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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

Published 20 June 2024, 2:34pm

### **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](mailto: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](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](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

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

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

Other type

Non-departmental public body

**I.5) Main activity**

Other activity

Infrastructure

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## **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

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## **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

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## **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

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## **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](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](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](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