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Tender

Provision of Audio Visual (AV) services for Scottish Ministers

Scottish Government

F02: Contract notice

Notice identifier: 2021/S 000-021191

Procurement identifier (OCID): ocds-h6vhtk-02da37

Published 26 August 2021, 3:55pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

Email

Paul.packett@gov.scot

Telephone

+44 1412420133

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

Provision of Audio Visual (AV) services for Scottish Ministers

Reference number

530819

II.1.2) Main CPV code

- 72222300 - Information technology services

II.1.3) Type of contract

Services

II.1.4) Short description

Scottish Government regularly holds events for which a professional and reliable Audio Visual (AV) provision of service is required. Requirements for individual events are dependent on a range of factors including: location, strategic outcomes and scale of the event.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79342000 - Marketing services
- 79952000 - Event services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

Scottish Government regularly holds events for which a professional and reliable Audio Visual (AV) provision of service is required. Requirements for individual events are dependent on a range of factors including: location, strategic outcomes and scale of the event.

The Service Provider shall apply professional knowledge and experienced gained within the AV industry to develop a high understanding in relation to the AV needs of each individual event.

The Service Provider shall call upon this knowledge and experience to identify and bring innovative and constructive remedies and solutions to adapt to a wide range of evolving known and unknown scenarios. The Service Provider shall employ risk management methods and shall share these with the Visits and Events Team to build assurance and confidence into the relationship.

II.2.5) Award criteria

Quality criterion - Name: technical / 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 will be an option for two 12 month extensions available.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

There will be an option for two 12 month extensions available

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

4B1.1 The Bidder should provide its ("general") yearly turnover for the last 3 years

List and brief description of selection criteria Statement for 4B.4: Bidders must demonstrate a current ratio of no less than 1. Current ratio will be calculated as follows: total current assets divided by total current liabilities.

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.

III.1.3) Technical and professional ability

List and brief description of selection criteria

List and brief description of selection criteria:

Minimum level(s) of standards possibly required:

Technical and professional ability:

4C.1.2: Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as

described in part II.4 of the OJEU Contract Notice or the relevant section of the Site Notice.

4C.7: Bidders will be required to confirm that they will employ environmental management measures as described within 4C.12.

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

1st Statement 4D.1: The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in

accordance with BS EN ISO 9001 (or equivalent).

2nd Statement 4D.1 If the Bidder does not hold a UKAS (or equivalent) accredited independent third party certificate of compliance in

accordance with BS EN ISO 9001 (or equivalent) then the bidder must have the following:

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that

the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which

is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and

set out responsibilities for quality management throughout the organisation.

1st Statement 4D.2: The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN

ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate.

2nd Statement D4.2 — If the bidder does not hold a UKAS (or equivalent) accredited independent third party certificate of compliance

with

BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate, then the

bidder must have the following:

a. Documented arrangements for ensuring that the bidder's environmental management procedures are effective in reducing / preventing

significant impacts on the environment. This should evidence that the bidder's organisation's environmental policy implementation plan

provides information as to how the organisation aims to discharge relevant legal responsibilities and provides clear indication of how these

arrangements are communicated to the workforce in relation to environmental matters including: sustainable materials procurement; waste

management; energy management. This should include the arrangements for responding to, monitoring and recording environmental

incidents and emergencies and complaints.

b. Documented arrangements for providing employees with training and information on environmental issues, including evidence that the

bidder has in place, and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out

their various duties. This should include a programme of refresher training that will keep the workforce updated on relevant legal

requirements and good environmental management practice.

Please note that bidders who cannot demonstrate equivalence to ISO 9001 and 14001 will be rejected.

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

Date

30 September 2021

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

30 September 2021

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

SPD will be scored on a pass/fail basis.

Requirement not suitable for lotting.

Statement for 4B.5

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 of insurance indicated below:

Employer's (compulsory) liability insurance = 5 000 000 GBP.

Public liability insurance = 1 000 000 GBP.

Professional indemnity insurance = 1 000 000 GBP.

4C.1, please include examples of your experience in dealing with similar types of services as detailed in the specification

The contract award criteria will be price 30%/quality 70%.

Question scoring methodology for award criteria outlined in Invitation to Tender:

0 = Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement

1 = Poor. Response is partially relevant but generally poor. The response addresses

some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 = Acceptable. Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 = Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 = Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the exclusion and selection criteria for this procurement. If there are named subcontractors/technicians upon which the bidder will rely to meet the selection criteria, these named parties must complete and reattach the SPD Supplier Response Form attached to SPD questions 2C.1.1(Reliance on the capacity of others) and 2D.1.2 (Subcontractors) on PCS-T.

These parties must complete the first 3 sections of the SPD form, as well as any part of the Section 4 selection criteria that the main bidder will rely upon the parties to fulfil. If parties have not yet been identified, this information may be required at a later date. Scottish Government reserves the right to request this information from relevant parties upon whom the main bidder will not rely to fulfil selection criteria.

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19156. For more information see:

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

(SC Ref:655863)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

Country

United Kingdom

Internet address

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