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Tender

Provision of Business Gateway Shetland Advisory Services 2023 - 2026

Shetland Islands Council

F02: Contract notice

Notice identifier: 2023/S 000-022478

Procurement identifier (OCID): ocids-h6vhtk-03ec75

Published 2 August 2023, 2:32pm

Section I: Contracting authority

I.1) Name and addresses

Shetland Islands Council

8 North Ness Business Park, Lerwick

Shetland

ZE1 0LZ

Contact

Colin Black

Email

contract.admin@shetland.gov.uk

Telephone

+44 1595744595

Country

United Kingdom

NUTS code

UKM66 - Shetland Islands

Internet address(es)

Main address

<http://www.shetland.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00402

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Business Gateway Shetland Advisory Services 2023 - 2026

Reference number

ED/8/22

II.1.2) Main CPV code

- 71241000 - Feasibility study, advisory service, analysis

II.1.3) Type of contract

Services

II.1.4) Short description

The Council has a requirement for the provision of Business Gateway Shetland Advisory Services and seeks interest from economic operators in the market to join a Framework Agreement. The Framework Agreement is intended to provide agility, flexibility and simplicity to deliver business advisory services locally, that is in the Shetland Islands area for an initial period from 1 October 2023 to 30 September 2026. Delivery methods will include one-to-one advice, face to face with Clients.

There is an option to extend the Framework Agreement for up to two further 12-month periods, subject to the availability of funding.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots
4

II.2) Description

II.2.1) Title

One-to-one Start-up Advisory Services

Lot No

1

II.2.2) Additional CPV code(s)

- 71241000 - Feasibility study, advisory service, analysis

II.2.3) Place of performance

NUTS codes

- UKM66 - Shetland Islands

Main site or place of performance

Shetland Islands

II.2.4) Description of the procurement

Start-up advisory services cover pre-start, start-up and early stage support for new businesses.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £125,000

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

Start date

1 October 2023

End date

30 September 2026

This contract is subject to renewal

Yes

Description of renewals

There is an option of extending the Framework Agreement for a further two 12-month periods from 2026 onwards.

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

One-to-one Existing and Growing Businesses Advisory Services

Lot No

2

II.2.2) Additional CPV code(s)

- 71241000 - Feasibility study, advisory service, analysis

II.2.3) Place of performance

NUTS codes

- UKM66 - Shetland Islands

Main site or place of performance

Shetland Islands

II.2.4) Description of the procurement

One-to-one advisory services to existing and growing businesses with the Shetland Islands.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £125,000

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

Start date

1 October 2023

End date

30 September 2026

This contract is subject to renewal

Yes

Description of renewals

There is an option to extend the Framework Agreement for a further two 12-month periods from 2026 onwards.

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

One-to-many Start-up Advisory Services

Lot No

3

II.2.2) Additional CPV code(s)

- 71241000 - Feasibility study, advisory service, analysis

II.2.3) Place of performance

NUTS codes

- UKM66 - Shetland Islands

Main site or place of performance

Shetland Islands

II.2.4) Description of the procurement

One-to-many Start-up advisory services in the form of training Workshops and events.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £25,000

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

Start date

1 October 2023

End date

30 September 2026

This contract is subject to renewal

Yes

Description of renewals

There is the option of two 12-month extensions to the Framework Agreement from 2026 onwards.

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

One-to-many Existing and Growing Businesses Advisory Services

Lot No

4

II.2.2) Additional CPV code(s)

- 71241000 - Feasibility study, advisory service, analysis

II.2.3) Place of performance

NUTS codes

- UKM66 - Shetland Islands

Main site or place of performance

Shetland Islands

II.2.4) Description of the procurement

One-to-many advisory services via Training Workshops and events.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £25,000

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

Start date

1 October 2023

End date

30 September 2026

This contract is subject to renewal

Yes

Description of renewals

There is an option to extend the Framework Agreement for a further two 12-month periods from 2026.

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

Annual Accounts and Business Reports (where applicable) for the past three years;

Evidence of current Employer's Liability Insurance (if relevant) to the minimum value of 10 million GBP, Public Liability Insurance to the minimum value of 5 million GBP and Professional Indemnity Insurance to the minimum value of 1 million GBP.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Economic operators must complete and provide evidence of the information detailed in the Contract Notice and the Single Procurement Document (SPD);

SPD Part IV Section E: Global Question for the selection criteria must be completed;

Previous experience of similar services being provided.

Minimum level(s) of standards possibly required

Service Providers must have a minimum of three years relevant experience in delivering the advisory services required and should possess a Diploma in Business and Enterprise Support, Premier Adviser accreditation, or SQA or equivalent qualification/accreditation at SQCF Level 8.

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: 6

In the case of framework agreements, provide justification for any duration exceeding 4 years:

The duration of this new Framework Agreement is initially 3 years (36 months) with the option of extending by two x 12-month periods.

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

4 September 2023

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

4 September 2023

Local time

12:00pm

Place

Office Headquarters, 8 North Ness Business Park, Lerwick

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: If extensions are granted to the Framework Agreement, then recurrent procurement would be in 2028.

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

The Invitation To Tender Document, Single Procurement Document (SPD) and all supporting information as detailed in the Contract Notice must be fully completed and returned. Please refer to Tender Submission Checklist.

The Framework Agreement shall be subject to Scots Law and the jurisdiction of the Scottish Courts.

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=731560.

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.

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:731560)

VI.4) Procedures for review

VI.4.1) Review body

Lerwick Sheriff Court

King Erik Street

Lerwick

ZE1 0DH

Email

lerwick@scotcourts.gov.uk

Telephone

+44 1595693914

Country

United Kingdom