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Tender

## **Digital Asset Management System**

Scottish Natural Heritage

F02: Contract notice

Notice identifier: 2025/S 000-052364

Procurement identifier (OCID): ocds-h6vhtk-059032

Published 29 August 2025, 11:21am

### **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](mailto: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](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

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## **Section II: Object**

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

#### **II.1.1) Title**

Digital Asset 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.

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## **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

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## **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

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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**

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=808655](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=808655).

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.

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:808655)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=808655](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=808655)

## **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

