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Tender

Media Management Services

Redress Scotland

F02: Contract notice

Notice identifier: 2023/S 000-016386

Procurement identifier (OCID): ocds-h6vhtk-03d4f7

Published 9 June 2023, 10:45am

The closing date and time has been changed to:

31 July 2023, 3:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Redress Scotland

PO Box 27177

Glasgow

G2 9NL

Email

symon.bloomfield@gov.scot

Telephone

+44 3002449090

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30538

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

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Social protection

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Media Management Services

Reference number

RSS-2022-20

II.1.2) Main CPV code

- 79416100 - Public relations management services

II.1.3) Type of contract

Services

II.1.4) Short description

Supporting development and delivery of communications strategy and the operational approaches.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79416100 - Public relations management services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

II.2.4) Description of the procurement

Redress Scotland's requirement includes supporting development and delivery of communications strategy and the operational approaches. While this is a reasonably broad scope, the nature of the communications is such that it is complex and sensitive. The range of key stakeholders and the level of public interest mean that a sophisticated and high quality communications approach is needed with significant expertise and experience in similar and related areas.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £300,000

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 may be extended up to a maximum of 48 months after the initial period, at the sole discretion of Redress Scotland.

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 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

Originally published as:

Date

12 July 2023

Local time

3:00pm

Changed to:

Date

31 July 2023

Local time

3:00pm

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: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

12 July 2023

Local time

3:00pm

Place

Glasgow

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

Tenderers must demonstrate their ability to work with an organisation facing similar challenges to Redress Scotland by clearly demonstrating expertise in working in complex and sensitive communications areas, particularly in relation to childhood abuse, historical abuse and the impact of trauma on children and adults.

Tenderers must demonstrate their ability to support public bodies in working on communications collaboratively and constructively, while maintaining the public body's independence, with the Tenderer being likely to have regular and direct contact with Scottish Government and Scottish Parliament on issues of media coverage relating to Redress Scotland.

Tenderers shall have in force and shall require any sub-Contractor to have in force:

(a) employer's liability insurance in accordance with any legal requirements for the time being in force, and

(b) public liability insurance for such sum and range of cover as the Supplier deems to be appropriate but covering at least all matters which are the subject of indemnities or compensation obligations under these Conditions in the sum of not less than 1 million GBP for any one incident and unlimited in total, unless otherwise agreed by the Purchaser in writing.

(c) professional indemnity insurance for such sum and range of cover as the Supplier deems to be appropriate but covering at least all matters which are the subject of indemnities or compensation obligations under these Conditions in the sum of not less than 1 million GBP for any one incident and unlimited in total, unless otherwise agreed by the Purchaser in writing.

Award Criteria Questions can be found in the ITT together with the weightings.

Question scoring methodology for award criteria is outlined in Invitation to Tender.

Tenderers must provide the completed Pricing Schedule as a separate document.

Single Procurement Document will be scored on a pass/fail basis.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the exclusion and selection criteria for this procurement. If there are named subcontractors upon which the bidder will rely to meet the selection criteria, these named parties must complete and reattach the SPD Supplier Response Form attached to SPD questions 2C.1.1 and 2D.1.2. These parties must complete the first 3 sections of the SPD form, as well as any part of the Section 4 selection criteria that the main bidder will rely upon the parties to fulfil. If parties have not yet been identified, this information may be required at a later date. Redress Scotland reserves the right to request this information from relevant parties upon whom the main bidder will not rely to fulfil selection criteria.

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=731689.

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.

(SC Ref:731689)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=731689

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court & Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom