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Tender

Recruitment Services - Scottish Futures Trust

Scottish Futures Trust

F02: Contract notice

Notice identifier: 2024/S 000-019060

Procurement identifier (OCID): ocds-h6vhtk-04718b

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Section I: Contracting authority

I.1) Name and addresses

Scottish Futures Trust

4th Floor, Thistle House, 91 Haymarket Terrace

Edinburgh

EH12 5HE

Contact

Joanne Christina MacConnell

Email

joanne.macconnell@scottishfuturestrust.org.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.scottishfuturestrust.org.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13383

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Other type

Non-departmental public body

I.5) Main activity

Other activity

Infrastructure

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Recruitment Services - Scottish Futures Trust

II.1.2) Main CPV code

- 79600000 - Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description

SFT wishes to appoint one (1) supplier to each of 4 Lots of a Framework Agreement for the provision of recruitment services for a term of 4 years. Tenderers may bid for one, some or all of the 4 lots within the Framework Agreement.

The services are for both fixed term and permanent recruitment across SFT and are split into the following lots:

Lot 1 - Business Support, including but not limited to administration and HR;

Lot 2- Technical including but not limited to project managers, economists, quantity surveyors, engineers, renewable energy, architects and procurement;

Lot 3 – Legal including but not limited to lawyers and paralegals; and

Lot 4 - Financial roles, including but not limited to accountancy and project finance.

II.1.5) Estimated total value

Value excluding VAT: £240,000

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

Business Support, including but not limited to administration and HR

Lot No

1

II.2.2) Additional CPV code(s)

- 79600000 - Recruitment services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Edinburgh

II.2.4) Description of the procurement

SFT wishes to appoint one supplier to a Framework Agreement for the provision of recruitment services for a term of 4 years relating to Lot 1 - Business Support, including but not limited to administration and HR.

II.2.5) Award criteria

Quality criterion - Name: understanding of the services / Weighting: 25

Quality criterion - Name: delivery of the services / Weighting: 35

Quality criterion - Name: Added value / Weighting: 10

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £60,000

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

Duration in months

48

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

II.2) Description

II.2.1) Title

Legal, including but not limited to lawyers and paralegals

Lot No

3

II.2.2) Additional CPV code(s)

- 79600000 - Recruitment services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

II.2.4) Description of the procurement

SFT wishes to appoint one supplier to a Framework Agreement for the provision of recruitment services for a term of 4 years relating Lot 3 – Legal, including but not limited to lawyers and paralegals.

II.2.5) Award criteria

Quality criterion - Name: understanding of the services / Weighting: 25

Quality criterion - Name: Delivery of the Services / Weighting: 35

Quality criterion - Name: Added Value / Weighting: 10

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £60,000

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

Duration in months

48

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

II.2) Description

II.2.1) Title

Technical including but not limited to project managers, economists, quantity surveyors, engineers, renewable energy, architects and procurement

Lot No

2

II.2.2) Additional CPV code(s)

- 79600000 - Recruitment services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

II.2.4) Description of the procurement

SFT wishes to appoint one supplier to a Framework Agreement for the provision of recruitment services for a term of 4 years relating to Lot 2- Technical including but not limited to project managers, economists, quantity surveyors, engineers, renewable energy, architects and procurement.

II.2.5) Award criteria

Quality criterion - Name: understanding of the services / Weighting: 25

Quality criterion - Name: delivery of the services / Weighting: 35

Quality criterion - Name: added value / Weighting: 10

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £60,000

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

Duration in months

48

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

II.2) Description

II.2.1) Title

Financial roles, including but not limited to accountancy and project finance

Lot No

4

II.2.2) Additional CPV code(s)

- 79600000 - Recruitment services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

II.2.4) Description of the procurement

SFT wishes to appoint one (1) supplier to a Framework Agreement for the provision of recruitment services for a term of 4 years relating to Lot 4 - Financial roles, including but not limited to accountancy and project finance.

II.2.5) Award criteria

Quality criterion - Name: Understanding of the services / Weighting: 25

Quality criterion - Name: delivery of the services / Weighting: 35

Quality criterion - Name: added value / Weighting: 10

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £60,000

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

Duration in months

48

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

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 4

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 2024

Local time

5:00pm

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

Tender must be valid until: 31 October 2024

IV.2.7) Conditions for opening of tenders

Date

2 August 2024

Local time

5:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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=769567.

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:769567)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=769567

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom