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Tender

Bairns' Hoose Fund Administrator

Scottish Government

F02: Contract notice

Notice identifier: 2023/S 000-015882

Procurement identifier (OCID): ocds-h6vhtk-03c5f3

Published 5 June 2023, 4:17pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

Victoria Quay

Edinburgh

EH6 6QQ

Contact

Freya Boyes

Email

Freya.boyes@gov.scot

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

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

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Bairns' Hoose Fund Administrator

Reference number

CASE/641341

II.1.2) Main CPV code

- 98000000 - Other community, social and personal services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Government, on behalf of the Scottish Ministers, is seeking a suitably qualified and experienced fund administrator to undertake the administration of the Bairns' Hoose Fund for the Pathfinder phase. The contract is anticipated to commence on 1 September 2023 until 31 March 2025, with the option to extend until 30 September 2025, at the sole discretion of Scottish Ministers. The fund administrator will distribute grant funds with the end objective of developing Bairns' Hoose and will also carry out associated pre and post funding activities.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 98000000 - Other community, social and personal services
- 66171000 - Financial consultancy services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Scottish Government, on behalf of the Scottish Ministers, is seeking a suitably qualified and experienced fund administrator to undertake the administration of the Bairns' Hoose Fund for the Pathfinder phase. The fund administrator will distribute grant funds with the end objective of developing Bairns' Hoose and will also carry out associated pre and post funding activities.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Start date

1 September 2023

End date

31 March 2025

This contract is subject to renewal

Yes

Description of renewals

The contract may be extended for an additional 6 months, until 30 September 2025, at the sole discretion of Scottish Ministers.

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Not applicable

III.1.2) Economic and financial standing

List and brief description of selection criteria

Bidders will be required to state the value for their Current Ratio for the previous financial year.

Bidders will be required to confirm they have the required levels of insurance cover specified below.

Minimum level(s) of standards possibly required

Current ratio

Bidders must have a minimum current ratio of 1.0.

The current ratio shall be calculated as current assets/current liabilities and shall be based on the previous financial year.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

Insurance Cover

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 in accordance with any legal obligation at the time being in force

Public Liability Insurance = 5 million GBP

Professional Indemnity Insurance = 2 million GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C.4 Supply Chain Management and Prompt Payment of subcontractors- Tenderers must provide a statement of the relevant supply chain

management and/or tracking systems as detailed within the Single Procurement Document, of the Invitation to Tender document.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As detailed in the procurement documents

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-012639](#)

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

Date

10 July 2023

Local time

2:00pm

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

10 July 2023

Local time

2:00pm

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

Technical Assessment - Full details of the technical criteria detailed within Invitation to Tender.

Please note there are minimum requirements concerning Cyber Security for this contract.

Further details will be set out in the procurement documents. A contract condition for this procurement requires the Tenderer to comply with the minimum security requirements.

Tenderers must also confirm:

- they will pay staff that are involved in the delivery of the contract, at least the real Living Wage
- they will meet standards on payment of subcontractors

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24242. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

(SC Ref:734361)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH11LB

Country

United Kingdom