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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): ocds-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

Telephone

+44 1315557900

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

www.energysavingtrust.org.uk

Buyer's address

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

I.4) Type of the contracting authority

Other type

Government Sub-Contractor

I.5) Main activity

General public services

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

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

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

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.

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.

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.

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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