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Tender

## **Destination Marketing Services**

Glasgow Life

F02: Contract notice

Notice identifier: 2023/S 000-018324

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

Published 28 June 2023, 8:42am

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

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

Glasgow Life

38 Albion Street

Glasgow

G1 1LH

#### **Contact**

Joyce Caldwell

#### **Email**

[joyce.caldwell@glasgowlife.org.uk](mailto:joyce.caldwell@glasgowlife.org.uk)

#### **Telephone**

+44 2875889

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

[www.glasgowlife.org.uk](http://www.glasgowlife.org.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10287](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10287)

**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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Body governed by public law

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Destination Marketing Services

Reference number

CSG005570

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

- 79342000 - Marketing services

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

Services

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

The Provision of Destination Marketing Services as part of the Glasgow Tourism and Visitor Plan

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

Value excluding VAT: £649,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots  
3

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

#### **II.2.1) Title**

## Videography Services

Lot No

2

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

- 79342000 - Marketing 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**

The Provision of Videography Services as part of the Glasgow Tourism and Visitor Plan

### **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

24

This contract is subject to renewal

Yes

Description of renewals

The Company will have the option to extend the contract for a period of up to 24-months at 12-month intervals which will be exercised at the sole discretion of The Company serving notice on the Bidder in accordance with The Company's Terms and Conditions.

### **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 the competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulation 2015

## **II.2) Description**

### **II.2.1) Title**

Photography Services

Lot No

3

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

- 79342000 - Marketing 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**

The Provision of Photography Services as part of the Glasgow Tourism and Visitor Plan

### **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

24

This contract is subject to renewal

Yes

Description of renewals

The Company will have the option to extend the contract for a period of up to 24-months at 12-month intervals which will be exercised at the sole discretion of The Company serving notice on the Bidder in accordance with The Company's Terms and Conditions.

### **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

## **II.2) Description**

### **II.2.1) Title**

Campaign and Creative Services

Lot No

1

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

- 79342000 - Marketing 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**

The provision of Campaign and Creative Services as part of the Glasgow Tourism and Visitor Plan

**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

24

This contract is subject to renewal

Yes

Description of renewals

The Company will have the option to extend the contract for a period of up to 24-months at 12-month intervals which will be exercised at the sole discretion of The Company serving notice on the Bidder in accordance with The Company's Terms and Conditions.

**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

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## **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

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process: -

There is a minimum financial requirement that affects trading performance and balance sheet strength.

Financial requirements for trading performance and balance sheet strength should be calculated on latest filed accounts with Companies House.

It should be noted that the undernoted financial requirement only applies to lot 1 and lot 2.

There is no minimum financial requirements set for lot 3.

Trading Performance

An overall positive outcome on EBITDA earnings over a 3-year period.

Exceptional items can be excluded from the calculation.

The above would be expressed in the ratio EBITDA/turnover.

#### Balance Sheet Strength

Net worth of the applicant must be positive at the time of the evaluation and applicant must not be subject to an insolvency process.

Intangibles can be included for purposes of the Total Assets Figure.

The above would be expressed in the ratio Total Assets Liabilities.

If an applicant is only required to file abbreviated accounts with Companies House, then in the event of the applicant being successful in the procurement process, full set of accounts will be required in order to verify the above ratios have been complied with.

An applicant should have no outstanding issues with regard to statutory filing requirements with Companies House.

Applicants who have been trading for less than 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period for which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

If the pandemic has had an adverse effect on the latest set of accounts filed in Companies House, Glasgow Life will take that into account in determining financial suitability for the contract.

The above, however, should not impinge on the financial viability of the applicant, as defined by the ratios set out in the above financial requirements.

Glasgow Life reserves the right, at its own discretion to seek such other information from the applicant in accordance with Regulations 61(7) or Regulations 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the applicant's economic and financial standing.

Minimum level(s) of standards possibly required

Lot 1 Campaign and Creative Services

Employer's (Compulsory) Liability Insurance = GBP 10million

Public Liability Insurance = GBP 5million

Product Liability Insurance = GBP 5million

Professional Indemnity Insurance = GBP 1million

Lot 2 Videography Services

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

Public Liability Insurance = GBP 5million

Product Liability Insurance = GBP 1million

Lot 3 Photography Services

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

Public Liability Insurance = GBP 1million

Product Liability Insurance = GBP 1million

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

List and brief description of selection criteria

Bidders are required to provide evidence of three previous examples for each lot you are bidding for of similar scale contracts carried out by your organisation within the last five years, which demonstrates you have the relevant experience required to undertake this contract as detailed in the Qualification Envelope Question 4C.1.2

Minimum level(s) of standards possibly required

A minimum pass mark of 60 out 100 is required overall for this question. Any Bidder who fails to achieve the minimum score for this question will be excluded at this stage

## **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

31 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: 4 (from the date stated for receipt of tender)

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

Date

31 July 2023

Local time

12:00pm

Place

Glasgow

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2027

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

Re SPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2 bidders must hold the certificates or comply with the questions noted in SPD 4D attached at <https://www.glasgow.gov.uk/index.aspx?articleid=19621>

Freedom of Information Act - Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish Glasgow Life to consider withholding is specifically indicated on the FOI Certificate contained in the buyers attachments area within the PCS Tender portal (NB Glasgow Life does not bind itself to withhold this information).

Tenderers Amendments - The tenderer must enter any clause, condition, amendment to specification or any other qualification he may wish to make conditional to this offer. Buyers will be required to complete the tenderers amendment certificate contained in the buyers attachment area within PCS Tender portal.

Prompt Payment - The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to Glasgow Life's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt.

The successful tenderer shall also impose this condition on its subcontractors in respect of payments due to any sub-sub-contractors, if any. Buyers will be required to complete the prompt payment certificate contained in the buyers attachment area within PCS Tender portal.

Bidders will be required to complete the Non-Collusion certificate contained in the buyers attachments area within the PCS Tender portal

Terms and Conditions are located within Section 3 of the ITT document.

<https://www.sdpscotland.co.uk/>

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24220. 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:

The Company is committed to maximising Community Benefits from procurement activity. This will be achieved through the inclusion of specific clauses within procurement contracts known as Community Benefits clauses. Community Benefit clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of contracts.

Please provide a detailed statement which must include:

- a) details of the Community Benefits you will provide as part of this contract;
- b) what resource (staff responsible) will you use to ensure successful delivery
- c) detailed commitment to the approach, including how you will monitor to track successful delivery of each of the Community Benefits you wish to deliver; and
- d) how you will update The Company on progress

(SC Ref:732786)

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

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

Glasgow Sheriff Court and Justice of the Peace

1 Carlton Place

Glasgow

G1 9TW

Email

[glasgow@scotscourt.gov.uk](mailto:glasgow@scotscourt.gov.uk)

Telephone

+44 1414298888

Country

United Kingdom