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Tender

## **Digital Boost 1-2-1**

Glasgow City Council

F02: Contract notice

Notice identifier: 2021/S 000-012801

Procurement identifier (OCID): ocds-h6vhtk-02b972

Published 8 June 2021, 1:05pm

## **Section I: Contracting authority**

### **I.1) Name and addresses**

Glasgow City Council

Chief Executives Department, City Chambers

Glasgow

G2 1DU

#### **Email**

[cheryl.spence@glasgow.gov.uk](mailto:cheryl.spence@glasgow.gov.uk)

#### **Telephone**

+44 1412875676

#### **Country**

United Kingdom

## **NUTS code**

UKM82 - Glasgow City

## **Internet address(es)**

Main address

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

## **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**

Digital Boost 1-2-1

Reference number

GCC005266CPU

#### **II.1.2) Main CPV code**

- 79410000 - Business and management consultancy services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Provided Digital 1-2-1 Consultancy Services

#### **II.1.5) Estimated total value**

Value excluding VAT: £400,000

#### **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

#### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

## **II.2.4) Description of the procurement**

Digitalboost will assist in increasing the confidence and desire amongst Scottish businesses to explore and adopt digital technologies and platforms, to increase their digital maturity and thus their reach, productivity and efficiency.

## **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 60

Quality criterion - Name: Fair Working Practices / Weighting: 5

Price - Weighting: 35

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend for up to a period of 12 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

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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

Non Applicable

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process:-

There is a minimum financial requirement that affects Balance Sheet Strength, and Liquidity

There is also a further requirement regarding Current Liquidity, which can be met by a Letter of Comfort from the bank of the Bidder (see below)

Balance Sheet strength

Net worth of the organisation must be positive at the time of evaluation and organisation must not be subject to an insolvency process.

Intangibles can be included for purposes of the Total Assets figure.

The above would be expressed in the ratio Total Assets/Total Liabilities

Liquidity Ratios

Current Ratio

Current Assets/Current Liabilities

## Leverage Ratio

### Long-term Debt/Net Worth

Applicants must achieve a score of 5 and above from a combination of above two

liquidity ratios

### Scoring Method

#### Current Ratio

#### Range Score

0.00 to 0.80 0

0.81 to 0.90 1

0.91 to 1.00 2

1.01 to 1.10 3

1.11 to 1.20 4

1.21 and above 5

#### Leverage Ratio

0.01 to 19.99 5

20.00 to 39.99 4

40.00 to 59.99 3

60.00 to 79.99 2

80.00 to 100.00 1

Intangibles can be included for purposes of the Net Worth figure.

The above ratios should be calculated on last set of accounts

filed at Companies House

Applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

Where the Applicant is a group of economic operators (such as a consortium), at least one of the members of that group (preferably the lead), must demonstrate compliance with minimum financial requirements.

Due to the potential negative financial consequences on company finances of the pandemic, Glasgow City Council also requires assurance regarding current liquidity of the bidding company

The bidder must provide a Letter of Comfort from its own bank to satisfy the above financial requirement.

In the event of the Bidder not being able to comply with the above requirement, and with a suitable

explanation having been received, Glasgow City Council would also be prepared to consider

other documentation that provided evidence that the Bidder has adequate financial resources

to undertake the contract

Glasgow City Council reserves the right, at its own discretion, to seek such other information from the Bidder

in accordance with Regulations 61(7) or Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015

to prove the Bidder's economic and financial standing

Minimum level(s) of standards possibly required

Glasgow City Council's Insurance Requirements are:

- Bidder shall take out and maintain, throughout the period of the Framework, Employer's Liability insurance to the value of at least TEN MILLION POUNDS STERLING (10,000,000 GBP) in respect of any one event and unlimited in the period.
- Bidder shall take out and maintain, throughout the period of the Framework, Public Liability insurance to the value of at least FIVE MILLION POUNDS STERLING (5,000,000 GBP) in respect of any one event and unlimited in the period.
- Bidder shall take out and maintain, throughout the period of the Framework, Products Liability insurance to the value of at least FIVE MILLION POUNDS STERLING (5,000,000 GBP) in respect of any one event and in the aggregate.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Non Applicable

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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 a single operator

#### **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

9 July 2021

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: 3 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

9 July 2021

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: March 2025

### **VI.3) Additional information**

Re ESPD Questions 4D.1, 4D1.1, 4D1.2, bidders must hold the certificates for Quality Control, or comply with all the questions noted in SPD Section 4D. Please refer to the 'SPD Statements' within the Invitation to Participate/Tender document.

Freedom of Information Act - Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish the council to consider withholding is specifically indicated on the FOI Certificate contained in the technical envelope within PCS Tender portal (NB the council does not bind itself to withhold this information). Applicants will be required to complete the FOI certificate at ITT stage.

Tenderers Amendments - Applicants must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer. Applicants will be required to complete the tenderers amendment certificate contained in the technical envelope within the PCS tender portal (at ITT stage).

Prompt Payment - The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its subcontractors in respect of payments due to any sub-sub-contractors, if any.

Applicants will be required to complete the prompt payment certificate contained in the technical envelope within PCS Tender portal.

Non – Collusion - Applicants will be required to complete the Non-Collusion certificate contained in the technical envelope within the tender portal.

Insurance Mandate - All successful suppliers will be required to sign an Insurance Mandate, which will be issued in conjunction with the award letter authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not

signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

Terms and Conditions are located within the Buyers Attachments area of the tender portal.

Request for Documentation: Once the Evaluation of Price and Quality has been completed, the recommended Bidder will be expected to provide all documentation as specified in the SPD. When the Request for Documentation is made, Bidders must supply the relevant information within 5 working days. Failure to provide this information within the specified time may result in your bid being rejected and the Council proceeding with the procurement exercise to the next appropriate bidder.

Additional information pertaining to this contract notice is contained within the Invitation To Participate/Tender documents. Applicants must ensure they read in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 39674. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:654413)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Glasgow Sheriff Court & Justice of the Peace Court

PO BOX 23, 1 Carlton Place

Glasgow

G5 9DA

Email

[glasgow@scotcourts.gov.uk](mailto:glasgow@scotcourts.gov.uk)

Country

United Kingdom

### **VI.4.3) Review procedure**

## Precise information on deadline(s) for review procedures

Glasgow City Council (“the Council”) must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.