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Tender

Tender for the Supply of Gateway Services

Dundee City Council
Angus Council
Perth & Kinross Council

F02: Contract notice

Notice identifier: 2022/S 000-028415

Procurement identifier (OCID): ocds-h6vhtk-037461

Published 10 October 2022, 1:52pm

Section I: Contracting authority

I.1) Name and addresses

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1NZ

Contact

Jennifer Heighton

Email

jennifer.heighton@dundeecity.gov.uk

Telephone

+44 1382434000

Fax

+44 1382433045

Country

United Kingdom

NUTS code

UKM7 - Eastern Scotland

Internet address(es)

Main address

www.dundee.gov.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220

I.1) Name and addresses

Angus Council

Angus House, Orchardbank Business Park

Forfar

DD8 1AN

Email

procurement@angus.gov.uk

Telephone

+44 3452777778

Country

United Kingdom

NUTS code

UKM71 - Angus and Dundee City

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00236

I.1) Name and addresses

Perth & Kinross Council

2 High Street

Perth

PH1 5PH

Email

contracts@pkc.gov.uk

Telephone

+44 1738475000

Country

United Kingdom

NUTS code

UKM77 - Perth & Kinross and Stirling

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00372

I.2) Information about joint procurement

The contract involves joint procurement

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

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Tender for the Supply of Gateway Services

Reference number

PROC/FIN/07/22

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

Support and assistance to local businesses in the Local Authority areas of Dundee, Angus and Perth & Kinross. This service will include business advice to individuals considering starting their own business, new business start-ups, and support to help businesses with growth potential.

II.1.5) Estimated total value

Value excluding VAT: £7,227,500

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Business Gateway Services

Lot No

1

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee City Council, Angus Council, Perth & Kinross Council

II.2.4) Description of the procurement

Support and assistance to local businesses in the Local Authority areas of Dundee, Angus and Perth & Kinross. The service will include business advice to individuals considering starting their own business, new business start-ups, and support to help businesses with growth potential.

II.2.5) Award criteria

Quality criterion - Name: Understanding the Brief / Weighting: 30

Quality criterion - Name: Ability to Deliver / Weighting: 40

Quality criterion - Name: Quality Control and Assurance Processes / Weighting: 10

Quality criterion - Name: Delivery of Service / Geographical Needs / Weighting: 5

Quality criterion - Name: Environmental Wellbeing / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 2

Quality criterion - Name: Community Benefits / Weighting: 8

Price - Weighting: 20

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

Start date

1 April 2023

End date

31 March 2025

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year, plus 1 year, plus 1 year, subject to funding and performance

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) Description

II.2.1) Title

Provision of DigitalBoost Services

Lot No

2

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services

II.2.3) Place of performance

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee City, Angus, Perth & Kinross

II.2.4) Description of the procurement

This service will give direct assistance to businesses with support and consultancy to raise their skills and knowledge levels, so they adopt and optimise the use of digital technology. The intention is NOT to execute tasks for clients, rather to give them the knowledge and skills to know what to do.

II.2.5) Award criteria

Quality criterion - Name: Understanding the Brief / Weighting: 25

Quality criterion - Name: Quality of Proposal and CVs / Weighting: 25

Quality criterion - Name: Ability to Deliver / Weighting: 40

Quality criterion - Name: Environmental Wellbeing / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 5

Price - Weighting: 20

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

Start date

1 April 2023

End date

31 March 2025

This contract is subject to renewal

Yes

Description of renewals

Option to extend for 1 year, plus 1 year, plus 1 year, subject to funding and performance

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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

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

Date

11 November 2022

Local time

12:00pm

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

11 November 2022

Local time

12:00pm

Place

Place of work of the Procurement Officers on that date

Information about authorised persons and opening procedure

Fiona Smart - Procurement Category Officer

Claire Petrie - Procurement Category Officer

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2 years, or 5 years

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

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=709620.

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.

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:

The Contractor shall deliver Supplier Development Events or activity associated with the delivery of the Contract as a minimum to the extent specified in the Community Benefits Plan.

(SC Ref:709620)

VI.4) Procedures for review

VI.4.1) Review body

Dundee Sheriff Court and Justice of the Peace Court

Sheriff Court, 6 West Bell Street

Dundee

DD1 9AD

Email

dundee@scotcourts.gov.uk

Telephone

+44 1382229961

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1NZ

Email

eprocurement@dundeecity.gov.uk

Telephone

+44 1382434000

Country

United Kingdom