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Tender

Business Gateway Specialist Support Training Services

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2022/S 000-017845

Procurement identifier (OCID): ocds-h6vhtk-034c5b

Published 30 June 2022, 9:41 am

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

www.edinburgh.gov.uk

Edinburgh

EH8 8BG

Contact

Brian McCreddie

Email

brian.mccreadie@edinburgh.gov.uk

Telephone

+44 1315292160

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.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 Specialist Support Training Services

Reference number

CT0967

II.1.2) Main CPV code

- 80510000 - Specialist training services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council intends to establish a series of 3 contracts for the delivery of specialist support workshops / training in respect of various Business Gateway services.

II.1.5) Estimated total value

Value excluding VAT: £1,085,000

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

One to Many Workshops, One to One Surgeries and One to Few Coaching Sessions

Lot No

1

II.2.2) Additional CPV code(s)

- 80510000 - Specialist training services
- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of
- UKM73 - East Lothian and Midlothian
- UKM78 - West Lothian

Main site or place of performance

Edinburgh and The Lothians

II.2.4) Description of the procurement

Providers will be expected to develop and deliver a range of workshops, coaching sessions and surgeries targeted at pre-start, start-up and existing businesses.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

An initial contract period of 3 years with the option to extend for up to 2 further periods of 12 months each, undertaken at the sole discretion of the Council.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Council may, at its discretion, utilise the proposed contracts to provide for new / additional scheduled support workshops and / or ad-hoc requirements of a broadly similar nature.

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

DigitalBoost

Lot No

2

II.2.2) Additional CPV code(s)

- 80500000 - Training services
- 80510000 - Specialist training services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of
- UKM73 - East Lothian and Midlothian
- UKM78 - West Lothian

Main site or place of performance

Edinburgh and The Lothians

II.2.4) Description of the procurement

The key purpose of the DigitalBoost Programme is to strengthen the knowledge and skills of SMEs in Scotland about digital technology, thus enabling them to enter new markets, trade internationally, increase business efficiency and (potentially) increase staff employed.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

An initial period of 3 years with the option to extend for up to 2 further periods of 12 months each, undertaken at the sole discretion of the Council.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Council may, at its discretion, utilise the proposed contracts to provide for new / additional scheduled support workshops and / or ad-hoc requirements of a broadly similar nature.

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

Specialist Business Support

Lot No

3

II.2.2) Additional CPV code(s)

- 80500000 - Training services
- 80510000 - Specialist training services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of
- UKM73 - East Lothian and Midlothian
- UKM78 - West Lothian

Main site or place of performance

Edinburgh and The Lothians

II.2.4) Description of the procurement

The programme will offer expert help and business workshop services. These services will complement the core business growth support provided by the delivery team of Business Advisers employed by the City of Edinburgh Council.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Initial period of 3 years with the option to extend for up to 2 further periods of 12 months each, undertaken at the sole discretion of the Council.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Council may, at its discretion, utilise the proposed contracts to provide for new / additional scheduled support workshops and / or ad-hoc requirements of a broadly similar nature.

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.1.2) 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.2.3) 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

2 August 2022

Local time

10:00am

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

IV.2.7) Conditions for opening of tenders

Date

2 August 2022

Local time

10:30am

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

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=698789.

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.

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:

As detailed in the Council's Sustainable Procurement Policy, we are committed to maximising social, economic and environmental benefits through the delivery of Council contracts (known as 'Community Benefits'). Community Benefits include targeted recruitment and training; sourcing from Small and Medium Enterprises (SMEs), Social Enterprises and Third Sector Organisations; contributions to education within communities; community consultation, engagement and strengthening of community relations; environmental improvement; volunteering; providing community resources;

mentoring and sponsorship of community organisations. Tenderers will be required to provide details of their Community Benefit offer when submitting their Tenderer Submission document. The Council will work in partnership with the Provider(s) on supporting the Edinburgh Guarantee's vision of supporting people of all ages and backgrounds to easily access and progress in fair work, training or further education. Further information on the Edinburgh Guarantee can be found at <https://www.edinburghguarantee.org/>

(SC Ref:698789)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=698789

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Edinburgh

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session.