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Tender

Media Auditor Services

Scottish Government

F02: Contract notice

Notice identifier: 2024/S 000-038738

Procurement identifier (OCID): ocds-h6vhtk-04c171

Published 2 December 2024, 12:06pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Contact

Claudio Swinton

Email

claudio.swinton@gov.scot

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.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>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<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

Media Auditor Services

Reference number

SP-24-012

II.1.2) Main CPV code

- 79341100 - Advertising consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

This contract agreement is for the provision of Media Auditor Services. The Contractor will be required to work on behalf of the Framework Public Bodies to meet all requirements of the service. This will include undertaking a review of the Advertising purchased under the Media Planning, Buying and Associated Services Framework Agreement and provide support and advice to Framework Public Bodies. Additionally, the contractor will be required to provide technical advice and support to the award of any new Media Planning & Buying Framework.

II.1.5) Estimated total value

Value excluding VAT: £250,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79341100 - Advertising consultancy services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Scottish Procurement and Property Directorate (SPPD) is the organisation tasked with procuring requirements on behalf of Scottish Public Sector Bodies. The Contract will cover the provision of Media Auditor Services to undertake a review of the Advertising purchased under the Media Planning, Buying and Associated Services Framework Agreement and provide technical advice and support.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

48

This contract is subject to renewal

No

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

List and brief description of selection criteria

This section refers to Section B of Part IV of the SPD.

Minimum level(s) of standards possibly required

4B.5.1 to 4B.5.3 - 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:

Employers (Compulsory) Liability Insurance = not less than 5 million GBP, or in accordance with any legal obligation for the time being in force.

Public Liability Insurance = 1 million GBP per incident

Professional Indemnity Insurance = 1 million GBP per incident

Bidders who do not currently have or cannot commit to obtaining the levels of Insurance requested may be excluded from the procurement process. In event of award of a Contract, Scottish Government will seek proof that these Insurance provisions have been fully complied with.

Bidders must demonstrate a Current Ratio of 1.0 or greater. See Part 4B question 4 of the SPD. Current Ratio will be calculated as follows: total current assets divided by total current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the Tenderers economic and financial standing. The Authority has the right to request copies of financial accounts and insurance certificates which are not held electronically.

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

17 January 2025

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

17 January 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: within 4 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

Full details of award criteria and the weightings and scoring can be found in the Invitation to Tender.

In the event of a tie, the Authority reserves the right to appoint the tenderer with the highest quality score, if the tenderers are tied with the

same quality score, the Authority reserves the right to appoint the tenderer with the highest quality score in section 2.2 Delivery of the

Services of the tenderers bid.

Tenderers must confirm that they will pay staff that are involved in the delivery of services under the contract, at least the real Living Wage. Tenderers who fail to answer “Yes” to this question will not have their tender

considered further.

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 (Sco) Regs 2015.

SPD Section 2: Sub-Contractors who are not being relied upon to meet Selection Criteria
- A separate SPD will not be required at this

Stage.

SPD Q4.C.4 - Tenderers must state whether they intend, or do not intend, to use a supply chain to deliver the requirements detailed in the

ITT.

If Tenderers intend to use a supply chain to deliver the requirements, they should provide evidence in the SPD that they have the relevant

supply chain management and tracking systems in place to ensure a resilient and sustainable supply chain. This will include confirmation

that the Tenderer has the systems in place to pay subcontractors through the supply chain promptly and effectively, including evidence of:

- a) their standard payment terms
- b) 95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

If the bidder is unable to confirm and evidence (b) they must provide an improvement plan, signed by their Director, which commits to

improvements in the payment performance.

Acceptable evidence includes but is not limited to:

- Extract of the Tenderer's terms & conditions detailing standard payment terms;
- A summarised accounts payable report showing payment on time performance;
- Payment Performance Statement Signed by External Auditor;
- Credit Score/Credit Report; or
- An improvement plan, signed by a Director, which commits to improvements in payment performance. Improvement plan template and

further evidence examples are held within the Supplier Journey.

Where a Tenderer does not intend to use a supply chain to deliver the requirements detailed in the ITT, they should clearly state this in

response to Q4.C.4.

Responses to Q4.C.4 will be evaluated as a “Pass” or “Fail”. Tenderers who do not achieve a “Pass” for this question will not be considered

further.

If you are an SME or 3rd sector organisation interested in working with the public sector, the Supplier Development Programme can help.

Attached is a link to the Supplier Development

Programme:

https://www.sdpScotland.co.uk/?utm_source=pcs&utm_medium=frontpage&utm_content=march16&utm_campaign=SDP03

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28078. For more information see:

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

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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:

See ITT documentation contained within PCS-T.

(SC Ref:783653)

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

<https://www.scotcourts.gov.uk/the-court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session.