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Tender

Digital Access Management System

Scottish Natural Heritage

F02: Contract notice

Notice identifier: 2025/S 000-051777

Procurement identifier (OCID): ocds-h6vhtk-058f01

Published 28 August 2025, 9:17am

Section I: Contracting authority

I.1) Name and addresses

Scottish Natural Heritage

Great Glen House, Leachkin Road

Inverness

IV3 8NW

Email

flexibleprocurement@scotland-excel.org.uk

Telephone

+44 1463725097

Country

United Kingdom

NUTS code

UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

Internet address(es)

Main address

<http://www.nature.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00383

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.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

National or federal Agency/Office

I.5) Main activity

Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Digital Access Management System

Reference number

PP1341

II.1.2) Main CPV code

- 72000000 - IT services: consulting, software development, Internet and support

II.1.3) Type of contract

Services

II.1.4) Short description

NatureScot has a requirement to place a contract with an external service provider for the provision of Digital Asset Management System (DAMS).

The contract will be for a period of 36 months, with the option to extend for an additional 2 x 24 month extensions, totalling a maximum of seven years.

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)

- 48000000 - Software package and information systems

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

Over the years, NatureScot have invested in a large range of rich media assets i.e; Images, video and audio files etc, to support our work across various areas of the business. The storage and management of this media type, requires an appropriate asset management system to access and manage the content accordingly.

Our objective is to procure a product which will provide NatureScot with a suitable storage repository and management tool to optimise the use of all our rich media assets. The system must have multiple portals to provide controlled access levels to our media assets for NatureScot staff, stakeholders, partners and members of the public. The system should comply with WCAG (Web Content Accessibility Guidelines) level 2.1 or higher.

The contract will be for an initial 3 years with the option to offer two further 2-year extensions.

II.2.5) Award criteria

Quality criterion - Name: A. Sustainability / Weighting: 5

Quality criterion - Name: B1 System Implementation / Weighting: 15

Quality criterion - Name: B2 System Configuration and Back-Up / Weighting: 15

Quality criterion - Name: C1 Data Hosting and Maintenance / Weighting: 15

Quality criterion - Name: C2 Data Migration / Weighting: 8

Quality criterion - Name: C3 Decommissioning / Weighting: 8

Quality criterion - Name: D Delivery Assurance / Weighting: 8

Quality criterion - Name: E Functional Requirements / Weighting: 21

Quality criterion - Name: F Fair Work First / Weighting: 5

Price - Weighting: 30

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

The initial contract is for 36 months with an option to further extend for an additional 2 x 24-month extensions, totalling a maximum of seven years.

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

Scotland Excel is acting on behalf of NatureScot in the execution of this tender but will not be party to the contract or the management of the contract throughout its lifetime.

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

Tenderers must be registered or enrolled in the relevant trade register kept in the Member State of its establishment (as described in Schedule 5 of Procurement (Scotland) Regulations 2015.

Tenderers should confirm they are registered or enrolled on the relevant trade register and provide information relating to this i.e. registration number, member number etc. Failure to do so may result in the Tenderer being excluded from the Procurement Process

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

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

29 September 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

29 September 2025

Local time

12:00pm

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

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=808401.

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>

(SC Ref:808401)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=808401

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff Court and Justice of the Peace Court

Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Country

United Kingdom

