

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/013521-2021>

Tender

## **Grant Administration Services Framework**

Scottish Enterprise  
Scottish Government  
Highlands and Islands Enterprise  
VisitScotland  
Creative Scotland  
Museums Galleries Scotland

F02: Contract notice

Notice identifier: 2021/S 000-013521

Procurement identifier (OCID): ocds-h6vhtk-02bc44

Published 15 June 2021, 4:35pm

The closing date and time has been changed to:

**26 July 2021, 11:00am**

See the [change notice](#).

## **Section I: Contracting authority**

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

Scottish Enterprise

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

### **Contact**

Gordon Hutton

**Email**

[gordon.hutton@scotent.co.uk](mailto:gordon.hutton@scotent.co.uk)

**Telephone**

+44 1414686024

**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](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00398)

**I.1) Name and addresses**

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

**Email**

[gordon.hutton@scotent.co.uk](mailto:gordon.hutton@scotent.co.uk)

**Telephone**

+44 1412420133

**Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

**I.1) Name and addresses**

Highlands and Islands Enterprise

An Lòchran, 10 Inverness Campus

Inverness

IV2 5NA

**Email**

[hieprocurement@hient.co.uk](mailto:hieprocurement@hient.co.uk)

**Telephone**

+44 1463245245

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.hie.co.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00313](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313)

**I.1) Name and addresses**

VisitScotland

Ocean Point One, 94 Ocean Drive

Edinburgh

EH6 6JH

**Email**

[procurementsupport@visitscotland.com](mailto:procurementsupport@visitscotland.com)

**Telephone**

+44 1314722222

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.visitscotland.org>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00118](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00118)

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

Creative Scotland

The Lighthouse, Mitchell Lane

Glasgow

G1 3NU

#### **Email**

[kelly.sweeney@creativescotland.com](mailto:kelly.sweeney@creativescotland.com)

#### **Telephone**

+44 3303332000

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

#### **Internet address(es)**

Main address

<http://www.creativescotland.com>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA15282](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA15282)

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

Museums Galleries Scotland

Waverley Gate, 2-4 Waterloo Place

Edinburgh

EH1 3EG

**Email**

[admin@museumsgalleriesscotland.org.uk](mailto:admin@museumsgalleriesscotland.org.uk)

**Telephone**

+44 1315504100

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.museumsgalleriesscotland.org.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA23723](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA23723)

**I.2) Information about joint procurement**

The contract involves joint procurement

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://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**

Grant Administration Services Framework

Reference number

P21-0117

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

- 79400000 - Business and management consultancy and related services

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

Services

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

The purpose of this ITT is to appoint between 1-3 suppliers to a Framework to deliver grant administration services as detailed in the Specification at Section 3 (the “Services”) to the following commissioning agencies: (1) The Scottish Ministers (“Scottish Government”); (2) Scottish Enterprise (“SE”); (3) Highlands and Islands Enterprise (“HIE”); (4) Visit Scotland; (5) Creative Scotland and (6) Museums Galleries Scotland their respective subsidiaries and associated companies and undertakings (each a “Commissioning Agency” and together the “Commissioning Agencies”)

The Services can be split into three separate elements the detail of which is set out in the Specification at Section 3 of this ITT:

- (1) Grant Application Administration;
- (2) Grant Application Appraisal; and
- (3) Grant Payment Administration,

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

Value excluding VAT: £25,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

NUTS codes

- UKM - Scotland

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

The purpose of this ITT is to appoint between 1-3 suppliers to a Framework to deliver grant administration services as detailed in the Specification at Section 3 (the “Services”) to the following commissioning agencies: (1) The Scottish Ministers (“Scottish Government”); (2) Scottish Enterprise (“SE”); (3) Highlands and Islands Enterprise (“HIE”); (4) Visit Scotland; (5) Creative Scotland and (6) Museums Galleries Scotland their respective subsidiaries and associated companies and undertakings (each a “Commissioning Agency” and together the “Commissioning Agencies”)

The Services can be split into three separate elements the detail of which is set out in the Specification at Section 3 of this ITT:

- (1) Grant Application Administration;
- (2) Grant Application Appraisal; and
- (3) Grant Payment Administration,

#### **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

48

This contract is subject to renewal

Yes

Description of renewals

The Framework will be for a period of 36 months with the option to extend by one 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

---

## **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

4A2a. Bidders must be registered with the Financial Conduct Authority.

#### **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.2.2) Contract performance conditions**

See procurement documentation for full details.

#### **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

Envisaged maximum number of participants to the framework agreement: 3

#### **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**

Originally published as:

Date

20 July 2021

Local time

11:00am

Changed to:

Date

26 July 2021

Local time

11:00am

See the [change notice](#).

**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

20 July 2021

Local time

11:00am

---

## **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**

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=656902](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=656902).

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](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.

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

This tender is for the establishment of a Framework Agreement and call off value will vary.

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Please see full details in the procurement documentation.

(SC Ref:656902)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=656902](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=656902)

## **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](mailto: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 Senior Director of Facilities Management and Procurement at Scottish Enterprise, with any concerns or enquiries. Email:

<https://www.scottish-enterprise.com/help/contact-us>.

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015, may bring proceedings that will be started in the High Court.

#### **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](mailto:SPOEprocurement@scotland.gsi.gov.uk)

Telephone

+44 1412425466

Country

United Kingdom

Internet address

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

