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Tender

Business Gateway Services in Inverclyde

Inverclyde Council

F02: Contract notice

Notice identifier: 2023/S 000-014505

Procurement identifier (OCID): ocds-h6vhtk-03ce45

Published 22 May 2023, 2:18pm

Section I: Contracting authority

I.1) Name and addresses

Inverclyde Council

Procurement, Municipal Buildings, Clyde Square

Greenock

PA15 1LX

Email

procurement@inverclyde.gov.uk

Telephone

+44 1475712634

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00168

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.publictendersscotland.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.publictendersscotland.publiccontractsscotland.gov.uk/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Business Gateway Services in Inverclyde

Reference number

CP0502/ENV

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

Inverclyde Council is inviting tenders for the provision of Business Gateway services in the Inverclyde Council area.

The successful contractor must undertake the following three Business Gateway core service areas:

- a. Start-up Advisory Service;
- b. Growth Advisory Service; and
- c. Business Gateway Local Services.

II.1.5) Estimated total value

Value excluding VAT: £265,760

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
- 79410000 - Business and management consultancy services
- 79411100 - Business development consultancy services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Inverclyde

II.2.4) Description of the procurement

The successful delivery of Business Gateway requires a range of general and specialist business support services, so it is expected that the contractor will lead a team that will provide a range of expert services.

The detailed requirements of each of the three core Business Gateway services are set out in the Specification. The successful contractor will comply with them, with a particular focus on maintaining new business registration numbers, including Early Stage Growth and the provision of support to assist with the growth and sustainability of existing businesses within Inverclyde, particularly those businesses on the Growth Advisory Service. The contractor will also be expected to engage in other economic development activities, such as the promotion of community benefits, employability projects and events, and targeted business advice to priority sectors.

The contractor will be expected to keep the CRM system up to date.

The contractor will be expected to participate in local advertising and promotion, which may include talks to local business forums, including the Chamber of Commerce.

The council is striving to provide a convenient service to its clients and is seeking to minimise the possible disruption with the need to travel to seek Business Gateway services. A Business Gateway office will help promote a strong brand presence in the market. It is therefore a requirement that the contractor be based locally within a central area of Inverclyde.

II.2.5) Award criteria

Quality criterion - Name: Achievement of start-up and Early Stage Growth targets /

Weighting: 8.00

Quality criterion - Name: Achievement of Growth Advisory Service target / Weighting: 8.00

Quality criterion - Name: Local events / Weighting: 5.00

Quality criterion - Name: Local services: Expertise to support ESG and growth businesses / Weighting: 7.00

Quality criterion - Name: Implementation of local and regional strategies / Weighting: 5.00

Quality criterion - Name: Social Value Outcomes Menu / Weighting: 3.00

Quality criterion - Name: Social Value Supporting Methodology / Weighting: 2.00

Quality criterion - Name: Fair Work First / Weighting: 2.00

Price - Weighting: 60

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The Contract period for Business Gateway Services in Inverclyde (CP0502/ENV) will be 12 months with an optional 12 month extension period. The extension period will be at the sole discretion of Inverclyde Council and subject to available budget.

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

4B.1.2 Inverclyde Council will check the financial status of applicants by means of a Dun and Bradstreet assessment. In order to be considered, applicants must achieve one of the following:

(a) Where the tenderers Dun & Bradstreet risk indicator is 3, the annual contract value should also be less than 50% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 24 months of the date of the financial check).

OR

(b) Where the tenderers Dun & Bradstreet risk indicator is 2 or better, the annual contract value should also be less than 75% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 21 months of the date of the financial check).

PLEASE NOTE THE IMPORTANT GUIDANCE TO BIDDERS BELOW:

APPLICANTS ARE STRONGLY ADVISED TO SATISFY THEMSELVES THAT THEY MEET THESE CRITERIA AS FAILURE OF THE FINANCIAL CHECK WILL MEAN THAT THEIR APPLICATION WILL NOT BE CONSIDERED FURTHER. APPLICANTS SHOULD ALSO SATISFY THEMSELVES THAT THEIR DUN AND BRADSTREET RATINGS ARE CORRECT AND IT IS THE APPLICANT'S RESPONSIBILITY TO RAISE ANY QUERIES WITH DUN AND BRADSTREET IF THEY FEEL A CORRECTION IS REQUIRED. THE COUNCIL WILL RELY ON THE RISK RATING IT OBTAINS AT THE TIME IT PERFORMS THE D&B FINANCIAL CHECK.

You must provide your average yearly turnover for the last 2 years.

Turnover must be provided from your audited accounts. Turnover from unaudited accounts or part year turnover will not be accepted.

If you are unable to provide the turnover information required due to being exempt from submission of full audited accounts, please provide an explanation on why you are exempt in response to this question.

If you have responded that you are exempt from submitting full audited accounts, please confirm that you will be prepared to submit alternative information and documentation on your financial position should this be required at any point. This information could be required at selection or in the event that the bidder is identified as the preferred bidder.

4B.5.1a/4B.5.1b/4B.5.2 It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 5M GBP

Public Liability Insurance = 2M GBP

Professional Indemnity Insurance = 100k GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C.1.2 Bidders should provide a minimum of two (2) examples of contractual arrangements they have held over the past three (3) years which best demonstrates their relevant experience to deliver requirements within the Contract which were similar in regards to scope, scale, value and duration.

4C.6 Bidders will be required to confirm that they have the following relevant educational and professional qualifications:

Business Advisors to hold Premier Advisor Programme Certificate or The Diploma in Business Advice & Support at SCQF Level 8.

4C.10 Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

4D.1 QUALITY MANAGEMENT PROCEDURES

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR

The bidder must have the following:

a. A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

4D.1 HEALTH & SAFETY

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum OR hold the information contained in the supplier attachment area in PCS-T (file name "Contract Notice Additional Information")

III.2) Conditions related to the contract

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.1.8) 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

21 June 2023

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

Tender must be valid until: 19 October 2023

IV.2.7) Conditions for opening of tenders

Date

21 June 2023

Local time

12:00pm

Place

Tenders will be opened remotely using the PCS-T Opening Committee feature.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: If the services are still required and budget is confirmed then a retender may be undertaken.

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Tenderers will be required to return with their submission a completed Data Protection Certificate, FOI Certificate, No Collusion Certification, S1 Equalities Questionnaire, S2 Equalities Declaration, Prompt Payment Certificate and Tender Declaration Certificate.

It will also be a condition of contract that Tenderers comply with Inverclyde Council's General Conditions of Contract, Special Conditions of Contract, Specification & Contract Information for Tenderers.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24047. For more information see:

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

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

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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

Community Benefits form part of the technical evaluation criteria. 20 Social Value Points would be the Council's expectation for a contract of this value and duration. It will be a contractual requirement that the successful tenderer deliver the Community Benefits offered during the contract period.

(SC Ref:731156)

VI.4) Procedures for review

VI.4.1) Review body

Greenock Sheriff Court and Justice of the Peace Court

Sheriff Court House,1 Nelson Street,

Greenock

PA15 1TR

Country

United Kingdom