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Tender

People Engagement Surveys

Scottish Natural Heritage

F02: Contract notice

Notice identifier: 2025/S 000-012769

Procurement identifier (OCID): ocds-h6vhtk-04fc96

Published 3 April 2025, 11:56am

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

Access to the procurement documents is restricted. Further information can be obtained at

<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

<http://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

People Engagement Surveys

Reference number

PP1394

II.1.2) Main CPV code

- 79311100 - Survey design services

II.1.3) Type of contract

Services

II.1.4) Short description

NatureScot is looking to engage an external provider to help us develop an integrated employee engagement approach. The provider should be able to provide an easy to manage and accessible platform upon which our employees' opinions can be captured via mini and maxi surveys per annum.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79311000 - Survey services
- 79311200 - Survey conduction services
- 79311300 - Survey analysis services
- 79342310 - Customer survey services
- 79342311 - Customer satisfaction survey
- 79310000 - Market research services

- 73210000 - Research consultancy services
- 73300000 - Design and execution of research and development
- 79315000 - Social research services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

NatureScot is looking to engage an external provider to help us develop an integrated employee engagement approach. The provider should be able to provide an easy to manage and accessible platform upon which our employees' opinions can be captured via mini and maxi surveys per annum.

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

24

This contract is subject to renewal

Yes

Description of renewals

The contract is limited to the duration of the 24 months with potential to be extended by up to three 12-month periods for a further total of 36 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

Please note indicated UK e-notification in case reaching threshold if the contract does end up running for the potential extended period of five years in total. This is not an indication of current budget for this contract, we are relying on SoR being clear enough for bidders to be able to submit a competitive tender response. Full Details are in SoR .Allow sufficient time to upload your tender.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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

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

8 May 2025

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

8 May 2025

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

Full Details are in Statement of Requirements. Please note we indicated UK e-notification in case reaching threshold if the contract does end up running for the potential extended period of five years in total. This is not an indication of current budget for this contract, we are relying on Statement of Requirements being clear enough for bidders to be able to submit a competitive tender response. Please do allow sufficient time to upload your tender. Pricing schedule to be submitted as a separate document as part of your submission.

Questions to be submitted via Q&A facility on the PCS portal.

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=794521.

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:794521)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=794521

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