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Tender

Farm Business Survey

Scottish Government

F02: Contract notice

Notice identifier: 2022/S 000-020529

Procurement identifier (OCID): ocds-h6vhtk-034c6a

Published 27 July 2022, 4:43pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

Contact

Douglas Martin

Email

douglas.martin@gov.scot

Telephone

+44 1412420478

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

<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

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

Farm Business Survey

Reference number

Case/582944

II.1.2) Main CPV code

- 79212100 - Financial auditing services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Government has a requirement for the provision of Farm Business Survey from 1 February 2023 to 31 January 2025 with the option to extend for a period of up to 36 months arranged on an annual basis. Note that in the final year of the contract only, the end date

will be 31 March 2025/2026/2027 or 2028 dependent on the extension options taken up due to required final year activity.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79211000 - Accounting services
- 73110000 - Research services

- 79311300 - Survey analysis services
- 79311000 - Survey services
- 77100000 - Agricultural services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Farm Business Survey (FBS) is an annual survey of around 400 farm businesses in Scotland and collects data directly from them through farm visits and detailed examination of each business's books, paperwork or online accounts. Some physical information is also collected, primarily to classify farms by type and tenure. Stringent methodology is applied to the audit of farm accounts in order to produce internationally comparable farm management accounting information. Its primary purpose is to provide a body of physical and financial data designed to give insight into the economic condition of agriculture throughout Scotland. The FBS provides important data under the

Agriculture (Retained EU Law and Data) (Scotland) Act 2020 Part 2.

The contract will run from 1 February 2023 for 24 months with an option to extend for a period of up to 36 months arranged on an annual basis. Due to final year activity, the final year of the contract will be slightly longer and will end on 31 March 2025/26/27/28 depending on any extension period taken up.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

There are 3 optional extension periods available up to 36 months.

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

4B.4 - Bidders will be required to state the value(s) for the following financial ratio:

Current Ratio

The acceptable range for the financial ratio is:

Greater than 1.00

The ratio will be calculated as follows:

Total Current Assets / Total Current Liabilities

4B.5.1.a to 4B.5.3 - It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

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

Public Liability Insurance = 5m GBP

Professional Risk Indemnity Insurance = 5m GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

Minimum level(s) of standards possibly required

Bidders must demonstrate a Current Ratio greater than 1.00

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

Public Liability Insurance = 5m GBP

Professional Risk Indemnity Insurance = 5m GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C.1.2 - Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

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) $\geq 95\%$ 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.

4C.10 - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

4D.1 - Quality Management Procedures - The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent).

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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: [2022/S 000-017860](#)

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

Date

30 August 2022

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

30 August 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Summer 2024/25/26 or 27 depending on extensions used.

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21943. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

The Contracting Authority does not intend to include any community benefit requirements in this contract for the following reason:

Community benefits have been considered and are not directly related to the type of services required. However, the standard information on the Scottish Government approach to community benefits will be inserted into the ITT and bidders will be asked to outline their approach to community benefits as a non-scored response. If successful, the winning bidder will be required to discuss the content of their community benefit proposal and agree a plan for the delivery of the agreed community benefits which will become a condition of the contract.

(SC Ref:701372)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>