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Contract

Recruitment Advertising and Public Information Notices - 2024

Scottish Government

F03: Contract award notice

Notice identifier: 2024/S 000-021220

Procurement identifier (OCID): ocids-h6vhtk-0419ef

Published 11 July 2024, 11:20am

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

Victoria Quay, Area 3A South

Edinburgh

EH6 6QQ

Email

Colin.Anderson@gov.scot

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.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

Recruitment Advertising and Public Information Notices - 2024

Reference number

SP-23-015

II.1.2) Main CPV code

- 79341000 - Advertising services

II.1.3) Type of contract

Services

II.1.4) Short description

This Framework Agreement is for the provision of Recruitment and Public Appointments

Advertising and Public Information Notice Adverts. The Contractor will be required to work with the Framework Public Bodies to meet all requirements of the service, this will include providing copy-writing and type-setting services, advice on digital advertising options, along with advice relating to the wording, branding and placement of adverts and use of various media routes.

The framework agreement will be available for use by the Scottish Ministers (including Agencies), Scottish Non-Departmental Public Bodies, offices in the Scottish Administration which are not ministerial offices, cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998, The Office for the Secretary of State for Scotland, the Scottish Parliamentary Corporate Body, councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994, , bodies registered as social landlords under the Housing (Scotland) Act 2001, Scottish health boards or special health boards, Student Loans Company Limited, the Commissioner of Northern Lighthouse operating as the Northern Lighthouse Board, Scottish Futures Trust, Equality and Human Rights Commission, Business Stream Ltd, the Business Gateway National Unit at the Convention of Scottish Local Authorities, further or higher education institutions being fundable bodies within the meaning of section 6 of the Further and Higher Education (Scotland) Act 2005, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the foregoing, bodies financed wholly or mainly by one or more of the foregoing, bodies subject to management supervision by one or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, being appointed by one or more of the foregoing. In addition to the contracting authorities listed, the framework agreement will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisations.

Information about agencies of the Scottish Ministers ,Scottish Non-Departmental Public Bodies and offices in the Scottish Administration which are not ministerial offices are listed at

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>

Overview of the governance structure of public procurement for Scotland, including the Public Procurement Group.

<https://www.gov.scot/publications/public-procurement-governance/>

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £12,000,000

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Scottish Procurement and Property Directorate (SPPD) is the organisation tasked with procuring requirements on behalf of Scottish Public Sector Bodies. The Framework will cover the provision of Recruitment Advertising and Public Information Notices, for the booking of advertisements to run in Scotland, UK and Overseas, in support of activities including, but not restricted to, public information and recruitment advertising. The purpose of this agreement is to provide the Scottish Public Sector with an open and transparent approach to Recruitment Advertising and Public Information services, with the contractor providing the best possible outcomes for campaign activity.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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 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

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: [2024/S 000-011844](#)

Section V. Award of contract

Contract No

SP-23-015

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

10 July 2024

V.2.2) Information about tenders

Number of tenders received: 3

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 3

Number of tenders received by electronic means: 3

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Penna

10 Bishops Square

London

E1 6EG

Telephone

+44 7788252760

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £12,000,000

Total value of the contract/lot: £12,000,000

Section VI. Complementary information

VI.3) Additional information

Full details of award criteria and the weightings and scoring can be found in the Invitation to Tender.

In the event of a tie, the Authority reserves the right to appoint the tenderer with the highest quality score, if the tenderers are tied with the same quality score, the Authority reserves the right to appoint the tenderer with the highest quality score in section 2.2 Delivery of the Services of the tenderers bid.

Tenderers must confirm that they will pay staff that are involved in the delivery of services under the framework agreement, and/or any subsequent call off contract, at least the real Living Wage. Tenderers who fail to answer “Yes” to this question will not have their tender considered further.

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 (Sco) Regs 2015.

SPD Section 2: Sub-Contractors who are not being relied upon to meet Selection Criteria
- A separate SPD will not be required at this Stage.

SPD Q4.C.4 - Tenderers must state whether they intend, or do not intend, to use a supply chain to deliver the requirements detailed in the ITT.

If Tenderers intend to use a supply chain to deliver the requirements, they should provide evidence in the SPD that they have the relevant supply chain management and tracking systems in place to ensure a resilient and sustainable supply chain. This will include confirmation that the Tenderer has the systems in place to pay subcontractors through the supply chain promptly and effectively, including evidence of:

a) their standard payment terms

b) ?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 and evidence (b) they must provide an improvement plan, signed by their Director, which commits to improvements in the payment performance.

Acceptable evidence includes but is not limited to:

- Extract of the Tenderer's terms & conditions detailing standard payment terms;
- A summarised accounts payable report showing payment on time performance;
- Payment Performance Statement Signed by External Auditor;
- Credit Score/Credit Report; or
- An improvement plan, signed by a Director, which commits to improvements in payment performance. Improvement plan template and further evidence examples are held within the Supplier Journey.

Where a Tenderer does not intend to use a supply chain to deliver the requirements detailed in the ITT, they should clearly state this in response to Q4.C.4.

Responses to Q4.C.4 will be evaluated as a "Pass" or "Fail". Tenderers who do not achieve a "Pass" for this question will not be considered further.

If you are an SME or 3rd sector organisation interested in working with the public sector, the Supplier Development Programme can help. Attached is a link to the Supplier Development

Programme:

https://www.sdpScotland.co.uk/?utm_source=pcs&utm_medium=frontpage&utm_content=march16&utm_campaign=SDP03

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26441. For more information see:

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

(SC Ref:771519)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace 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>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under the Public Contracts(Scotland)Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session