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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](mailto: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](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

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**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

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## **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.

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## **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

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## **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](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](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](mailto:lerwick@scotcourts.gov.uk)

Telephone

+44 1595693914

Country

United Kingdom