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Tender

## **Design, Delivery and Management of Scottish Government's International Development Equalities Programme, Women and Girls Fund**

Scottish Government

F02: Contract notice

Notice identifier: 2023/S 000-023254

Procurement identifier (OCID): ocds-h6vhtk-039b72

Published 9 August 2023, 2:45pm

The closing date and time has been changed to:

**24 October 2023, 12:00pm**

See the [change notice](#).

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

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

Scottish Government

4 Atlantic Quay, 70 York St

Glasgow

G2 8EA

#### **Contact**

Jan.gillon@gov.scot

**Email**

[ian.gillon@gov.scot](mailto:ian.gillon@gov.scot)

**Telephone**

+44 1412420133

**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](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.3) Communication**

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

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

## **I.4) Type of the contracting authority**

Ministry or any other national or federal 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**

Design, Delivery and Management of Scottish Government's International Development Equalities Programme, Women and Girls Fund

Reference number

Case 611820

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

- 79400000 - Business and management consultancy and related services

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

Services

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

The Scottish Government seek a suitably qualified and experienced Service Provider to undertake the design, delivery and management of a Women and Girls Fund. This will be a new Fund that will form part of the International Development Fund's (IDF) new Equalities Programme. The term of a contract as a result of the intended procurement will be for a four year period with options to extend for a further three years. The indicative value of the fund to cover the four year period is inclusive of administrative costs.

#### **II.1.5) Estimated total value**

Value excluding VAT: £5,250,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79420000 - Management-related services
- 73000000 - Research and development services and related consultancy services
- 98000000 - Other community, social and personal services
- 98900000 - Services provided by extra-territorial organisations and bodies
- 98910000 - Services specific to international organisations and bodies
- 98200000 - Equal opportunities consultancy services
- 72224000 - Project management consultancy services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Malawi Rwanda and Zambia

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

The Scottish Government is seeking a suitably qualified and experienced Service Provider to undertake the design, development and delivery of a Women and Girls Fund.

The overall aim of the fund is to provide appropriately targeted direct funding to support women and girls in Malawi, Zambia and Rwanda, with the advancement of gender equality and the rights of women and girls as a principal objective. The fund will likely focus on advocacy and/or capacity/core strengthening of women's organisations and/or movements within our ID Sub-Saharan African partner countries. In line with the Scottish Government's International Development Principles, and commitments to 'do no harm', and to be global

south-led, we are seeking a Service Provider that is able to design and deliver the WaGF taking a participatory approach in our partner countries to develop and deliver interventions that tackle inequalities experienced by women and girls and/or support organisations that advocate for their rights.

The programme design and decision making processes should involve meaningful participation and consultation of a diverse range of local women and girls and relevant associated marginalised groups (e.g. participants from a range of different: ages, sexual orientations, socio-economic backgrounds, religions rural and urban areas, those living with disabilities), as experts by experience and/or women's rights and gender equality civil society advocates, in the relevant partner country.

Funding awarded through this contract will be administered directly to local organisations based in Malawi, Zambia and Rwanda.

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

Quality criterion - Name: Understanding the Requirement / Weighting: 10%

Quality criterion - Name: Quality of Personnel / Weighting: 20%

Quality criterion - Name: Design and Methodology / Weighting: 30%

Quality criterion - Name: Management of Fund / Weighting: 30%

Quality criterion - Name: Climate Emergency / Weighting: 2%

Quality criterion - Name: Community Benefits / Weighting: 1.5%

Quality criterion - Name: Fair Work First / Weighting: 5%

Quality criterion - Name: Business Continuity and Disaster Recovery (BCDR) / Weighting: 1.5%

Price - Weighting: 30%

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

Duration in months

84

This contract is subject to renewal

Yes

#### Description of renewals

The initial contract is for a period of four years with a value of GBP 3 000 000. An optional extension period may be utilised for up to a further three year period with an additional value of up to GBP 2 250 000.

#### **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

SPD 4B.4 -

Bidders must demonstrate a Current Ratio of no less than 0.8 in each of the last three financial years. Current Ratio will be calculated as

follows: Total current assets divided by Total current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

SPD 4B.5 -

The bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover

indicated below:

Professional Risk Indemnity: in the sum of not less than 5 Million GBP.

Employer's (Compulsory) Liability: in accordance with any legal obligation for the time being in force but in any event in the sum of not

less than 5 Million GBP.

Such insurance must be maintained for the duration of the Contract and for a minimum of 5 years following the expiry or termination of the

Contract.

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

List and brief description of selection criteria

III.1.3) Technical and professional ability

List and brief description of selection criteria:

SPD 4C.4 -

Bidders must provide a statement of the relevant supply chain management and/or tracking systems used.

SPD 4C.7 -

Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond.

SPD 4C.10 -

Bidders are required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

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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### **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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-002622](#)

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

Originally published as:

Date

29 September 2023

Local time

12:00pm

Changed to:

Date

24 October 2023

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**

Tender must be valid until: 29 March 2024

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

Date

29 September 2023

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 invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

The contract value is inclusive of a fund for disbursement and costs of personnel and expenses.

Bidders are encouraged to utilise the full budget available when preparing their proposal, however should seek to reduce their Core Team Costs, and Expenses in order to a maximise the available funding budget.

Question Scoring Methodology for Award Criteria outlined in invitation to tender:

0 — Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 — Poor. Response is partially relevant but generally poor. The response addresses some elements of the

requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be

fulfilled.

2 — Acceptable. Response is relevant and acceptable. The response addresses a broad understanding of the

requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 — Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good

understanding and provides details on how the requirements will be fulfilled.

4 — Excellent. Response is completely relevant and excellent overall.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement.

If there are named subcontractors/technicians upon which the bidder will rely to meet the selection criteria, these named parties must

complete and reattach the SPD Supplier Response Form attached to SPD questions 2C.1.1 (Technicians) and 2D.1.2 (Subcontractors) on

PCS-T. These parties must complete the first three sections of the SPD form, as well as any part of the section 4 selection criteria that the

main bidder will rely upon the parties to fulfil. If parties have not yet been identified, this information may be required at a later date.

Scottish Government reserves the right to request this information from relevant parties upon whom the main bidder will not rely to fulfil selection criteria.

4.C.4 If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested 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 (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

4C.10 Bidders will be required to confirm whether they intend to sub-contract and if so, for what proportion of the contract.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in->

[procurement/](#)

A summary of the expected community benefits has been provided as follows: As detailed within Schedule 1 (Specification).

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 51217. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

The Contracting Authority does not intend to include any community benefit requirements in this contract for the following reason:

The total contract value is inclusive of a Fund element, the purpose of which is to deliver community benefits in the target countries.

(SC Ref:740896)

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

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

Edinburgh Sheriff and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh>