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Tender

## **Provision of Business Gateway Services in Orkney**

Orkney Islands Council

F02: Contract notice

Notice identifier: 2022/S 000-022683

Procurement identifier (OCID): ocids-h6vhtk-035f23

Published 16 August 2022, 3:54pm

The closing date and time has been changed to:

**23 September 2022, 12:00pm**

See the [change notice](#).

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Orkney Islands Council

Council Offices, School Place

Kirkwall

KW15 1NY

#### **Email**

[bruce.pinkerton@orkney.gov.uk](mailto:bruce.pinkerton@orkney.gov.uk)

#### **Telephone**

+44 01856873535

**Fax**

+44 01856876158

**Country**

United Kingdom

**NUTS code**

UKM65 - Orkney Islands

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00369](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00369)

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://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](http://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 Services in Orkney

Reference number

OIC/PROC/1554

#### **II.1.2) Main CPV code**

- 79411100 - Business development consultancy services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Orkney Islands Council wishes to engage a single contractor with the competence, capability and capacity to deliver two separate programmes of Business Gateway Services. Firstly, the provision of business support services for the Business Gateway Service in Orkney, and secondly the provision of the Council funded Business Improvement and Growth Service ('BIG Service').

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79411100 - Business development consultancy services

#### **II.2.3) Place of performance**

NUTS codes

- UKM65 - Orkney Islands

#### **II.2.4) Description of the procurement**

In liaison with the local Business Gateway Manager, delivery of the Business Gateway and additional BIG Service funded support will largely be through:

-one-to-one consultancy, principally undertaken at the Business Gateway office in Kirkwall, but occasionally at a client's premises; and

-workshops and specialist events – at suitable venues arranged by the contractor, run in Kirkwall, Stromness and in remoter areas around the islands (subject to local demand).

Additional information on the service requirement is contained within the attached documentation.

At the time of tender issue, it is anticipated that the maximum overall contract value which includes the potential periods of extension to 02 December 2027 is GBP405,500 although no guarantee is given as to actual expenditure. The budget across each service is as follows:

Programme 1 Core Service – up to GBP277,500 exclusive of VAT over the initial term of the contract (36 months) and including the potential contract extensions (two periods of 12 months).

Programme 2 BIG Service – up to GBP128,000 exclusive of VAT over the initial term of the contract (36 months) and including the potential contract extensions (two periods of 12 months). This budget is discretionary and not guaranteed.

No guarantee is given as to actual expenditure.

Bids that exceed the budget will not be considered.

#### **II.2.5) Award criteria**

Quality criterion - Name: Service Delivery / Weighting: 45

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Contract Implementation / Weighting: 5

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £405,500

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

Start date

3 December 2022

End date

2 December 2025

This contract is subject to renewal

Yes

Description of renewals

Two Authority held options to extend by a further 12 months per option.

**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**

The contract will consist as follows:

Programme 1 for the Core service of Business Gateway Services and Programme 2 for the Enhanced Business Growth Support Services

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## **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

The relevant selection criteria will be included in the SPD Scotland module.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland module.

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland module.

### **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

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## **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**

Originally published as:

Date

16 September 2022

Local time

12:00pm

Changed to:

Date

23 September 2022

Local time

12:00pm

See the [change notice](#).

**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)

**IV.2.7) Conditions for opening of tenders**

Date

16 September 2022

Local time

12:00pm

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## **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**

Orkney Islands Council reserves the right to cancel the procurement at any stage and not award a Contract. The expenditure, work or effort

undertaken by bidders prior to the award of any Contract is accordingly a matter solely for the commercial judgement of bidders.

Late Tenders will not be considered by the Council.

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.

Tenderers should complete the SPD (Scotland) contained within the SPD Module attached to this notice.

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=703110](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=703110).

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:703110)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=703110](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=703110)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Kirkwall Sheriff Court

Kirkwall

Country

United Kingdom