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Tender

## **Social Enterprise Business Accelerator**

South Lanarkshire Council

F02: Contract notice

Notice identifier: 2023/S 000-016837

Procurement identifier (OCID): ocds-h6vhtk-03d60e

Published 14 June 2023, 12:16pm

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

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

South Lanarkshire Council

Council Headquarters, Almada Street

Hamilton

ML3 0AA

#### **Contact**

Diane Hunter

#### **Email**

[diane.hunter@southlanarkshire.gov.uk](mailto:diane.hunter@southlanarkshire.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM95 - South Lanarkshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00410](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410)

**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**

Other activity

Social Enterprise Accelerator Programme

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## **Section II: Object**

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

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

Social Enterprise Business Accelerator

Reference number

SL/CE/23/030

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

- 80521000 - Training programme services

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

Services

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

South Lanarkshire Council's Community and Enterprise Resources, Enterprise and Sustainable Development Services require to engage a suitably qualified and experienced service provider to deliver a Social Enterprise Accelerator Programme to a minimum of 30 locally based Social Enterprises.

The programme requires to be completed in financial year 2023/2024, with the potential to extend the programme should additional funding become available to the Council. The estimated value noted within the contract notice takes account of the potential extension.

The Social Enterprise Business Accelerator will deliver entrepreneurial training, upskilling and business support for leaders of Social Enterprises and Enterprising Third Sector Organisations based in South Lanarkshire.

The programme will build on the success of a pilot Social Enterprise Accelerator programme, which South Lanarkshire social enterprises completed in February 2023.

The pilot programme included weekly expert themed workshops, lasting 3 hours covering a specific theme.

As an example topics covered may include but not limited to:

- Democratic Finance Models

- Income Generation
- Financial Management
- Marketing
- Digital
- Resource Planning
- Inclusive Business Models
- Strategy and
- Action Planning

The workshop sessions must be followed up with a 1-1 meeting with industry expert.

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

Value excluding VAT: £160,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

- 80521000 - Training programme services

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

NUTS codes

- UKM95 - South Lanarkshire

Main site or place of performance

South Lanarkshire

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

The tender opportunity will be an Open Tendering Procedure and will be awarded on the most economically advantageous tender (MEAT) criteria which enables the Council to

take account of criteria that reflect qualitative, technical aspects of the tender submission as well as price when reaching an award decision.

The Council has adopted a sequential opening process for any tender exercise conducted as per the following stages:

As part of Stage 1 the bidders will be required to complete a Single Procurement Document (SPD) as part of the Qualification envelope self-declaring that they meet the criteria requirements.

As part of Stage 2 the bidders will then be required to complete a Technical response based on technical specific questions related to the project. The technical element carries an overall weighting of 60%.

As part of Stage 3 the bidders will then be required to complete Commercial response. The commercial element carries an overall weighting of 40%.

As part of the tender evaluation process the Council will then request evidence from the recommended bidder identified as having the highest MEAT prior to award.

The form of contract will be South Lanarkshire Councils Standard Terms and Conditions for Services.

#### **II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

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

Start date

4 September 2023

End date

31 March 2024

This contract is subject to renewal

No

#### **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

##### **SPD Question 4A.1 - Trade Registers**

It is a requirement of this tender that if the bidder is UK based they must hold a valid registration with Companies House. Where the bidder is UK based but not registered at Companies House they must be able to verify to the Councils satisfaction that they are trading from the address provided in the tender and under the company name given.

If the bidder is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

##### **SPD Question 4B.4 Economic and Financial Standing**

The Council will use the following ratios to evaluate a bidders financial status:

Profitability – this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for this ratio.

Liquidity – this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or equal to one then it is a pass for this

ratio.

Gearing – this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100% it is considered a pass for this ratio.

Minimum level(s) of standards possibly required

#### SPD Question 4B.4 Economic and Financial Standing

Bidders must provide the name and value of each of the 3 ratios within their response to SPD question 4B.4.

The Council requires bidders to pass 2 out of the 3 financial ratios above.

Where 2 out of the 3 ratios cannot be met, the Council may take the undernoted into consideration when assessing financial viability and the risk to the Council, providing that the Bidder can supply evidence to substantiate any of the mitigating criteria when requested to do so.

The following list is not exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

Would the bidder have passed the checks if prior year accounts had been used?

Were any of the poor appraisal outcomes "marginal"?

Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?

Does the bidder have sufficient reserves to sustain losses for a number of years?

Does the bidder have a healthy cashflow?

Is the bidder profitable enough to finance the interest on its debt?

Is most of the bidder's debt owed to group companies?

Is the bidder's debt due to be repaid over a number of years, and affordable?

Have the bidder's results been adversely affected by "one off costs" and / or "one off accounting treatments"?

Do the bidder's auditors (where applicable) consider it to be a "going concern"?

Will the bidder provide a Parent Company Guarantee?

Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?

The Council will request submission of and assess the bidders financial accounts, and may use financial verification systems to validate the information provided.

#### SPD Question 4B.5 Insurance

The bidder must confirm that they have or will commit to obtain prior to the commencement of the contract, the following levels of Insurance Cover:

Q 4B.5.1a Professional Indemnity Insurance covering the failure of the bidder to use the skill and care normally used by professionals providing the services described in this tender to the level of 5000000 GBP without limit to the number of claims, and/or in the aggregate (if each and every claim cover cannot be secured).

Q 4B.5.1b Employer's Liability Insurance covering the death of or bodily injuries to employees of the bidder arising out of and in the course of their employment in connection with this contract to the level of 10000000 GBP in respect of each claim, without limit to the number of claims.

Q 4B.5.2 Public Liability Insurance covering the death of or bodily injury to a person (not an employee of the bidder) or loss of or damage to property resulting from an action or failure to take action by the bidder to the level of 5000000 GBP in respect of each claim, without limit to the number of claims.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

#### SPD Question 4C.1.2 Technical and Professional Ability

With reference to the nature and details of the services that are the subject matter of this tender, relevant examples are to be provided of the services undertaken by the bidder in the last 5 years. You must describe in sufficient detail the required experience in terms of the specific services, the number of required examples, the minimum duration of experience e.g. 5 years and the value / scope of the previous projects e.g. must be of similar value to the contract being procured.

#### SPD Question 4C.10 Subcontracting

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

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## **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

26 July 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**

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

#### **IV.2.7) Conditions for opening of tenders**

Date

26 July 2023

Local time

12:00pm

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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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Prior to any appointment being made (unless the information has already been submitted during the procurement process) the successful

bidder(s) will provide the undernoted certificates, declarations and/or completed questionnaires to evidence their compliance with the

relevant questions within the Qualification Envelope relating to the SPD (Scotland).

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

SPD Question 2D.1 Prompt Payment Certificate

SPD Question 3D.11 Non-Collusion Certificate

SPD Questions 3A.1 to 3A.8 Serious and Organised Crime Declaration

SPD Questions 3A1 to 3A.8 Serious and Organised Crime – Information Sharing Protocol with Police Scotland Form

SPD Question 3A.6 Modern Slavery Act 2015 Declaration

SPD Question 4B.5 Insurance Certificates

- Professional Indemnity Insurance 5,000,000 GBP

- Employers Liability Insurance 10,000,000 GBP

- Public Liability Insurance 5,000,000 GBP

The 'Form of Offer to Tender' must be completed and uploaded within the relevant question in the Commercial Envelope.

Please note, the alternative review body to the local Sheriff Court detailed in VI.4.1 is:

Court of Session

Parliament House

Parliament Square

Edinburgh

EH1 1RQ

+44 1312252595

[supreme.courts@scotcourts.gov.uk](mailto:supreme.courts@scotcourts.gov.uk)

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24172. 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>

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:

The Council will require the successful contractor to agree, that as part of the delivery of the works they will assist in transforming the local community through delivery of community benefits.

For the purposes of this contract, community benefits shall be those community benefits offered by the Contractor in their submission and accepted by the Council on issue of the letter of award.

The Council has calculated that a minimum total of 40 community benefit points which must be delivered under this contract.

Bidders should review document entitled "SLC Community Benefits Menu" (Attachment 7) which provides a number of different types of Community Benefits.

(SC Ref:735264)

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

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

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street

Hamilton

ML3 0BT

Email

[hamiltoncivl@scotcourts.gov.uk](mailto:hamiltoncivl@scotcourts.gov.uk)

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