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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): ocids-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](mailto: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](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/](http://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/](http://www.publictendersscotland.publiccontractsscotland.gov.uk/)

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

Regional or local authority

**I.5) Main activity**

General public services

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## **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.

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## **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

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## **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

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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**

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

