

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/026800-2021>

Contract

Ceremonial Event Planning and Management

Scottish Government

F03: Contract award notice

Notice identifier: 2021/S 000-026800

Procurement identifier (OCID): ocds-h6vhtk-028d9b

Published 26 October 2021, 3:55pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

5 Atlantic Quay

Glasgow

G2 8LU

Email

alison.gardiner@gov.scot

Telephone

+44 1412426007

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

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Ceremonial Event Planning and Management

Reference number

537308

II.1.2) Main CPV code

- 79421000 - Project-management services other than for construction work

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Government required the provision of a one-stop professional project management service in respect of the maintenance of an existing set of plans for state and ceremonial matters within Scotland. The successful Service Provider will be responsible for the delivery of an existing comprehensive programme of works which will include reinstatement works and which will assist the Purchaser and its stakeholders in providing seamless, high quality programme and project management for ceremonial events to be provided on a contingency basis, as the requirement could be activated at any time during the lifetime of the contract.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £700,000

II.2) Description

II.2.2) Additional CPV code(s)

- 79420000 - Management-related services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The services fall into 3 categories:

- Overall project planning and management
- Procurement, direct contracting and management of sub-contracted services/works.
- Planning, management and operation of specific Ceremonial events where the programme is activated.

The Service Provider shall be required to:

- Maintain the plans, updating them as required by the Purchaser;

- Attend relevant meetings as and when required;
- Proactively liaise with the Purchaser and other stakeholders to ensure plans are accurate;
- Procure and manage a number of sub-contracts, as and when required;
- Work with stakeholders to ensure tasks are carried out to accurate timings and best value, when plans are activated.

This programme would include processions, ceremonial events, a church service, specific and extraordinary transport requirements and an anticipated high level of crowds in the historic centre of Edinburgh, with the associated arrangements for media coverage. The plans are now largely in place and the role of the Service Provider will be to maintain these plans in conjunction with the Purchaser and other relevant stakeholders and to ensure that it delivers a successful, high profile series of events to the satisfaction of all parties.

The Service Provider shall act as the main contractor and shall be directly responsible for a number of sub-contracts in order to ensure efficient and effective service delivery. Services will include further development of the planning and design process, procurement, logistical and management services including financial control, budget responsibilities and the co-ordination of a wide range of ceremonial participants.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

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

Bidders should refer to the Bidders Guidance Instructions Document for full information.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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: [2021/S 000-001605](#)

Section V. Award of contract

Contract No

537308

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

23 August 2021

V.2.2) Information about tenders

Number of tenders received: 2

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 2

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Arcadis

Apex 3, 95 Haymarket Terrace

Edinburgh

EH12 5HD

Telephone

+44 7769286748

Country

United Kingdom

NUTS code

- UKM - Scotland

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £700,000

Total value of the contract/lot: £700,000

Section VI. Complementary information

VI.3) Additional information

(SC Ref:671410)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court