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Tender

Proc 22-1809 Provision of Job Advert services/Job board Credits (Multi-Supplier Framework Agreement)

Scottish Police Authority

F02: Contract notice

Notice identifier: 2022/S 000-029623

Procurement identifier (OCID): ocids-h6vhtk-037777

Published 20 October 2022, 2:32pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

Contact

Katie Turner

Email

katie.turner2@scotland.police.uk

Telephone

+44 1786895668

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.spa.police.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762

I.3) Communication

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

https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html?VISITORID=667723a2-00f8-45e3-bf28-6e997f4a29e5&_ncp=1623916186564.39436-1

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/esop/pts-host/public/pts/web/login.html?VISITORID=667723a2-00f8-45e3-bf28-6e997f4a29e5&_ncp=1623916186564.39436-1

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Public order and safety

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Proc 22-1809 Provision of Job Advert services/Job board Credits (Multi-Supplier Framework Agreement)

Reference number

Proc 22-1809

II.1.2) Main CPV code

- 79341000 - Advertising services

II.1.3) Type of contract

Services

II.1.4) Short description

The recruitment department within Police Scotland regularly have a requirement to publish job adverts on recruitment platforms to reach the wider recruitment pool via the use of job board credits.

Therefore the Authority has a requirement to put in place a compliant Multi- supplier framework Agreement for the ongoing purchase of job board credits from a range of suitable online job board platforms for staff recruitment. This will enable the recruitment department to have control over where and when adverts are published and on which platforms, in the hope that it will attract high calibre external applicants for Business as usual (BAU) and hard to fill niche roles for both The Scottish Police Authority (SPA) and Police Scotland.

II.1.5) Estimated total value

Value excluding VAT: £400,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79341000 - Advertising services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

II.2.4) Description of the procurement

Open Tender (FTS) via PCS-T

Creation of a Multi Supplier framework

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

This Contract may be renewed at the end of the initial contract period. The initial Contract Period is 2 years with the option to extend for a further two (2) periods, each period being of up to twelve months (12) in duration. To be taken at the sole discretion of the Authority.

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

SPD Question 4A.1 Trade Registers

It is a requirement of this tender that if the Tenderer is UK based they must hold a valid registration with Companies House. Where the Tenderer is UK based but not registered at Companies House they must be able to verify to the SPA's satisfaction that they are trading from the address provided in the tender and under the company name given.

Tenderers within the UK must confirm if they are registered under Companies House within this question.

If the Tenderer is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

III.1.2) Economic and financial standing

List and brief description of selection criteria

It is a requirement of this framework that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded Framework, indicated below:

SPD Question 4B5 Insurances

Employers (Compulsory) Liability Insurance = 10 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide their current Employers Liability Insurance certificate which should include name of the insurers, policy numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

Public Liability Insurance = 5 million GBP in respect of each claim without limit to the

number of claims. Tenderers may be required to provide a copy of their current Public Liability Insurance certificate.

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one incident and annual aggregate caps and the excesses under the policies.

SPD Question 4B6 Financial Standing:

The Authority will access a Credit safe report for a Tenderers organisation and use the information contained within to assist with the assessment of the Tenderer's economic and financial standing. Tenders are asked to provide their company number within the ESPD to allow the Authority to access a Credit Safe Report.

Within such reports, the risk of business failure is expressed as a score of 30 or below (high risk of business failure). In the event that a company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you from this contract. It is the Contractor's responsibility to ensure that the information held by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to ensure that the most up to date information is used. Where you are not registered on credit safe e.g. charitable organisations or new start companies/ Sole Traders with less than 3 years trading history, discretionary powers are available to the Director of Finance to consider abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

IMPORTANT NOTE: This requirement is not applicable to Sole Traders/ Charities. Sole Traders/ Charities may be required to provide a bankers reference if successful.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Tenderer`s will be required to provide evidence of having the necessary capacity and

capability to deliver the requirements stated within the tender documents.

The below requirements will be requested during the tender process:

SPD Question 4C.1.2 Technical and Professional Ability

Tenderer`s will be required to provide evidence of having the necessary capacity and capability to deliver the requirements stated within the tender documents.

The below requirements will be requested during the tender process:

With reference to the nature and details of the services that are the subject matter of this tender, relevant examples are to be provided of the services undertaken by the Tenderer in the last 3 years and must be similar value to the contract being procured.

Tenderer`s will be required to provide evidence of having the necessary capacity and capability to deliver the requirements for: Job Advert Services/Solutions.

Two (2) examples of the provision of similar services will be requested and must be from within the last 3 years for services.

If Tenderers are unable to provide two (2) examples the tenderer may be required to explain why examples cannot be provided.

If available, copies of completion certificates or customers' written declaration which validates the examples you have provided.

Guidance

If you cannot provide certificates or customer declarations the Authority may choose to contact customers cited directly in order to validate the experience examples you have provided without any further reference to you.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Please refer to published contract notice document. Which can be found within attachment area of PCS-T

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 several operators

Envisaged maximum number of participants to the framework agreement: 8

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

21 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: 48 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

22 May 2023

Local time

12:00pm

Place

PCS-T

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Approx 1 year before contract end date

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22392. For more information see:

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

(SC Ref:710172)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court

Glasgow

Country

United Kingdom