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Tender

Participation Panel to Support the First Minister's National Advisory Council on Women and Girls

Scottish Government

F02: Contract notice

Notice identifier: 2022/S 000-031842

Procurement identifier (OCID): ocds-h6vhtk-036303

Published 10 November 2022, 1:37pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

Victoria Quay

Edinburgh

EH6 6QQ

Email

freya.boyes@gov.scot

Telephone

+44 1312448315

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.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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Participation Panel to Support the First Minister's National Advisory Council on Women and Girls

Reference number

CASE/605028

II.1.2) Main CPV code

- 98000000 - Other community, social and personal services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Government on behalf of Scottish Ministers has a requirement to establish a dedicated participation panel of women to support phase two of The First Minister's National Advisory Council on Women and Girls activity.

The National Advisory Council on Women and Girls (NACWG) was set up in 2017 by the Scottish Government to provide independent advice to the First Minister on improving gender equality in Scotland. A package of recommendations was developed over three years that Phase One NACWG believed would kick start systemic change in a positive direction. All recommendations from these three annual reports have been accepted. Phase Two NACWG launched on 31 March 2022 and has a core model of scrutiny, in which the NACWG will hold the Scottish Government to account over the implementation of the accepted recommendations.

II.1.5) Estimated total value

Value excluding VAT: £330,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 75200000 - Provision of services to the community
- 98000000 - Other community, social and personal services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

A dedicated participation panel of women (the Panel) is to be convened to support Phase Two of NACWG activity. The successful tenderer will establish and coordinate the Panel of around 20 women from grassroots organisations and be part of a wider network who are not usually given a voice in this type of space. The participation work will be led by lived experience and the re-distribution of power will be at the heart of the participation process. The overarching objective for the Panel is to work with the NACWG in their accountability process by providing lived experience expertise on how Phase One NACWG recommendations need to be implemented for them to have a tangible positive difference to women's lives. The Panel will also analyse, discuss and develop solutions to be recommended to the NACWG on specific topics relevant to the current landscape and relevant to their lives.

Members of the Panel will be supported to do this role through capacity building workshops on gender equality, policy development and intersectionality alongside mentoring style support to ensure that they have the skills they feel they need to fully participate. A demand-led approach will be taken with the group identifying its own support needs.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £330,000

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

Start date

8 February 2023

End date

7 February 2024

This contract is subject to renewal

Yes

Description of renewals

The contract has the option to extend by two twelve month periods, at the sole discretion of Scottish Ministers.

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.

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

Not applicable

III.1.2) Economic and financial standing

List and brief description of selection criteria

Bidders will be required to state the value for their Current Ratio for the previous financial year

Bidders will be required to confirm they have the required levels of insurance cover specified below

Minimum level(s) of standards possibly required

Current ratio

Bidders must have a minimum current ratio of 1.0.

The current ratio shall be calculated as current assets/current liabilities and shall be based on the organisation's most recently audited accounts

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

Insurance Cover

It is a requirement of this contract that bidders 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 in accordance with any legal obligation at the time being in force

Public Liability Insurance = 5 million GBP

Professional Indemnity Insurance = 2 million GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C.4 Supply Chain Management and Prompt Payment of subcontractors- Tenderers must provide a statement of the relevant supply chain

management and/or tracking systems as detailed within the Single Procurement Document, of the Invitation to Tender document.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As detailed in the procurement documents

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.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-023825](#)

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

Date

15 December 2022

Local time

2:00pm

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: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

15 December 2022

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

Technical Assessment - Full details of the technical criteria detailed within Invitation to Tender.

Please note there are minimum requirements concerning Cyber Security for this contract. Tenderers will be required to complete an online Supplier Assurance Questionnaire using the Cyber Security Procurement Support Tool. A link to CSPST can be found here: <https://cyberassessment.gov.scot/>

The questionnaire will be aligned to a Cyber Risk Profile that has been established for the contract, based on the Contracting Authority's assessment of cyber risk.

Further details will be set out in the procurement documents. A contract condition for this procurement requires the Tenderer to comply with the minimum security requirements.

Tenderers must also confirm:

- they will pay staff that are involved in the delivery of the contract, at least the real Living Wage
- they will meet standards on payment of subcontractors

The estimated contract value includes the option for a potential 24 month extension.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22381. 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>

(SC Ref:712945)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH11LB

Country

United Kingdom