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Tender

## **Photographic Management Services Framework**

Scottish Enterprise

F02: Contract notice

Notice identifier: 2025/S 000-039341

Procurement identifier (OCID): ocds-h6vhtk-055dcc

Published 11 July 2025, 2:49pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Scottish Enterprise

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

#### **Contact**

Gordon Hutton

#### **Email**

[gordon.hutton@scotent.co.uk](mailto:gordon.hutton@scotent.co.uk)

#### **Telephone**

+44 1414686024

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.scottish-enterprise.com/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00398](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00398)

**I.3) Communication**

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

<https://www.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.publiccontractsscotland.gov.uk/>

**I.4) Type of the contracting authority**

Regional or local Agency/Office

**I.5) Main activity**

Economic and financial affairs

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

## Photographic Management Services Framework

Reference number

P26-0025

### **II.1.2) Main CPV code**

- 79961000 - Photographic services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

The purpose of this ITT is to appoint a single supplier, operating under a Framework Agreement, to provide Photographic Management Services. This will include a web based photographic library to catalogue and allow access to the images by all our staff and also commission photographic work required for Scottish Enterprise across Scotland. We are looking for a single supplier to provide all of the services detailed in the objectives, as set out in the Invitation to Tender, to Scottish Enterprise.

### **II.1.5) Estimated total value**

Value excluding VAT: £315,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 79961000 - Photographic services
- 22315000 - Photographs
- 79960000 - Photographic and ancillary services
- 79961200 - Aerial photography services

### **II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

#### **II.2.4) Description of the procurement**

The purpose of this ITT is to appoint a single supplier, operating under a Framework Agreement, to provide Photographic Management Services. This will include a web based photographic library to catalogue and allow access to the images by all our staff and also commission photographic work required for Scottish Enterprise across Scotland. We are looking for a single supplier to provide all of the services detailed in the objectives, as set out in the Invitation to Tender, to Scottish Enterprise.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **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

The initial Framework period will be for 36 months with the option to extend by 1 period of 12 months.

#### **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

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## **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

Q4B.1.b - Bidders will be expected to have an average yearly turnover of a minimum of GBP80,000 for the last 2 years. Scottish Enterprise reserves the right to exclude bidders who don't meet this requirement.

Q4B.3 - Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading. Scottish Enterprise reserves the right to exclude bidders who don't meet this requirement.

Q4B.4 - Bidders will be expected to state the value(s) for the following financial ratio(s): Liquidity ratio, greater than or equal to 0.80. The liquidity ratio is calculated as current assets minus inventory (stock) divided by current liabilities for each of the last two years and the average of these equals the ratio. Scottish Enterprise reserves the right to exclude bidders who don't meet this requirement.

Q4B.5.1 - Please confirm below whether you already have or can commit to obtain, prior to the commencement of the contract, the appropriate levels of insurance for this contract. Bidders that do not already have, or cannot commit to obtain insurances may be excluded from further participation in this procurement exercise. Scottish Enterprise reserves the right to exclude bidders who don't meet this requirement.

- Employer's (Compulsory) Liability Insurance - GBP5,000,000
- Public Liability Insurance – to an appropriate level determined by the bidder
- Professional Indemnity Insurance – to an appropriate level determined by the bidder

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Q4C.1.2 - Bidders will be required to provide 2 relevant examples of similar commissions in which they have been involved. Each example should be no more than 200 words and include a description of the key outputs delivered, duration, value and the customer/client. Bidders can submit examples in a separate document to allow room to provide details of the service provided. These will be evaluated on a PASS/FAIL basis. Pass equals providing 2 examples detailing relevant experience to deliver the service. Fail equals failure to provide 2 examples detailing relevant experience to deliver the service.

Q4C.4 - If bidders intend to use a supply chain to deliver the requirements detailed in II.2.4 in the Find a Tender Service, Contract Notice or relevant section of the Site Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested 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 (b) they must provide an improvement plan, signed by their director, which improves the payment performance.

Q4C.7 - Bidders will be required to confirm that they will employ environmental management measures that meet the following requirements:

Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes but is not limited to:

- a completed copy of the Bidder 'relevant contract' Climate Change Plan Template, including planned projects and actions to reduce the bidder's carbon emissions. This does not need to contain calculated carbon emissions.

This will be evaluated on a Pass/Fail basis as follows:

PASS – Production and submission of a Bidder Climate Change Plan that has been reviewed and signed off by the Board of Directors (or equivalent management body)

FAIL – No Bidder Climate Change Plan produced and submitted that has been reviewed and signed off by the Board of Directors (or equivalent management body)

Q4C.10 - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

## **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

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## **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 a single operator

#### **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

18 August 2025

Local time

11:00am

#### **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

18 August 2025

Local time

11:00am

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## **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**

This is a relevant climate change contract, bidders are required to complete and return the attached Climate Change Plan template.

SPD Statement for 2A.17 – Form of Participation (Notably as part of a group, consortium, joint venture or similar).

Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated documentation will be sent to the nominated lead organisation.

SPD Statement for 2C.1 - Where the main bidder relies on the capacities of other entities in order to meet the selection criteria, the bidder must provide a separate SPD response setting out the information required under SPD (Scotland): Part II (sections A and B); Part III exclusion grounds; the relevant part of Section IV selection criteria; and Part V (if applicable) for each of the entities concerned.

SPD Statement for 2D.1 – If the bidder proposes to subcontract any part(s) of the service and those sub-contractors are not relied upon, they should arrange for a separate SPD response from each potential subcontractor. The subcontractors must complete the relevant parts of the SPD (Scotland) (Sections A and B of Part II and Part III only) to self-



declare whether there are grounds for their exclusion. [This may be requested at the selection stage or prior to the subcontractor commencing work on the contract.]

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=804189](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=804189).

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](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.

(SC Ref:804189)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=804189](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=804189)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Glasgow Sheriff Court and Justice of the Peace Court

Sheriff Clerk's Office, PO Box 23, 1 Carlton Place,

Glasgow

G5 9DA

Telephone

+44 1414298888

Country

United Kingdom

Internet address

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

#### **VI.4.2) Body responsible for mediation procedures**

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

[SPOEprocurement@scotland.gsi.gov.uk](mailto:SPOEprocurement@scotland.gsi.gov.uk)

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

In the first instance, contact the Head of Facilities Management and Procurement at Scottish Enterprise, with any concerns or enquiries. Email: <https://www.scottish-enterprise.com/help/contact-us>.

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

#### **VI.4.4) Service from which information about the review procedure may be obtained**

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

[SPOEprocurement@scotland.gsi.gov.uk](mailto:SPOEprocurement@scotland.gsi.gov.uk)

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+44 1412425466

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