- 79418000 - Procurement consultancy services

II.2.3) Place of performance

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council areas of operation.

II.2.4) Description of the procurement

See available tender documentation.

II.2.5) Award criteria

Quality criterion - Name: Quality Assessment / Weighting: 80

Price - Weighting: 20

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

Duration in months

32

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

See available tender documentation.

II.2) Description

II.2.1) Title

Lot 5: Finance

Lot No

5

II.2.2) Additional CPV code(s)

- 79996000 - Business organisation services
- 79990000 - Miscellaneous business-related services
- 79900000 - Miscellaneous business and business-related services
- 79410000 - Business and management consultancy services
- 79400000 - Business and management consultancy and related services
- 72221000 - Business analysis consultancy services
- 66000000 - Financial and insurance services
- 66171000 - Financial consultancy services
- 79412000 - Financial management consultancy services

II.2.3) Place of performance

NUTS codes

- UKM76 - Falkirk

Main site or place of performance

Falkirk Council areas of operation.

II.2.4) Description of the procurement

See available tender documentation.

II.2.5) Award criteria

Quality criterion - Name: Quality Assessment / Weighting: 80

Price - Weighting: 20

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

Duration in months

32

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

See available tender documentation.

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

It is a requirement of this tender that if the Bidder is UK based they must hold a valid registration with Companies House. Where the Bidder is UK based but not registered at Companies House they must be able to verify to the Council's satisfaction that they are trading from the address provided in the tender and under the Company name given.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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 several operators

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.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-001488](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

29 May 2023

Local time

12:00pm

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

29 May 2023

Local time

12:00pm

Place

Falkirk

Information about authorised persons and opening procedure

Assistant Procurement Adviser

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

See available tender documentation.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23680.

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>

(SC Ref:730014)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Falkirk Sheriff Court and Justice of the Peace Court, Sheriff Court House, Main Street,
Camelon

Falkirk

FK1 4AR

Country

United Kingdom

