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Tender

The Provision of Business Development Services

Heriot-Watt University

F02: Contract notice

Notice identifier: 2022/S 000-020346

Procurement identifier (OCID): ocds-h6vhtk-035622

Published 26 July 2022, 3:31pm

Section I: Contracting authority

I.1) Name and addresses

Heriot-Watt University

Moyen House, Research Park North, Heriot-Watt University

Riccarton, Edinburgh

EH14 4AP

Contact

charyleen Emslie

Email

charyleen.emslie@hw.ac.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://hw.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00307

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

<https://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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

The Provision of Business Development Services

Reference number

HWU-UK-2122-080

II.1.2) Main CPV code

- 79411100 - Business development consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

The University is looking to appoint a Business Development Training Provider for the Converge competition and company creation programme

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79411100 - Business development consultancy services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The University is looking to appoint a Business Development Training Provider for the Converge competition and company creation programme.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 75

Cost criterion - Name: Commercial / Weighting: 25

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

Three x 12 month extension options available subject to funding

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.

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 will be required to have a minimum “general” yearly turnover of the amount listed below, for the last 2 years. Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up/started trading.

The Successful Contractor will be required to provide two years audited accounts, or equivalent prior to awarded to the Contract, or confirm in their tender submission the publicly accessible, free, online location of accounts if available in such a format. There must be no qualification or contra-indication from any evidence provided in support of the Contractor’s economic and financial standing.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any contract, the types and levels of insurance listed below.

Bidders also must confirm they can provide the following supporting evidence at point of award.

Minimum level(s) of standards possibly required

Turnover Requirements

Bidders will be required to have a minimum “general” yearly turnover of 100,000 GBP for the last 3 years.

Insurance Requirements

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any contract, the following

types and levels of insurance:

Employer's (Compulsory) Liability Insurance = 5,000,000 GBP

Product Liability Insurance = 5,000,000 GBP

Public Liability Insurance = 5,000,000 GBP

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

25 August 2022

Local time

12:30pm

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

IV.2.7) Conditions for opening of tenders

Date

25 August 2022

Local time

12:30pm

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

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.

Tenderers will be asked to submit the following forms. These forms are for information only and will not be scored.

Form of Tender

Bona Fide Tender

Freedom of Information

Supply Chain Code of Conduct

The Successful Tenderer must confirm that they comply with the requirements of the Modern Slavery Act 2015.

The Successful Tenderer will be required to provide two years audited accounts, or equivalent prior to awarded to the Contract, or confirm

in their tender submission the publicly accessible, free, online location of accounts if available in such a format.

There must be no qualification or contra-indication from any evidence provided in support of the Contractor's economic and financial

standing.

Where the capability & capacity of a subcontractor, members of a consortia or any other body will be relied on, separate SPD(s) are

required from each of those other parties relied on.

Where subcontractors are to be used but their capability & capacity are not relied on, the University may choose to request separate

SPD(s).

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21877. The ITT code is 45477.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21877. For more information see:

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

(SC Ref:701406)

VI.4) Procedures for review

VI.4.1) Review body

Sherriff Court House

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom