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Tender

## **ITT for Energy Saving Trust Research Services Framework Agreement**

Energy Saving Trust Ltd

F02: Contract notice

Notice identifier: 2024/S 000-014061

Procurement identifier (OCID): ocids-h6vhtk-045689

Published 1 May 2024, 1:48pm

### **Section I: Contracting authority**

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

Energy Saving Trust Ltd

Prospect House, 5 Thistle Street

EH2 1DF

Edinburgh

#### **Contact**

Maddalena Galloni

#### **Email**

[maddalena.galloni@est.org.uk](mailto:maddalena.galloni@est.org.uk)

#### **Telephone**

+44 1315557900

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

[www.energysavingtrust.org.uk](http://www.energysavingtrust.org.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA14923](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA14923)

**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

<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/>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

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

Other type

Government Sub-Contractor

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

ITT for Energy Saving Trust Research Services Framework Agreement

Reference number

EST/ITT/RSF/0524

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

- 79419000 - Evaluation consultancy services

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

Services

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

Energy Saving Trust is seeking to appoint up to 10 experienced research consultants to a Framework Agreement to deliver a range of research and evaluation activities on a Call-Off basis.

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

Value excluding VAT: £2,000,000

#### **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**

Research to support programme impact evaluation and wider insight projects

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 79419000 - Evaluation consultancy services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

Energy Saving Trust is seeking to appoint some experienced research consultants to a Framework Agreement to deliver a range of research and evaluation activity. The types of project that might be commissioned under Lot 1 include:

Quantitative research with the beneficiaries of Energy Saving Trust advice programmes, to support quantitative impact evaluation of the programme. Impact evaluations are reported to Energy Saving Trust and government funders. At the time of writing this would be the most frequently commissioned project type under Lot 1.

Qualitative research with the beneficiaries of Energy Saving Trust advice programmes, to support evaluation of the programme. Evaluation projects might involve the use of focus groups, workshops or other methods to explore in depth the views and experiences of beneficiaries of Energy Saving Trust advice programmes.

Quantitative and qualitative research with Energy Saving Trust target audiences (e.g consumers, businesses) to explore either at scale or in depth their behaviours, attitudes and perceptions related to a particular topic area. Individual projects might involve quantitative telephone interviews or online surveys, qualitative telephone interviews, focus groups and workshops.

Depending on the individual requirements of projects, suppliers under Lot 1 may be required to deliver:

Review, integration and management of customer contact details and monitoring datasets into research tools and final research datasets.

Development of sampling frameworks, questionnaires, topic guides and other research tools

Completion of between 100 and 2,000 computer assisted telephone interviews with target audiences to agreed timelines, targets/quotas.

Provision of quality assured research datasets, analysis of raw data, production of written reports and slide packs

#### **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

As described in the ITT.

#### **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) Description**

#### **II.2.1) Title**

Research to support marketing, communications and stakeholder engagement

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 79413000 - Marketing management consultancy services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

Energy Saving Trust is seeking to appoint up to 10 experienced research consultants to a Framework Agreement to deliver a range of research and evaluation activities. The types of project that might be commissioned under Lot 2 include:

Design, development and testing of communications materials and approaches with Energy Saving Trust's target audiences.

Nationally representative polls/omnibus surveys with Energy Saving Trust's target audiences self-reported behaviours, attitudes, perceptions or needs in relation to a particular topic area. to gain quantitative insight on

Segmentation studies that deliver insight and understanding of Energy Saving Trust's target audiences

Where a government funder has asked Energy Saving Trust to support policy consultation and development, where Energy Saving Trust commissions a supplier to deliver stakeholder engagement and analysis

Focus groups, workshops and other qualitative methods to explore in-depth a target audience behaviours, attitudes, perceptions or needs on a particular topic.

Depending on the individual requirements of projects, suppliers under Lot 2 may be required to deliver:

Development and testing of communications materials and approaches with Energy Saving Trust audiences

Completion of consumer and business research using panels and representative polls to agreed targets/quotas.

Development of questionnaires, topic guides and other research tools

Provision of quality assured research datasets, analysis of raw data, production of written reports and slide packs.

#### **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

As described in the ITT.

#### **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

As described in the ITT

#### **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.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

As described in the ITT

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

As described in the ITT

#### **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: No

**IV.2) Administrative information**

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

Date

31 May 2024

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

31 May 2024

Local time

12:30pm

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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 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=748522](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=748522).

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.

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=765191](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=765191).

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(SC Ref:765191)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

Saughton House, Broomhouse Drive

Edinburgh

EH11 3XD

Country

United Kingdom