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Tender

Social Enterprise Census 2023-2025

Scottish Government

F02: Contract notice

Notice identifier: 2023/S 000-018330

Procurement identifier (OCID): ocds-h6vhtk-03c708

Published 28 June 2023, 9:23am

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8JX

Contact

Stuart Riach

Email

stuart.riach2@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

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

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

Social Enterprise Census 2023-2025

Reference number

CASE/641340

II.1.2) Main CPV code

- 73110000 - Research services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Government (SG) Public Service Reform & Public Bodies Division has a requirement to place a contract with an external service provider to undertake the Social Enterprise Census 2023 (and potentially 2025).

II.1.5) Estimated total value

Value excluding VAT: £140,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79315000 - Social research services
- 79311000 - Survey services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Enterprising Third Sector team in the Scottish Government has commissioned the Social Enterprise (SE) Census biennially since 2015 and is a world leading survey of the SE sector across Scotland, giving data on the health of the sector. We are looking to refresh the process while still keeping the benefits of collecting a longitudinal data set.

The service provider should have knowledge of social research, running surveys and using collected data to form coherent analysis in the form of a report to be published. The census is run on behalf of the SE sector and their input and buy in to the process is vital, a Census Steering Group made up of sector representatives should be formed, with the final agreed questions being run through that group.

The specific methodology can be flexible, but should include a questionnaire of SE Sector, target a 20% response rate from known social enterprises, include Financial Data Gathering and a formal written report of findings. It may include a qualitative follow up of questionnaire to solidify understanding of trends.

The anticipated start date for the contract is late August/early September 2023, with publication of the 2023 Census in November 2024. There is the possibility of an extension to complete the 2025 census upon review of the 2023 census.

II.2.5) Award criteria

Quality criterion - Name: Overall Quality / Weighting: 80

Quality criterion - Name: A. Understanding the requirement / Weighting: 10

Quality criterion - Name: B. Delivering the requirement / Weighting: 40

Quality criterion - Name: C. Project Management / Weighting: 40

Quality criterion - Name: D. Risk Management / Weighting: 5

Quality criterion - Name: G. Fair Work / Weighting: 5

Price - Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £140,000

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

Duration in months

16

This contract is subject to renewal

Yes

Description of renewals

Option to extend the contract for a further 15 month period to cover the 2025 census, if required.

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 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

SPD 4B.4: Current ratio will be calculated as follows: Total current assets divided by Total current liabilities.

SPD 4B.5: Insurance Requirements - the bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

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

Bidders 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.

Minimum level(s) of standards possibly required

SPD 4B.4: Bidders must demonstrate a current ratio of no less than 1

SPD 4B.5.1a: Professional Risk Indemnity 1,000,000 GBP

SPD 4B.5.1b: Employer's (Compulsory) Liability Insurance 5,000,000 GBP

SPD 4B.5.2: Public Liability: 1,000,000 GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD 4C.1.2 - Tenderers to provide 2 examples of undertaking similar services within the last 3 years.

SPD 4C.4 - The tenderer is required to provide a statement of the relevant supply chain management and/or tracking systems used.

SPD 4C.10 - The tenderer is required to confirm if any sub-contractors will be used in the delivery of the services and provide details of the proportion (i.e percentage) of the contract they intend to subcontract.

Minimum level(s) of standards possibly required

SPD 4C.4 - If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and

provide evidence when requested of:

a) their standard payment terms

b) 95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment

performance.

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 000-013064](#)

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

Date

27 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

27 July 2023

Local time

12:00pm

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

The Single Procurement Document (Scotland) is a standard qualification questionnaire supplied by Scottish Ministers for all regulated procurements. The SPD (Scotland) is used to self-certify for the minimum requirements to tender for this contract opportunity and will be scored on a Pass/Fail basis.

Each tender will be individually evaluated to identify the most economically advantageous service provider, based on the Price / Quality weightings detailed in this notice.

Questions that form the Quality award criteria for each lot will be scored using the following methodology: 0 - Unacceptable; 1 - Poor; 2 - Acceptable; 3 - Good; 4 - Excellent.

The lowest total tender price will be awarded 100% of the score available for Price. The Price score for the remaining Tenderers will be relative to the lowest total tender price.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24501. For more information see:

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

(SC Ref:735775)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27b Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom