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Tender

Circular Bioeconomy Research and Analysis Services

Zero Waste Scotland Ltd

F02: Contract notice

Notice identifier: 2021/S 000-022524

Procurement identifier (OCID): ocids-h6vhtk-02cdfa

Published 10 September 2021, 11:55am

Section I: Contracting authority

I.1) Name and addresses

Zero Waste Scotland Ltd

Ground Floor, Moray House, Forthside Way

Stirling

FK8 1QZ

Email

procurement@zerowastescotland.org.uk

Telephone

+44 1786433930

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.zerowastescotland.org.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA20802

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Circular Bioeconomy Research and Analysis Services

Reference number

O2T4-P2-21.01

II.1.2) Main CPV code

- 73200000 - Research and development consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

Procurement using a Restricted Procedure of services for the provision of circular bioeconomy research and analysis on a call off basis.

II.1.5) Estimated total value

Value excluding VAT: £600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90713000 - Environmental issues consultancy services
- 71241000 - Feasibility study, advisory service, analysis

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

This is a Restricted Procedure for the establishment of a framework agreement to provide circular bioeconomy research and analysis services on a call off basis.

The Agreement will be for a Circular Bioeconomy Research and Analysis Service that provide the type of technical support required to develop a systems model that delivers evidence led, actionable, high-impact recommendations to guide policy and activity and contribute to sustainable change and a thriving Scottish bioeconomy.

We anticipated that the Agreement will be used to call off support for the following areas :

- * - Environmental analysis
- * - Policy and regulatory analysis
- * - Socio-economic analysis
- * - Systems modelling
- * - Data collection and analysis
- * - Data visualisation
- * - Development of tools for policy and decision-making
- * - Workshop facilitation and co-ordination
- * - Citizen engagement

Additional areas of support may be proposed by the Contractor during the term of the Agreement, provided such proposals remain within the scope of the Service requirements identified in this Specification and are acceptable to and agreed in writing (electronically) with the Client.

We anticipate that this will be single supplier agreement but reserve the right to appoint additional suppliers where this would increase capacity and capability for delivery.

Further information and instruction is provided in the Invitation to Tender provided as an additional document to this Contract Notice.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 90

Price - Weighting: 10

II.2.6) Estimated value

Value excluding VAT: £600,000

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

The Agreement will include two (2) optional extension periods of twelve (12) months each, subject to agreement by the Parties at the relevant time.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

Objective criteria for choosing the limited number of candidates:

The approach to shortlisting candidates for invitation participate in the Award Stage of this Restricted Procedure uses weighted criteria for Technical and Professional Ability in the Single Procurement Document (SPD) (Scotland) and is described in the Invitation to Tender (Selection Stage) document.

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.2.14) 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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

III.1.1 of the Contract Notice is not applicable to this procurement procedure.

Section A of Part IV of the Single Procurement Document (SPD) (Scotland) is not being used for this contract opportunity.

III.1.2) Economic and financial standing

List and brief description of selection criteria

The relevant selection criteria for Section B of Part IV of the SPD (Scotland) are included in the Invitation to Tender document and the SPD (Scotland) module provided for this procurement procedure.

Minimum level(s) of standards possibly required

It is a requirement of this contract that suppliers 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 = 5 000 000.00 GBP

Public Liability Insurance = 5 000 000.00 GBP

Professional Indemnity Insurance = as noted in the procurement documents

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

III.1.3) Technical and professional ability

List and brief description of selection criteria

The relevant selection criteria for Sections C and D of Part IV of the SPD (Scotland) are included in the Invitation to Tender document and the SPD (Scotland) module provided for this procurement procedure.

Minimum level(s) of standards possibly required

Suppliers should refer to the Invitation to Tender document and the SPD (Scotland) module provided for this procurement procedure for confirmation of the questions on technical and professional ability and how the information provided in response will be evaluated.

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

Restricted 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 a single operator

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: [2021/S 000-018060](#)

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

Date

20 October 2021

Local time

10:00am

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

28 October 2021

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: 3 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Please read the additional documents provided with this Contract Notice carefully. These include details and information on:

- the minimum requirements for supplier selection,
- the Terms and Conditions of the anticipated Contract,
- how to request to participate in Stage 1 (Selection) of this Restricted Procedure, and
- the methodology that will be used to evaluate all requests to participate received

Any questions or clarifications on the content of these additional documents and / or this Contract Notice should be raised using the Ask a Question facility provided with the Contract Notice on the Public Contracts Scotland web portal only and must be received before the stated deadline for questions. This includes any request to modify or vary the terms and conditions of contract.

You must follow all instructions and guidance provided by Public Contracts Scotland for the completion and submission of the SPD (Scotland) module for this Restricted Procedure.

Zero Waste Scotland is generally unable and unwilling to respond to questions or requests for clarification received by any other means, including after the deadline for clarifications has passed, and will not enter into negotiation on any terms or conditions of contract after that time.

Zero Waste Scotland intends to award a contract as a result of this tendering procedure but is not obliged to accept any tender submission.

An anticipated timetable for this Restricted Procedure is provided in the Invitation to Tender document. Zero Waste Scotland will inform all candidates of decisions or delays at the same time, by email to the nominated contact identified in your request to participate only. Please do not contact Zero Waste Scotland following the deadline for tender submissions to enquire if or when a decision will be made as we are generally unable and unwilling to respond.

Any tender submissions included with your request to participate or provided to Zero Waste Scotland by any other means during Stage 1 (Selection) of this Restricted Procedure will be discarded unread.

Direct approaches to Zero Waste Scotland or any of its management or staff regarding this Restricted Procedure may be considered an attempt to influence the outcome of the Restricted Procedure and may lead to your request to participate and / or tender submission being disqualified.

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=666693.

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:666693)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=666693

VI.4) Procedures for review

VI.4.1) Review body

Stirling Sheriff Court and Justice of the Peace Court

Stirling

Country

United Kingdom