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Tender

## **A Behaviour Change (Food Waste Reduction) Consultancy Service**

Zero Waste Scotland Ltd

F02: Contract notice

Notice identifier: 2021/S 000-025966

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

Published 18 October 2021, 2:45pm

### **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](mailto: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](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](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**

Body governed by public law

**I.5) Main activity**

Environment

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

A Behaviour Change (Food Waste Reduction) Consultancy Service

Reference number

O1T2-P2-21.03

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

- 73200000 - Research and development consultancy services

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

Services

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

This is a single stage ("Open") procurement procedure for the provision of behaviour change consultancy services to support the development and delivery of food waste reduction interventions by Zero Waste Scotland.

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

Value excluding VAT: £167,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Performance of the Contract may be undertaken from a location identified by the Contractor and which is confirmed by Zero Waste Scotland as suitable and appropriate to

the requirements.

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

Zero Waste Scotland (the 'Client') requires the provision of behavioural consultancy services to support the development of an evidence-based, citizen focused strategic plan that will enable behaviour change to reduce the amount of food waste generated in the home of Scottish residents through future projects and targeted interventions.

The Behaviour Change (Food Waste Reduction) Consultancy Service consists of the following objectives:

- 1) To design and develop a Strategic Behaviour Change Plan for Food Waste Reduction Interventions
- 2) To provide training and capability raising for Zero Waste Scotland staff on behavioural science and behaviour change interventions relating specifically to those outlined in the first objective
- 3) To provide technical support for the design and development of future projects and / or interventions on a call off basis

Further information and instruction relating to this procurement procedure is provided in the Additional Documents attached to this Contract Notice.

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

Quality criterion - Name: Quality / Weighting: 80

Price - Weighting: 20

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

Value excluding VAT: £167,000

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

Start date

10 January 2022

End date

29 March 2024

This contract is subject to renewal

Yes

Description of renewals

The Contract may be extended by a further twelve (12-month) period to allow for continued provision of the service requirements.

#### **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.

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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

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

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

Date

22 November 2021

Local time

10:00am

#### **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

22 November 2021

Local time

10:00am

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## **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 background to this procurement,
- the goods and services required,
- requirements and expectations for quality and contract management,
- selection and award criteria (including the relevant evaluation methodologies),
- the Terms and Conditions of the anticipated Contract, and
- how to participate in this procurement procedure

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 should use the templates provided for preparing your technical and commercial responses, for providing information on your business and any commercially confidential elements of your tender submission, and for the relevant declarations.

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 procurement procedure is provided in the Invitation to Tender document. Zero Waste Scotland will inform all tenderers of decisions or delays at



the same time, by email to the nominated contact identified in your tender submission 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.

Your tender submission may be ruled non-compliant where you fail to follow the instructions and / or use the template documents provided in the procurement documents, unless alternative instructions and / or approaches to preparing a tender response have been agreed and communicated as appropriate through this Contract Notice.

Direct approaches to Zero Waste Scotland or any of its management or staff regarding this procurement procedure may be considered an attempt to influence the outcome of the procurement procedure and may lead to your 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=668494](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=668494).

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:668494)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=668494](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=668494)

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

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

Stirling Sheriff Court and Justice of the Peace Court

Stirling

Country

United Kingdom