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Tender

Provision of Audio Visual (AV) services for Scottish Ministers

Scottish Government

F02: Contract notice

Notice identifier: 2025/S 000-079964

Procurement identifier (OCID): ocds-h6vhtk-05ef41

Published 5 December 2025, 8:36am

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

Paul.packett@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

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

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

Provision of Audio Visual (AV) services for Scottish Ministers

Reference number

818368

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

Scottish Government regularly holds events for which a professional and reliable Audio Visual (AV) provision of service is required. Requirements for individual events are dependent on a range of factors including: location, national priorities and scale of the event.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Scottish Government regularly holds events for which a professional and reliable Audio Visual (AV) provision of service is required. Requirements for individual events are dependent on a range of factors including: location, national priorities and scale of the event.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

There will be an option for 2x 12 month extensions included within the contract at the discretion of the Scottish Government

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

There will be an option for 2x 12 month extensions included within the contract at the discretion of the Scottish Government

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

List and brief description of selection criteria:

4B.4 - The bidder confirms the name, value and/or range of the financial ratios specified in the relevant Contract Notice.

4B.5 - The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance

cover indicated in the relevant Contract Notice.

Minimum level(s) of standards required:

4B.4 -

Bidders must demonstrate a Current Ratio of no less than 0.8. 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 bidders economic and financial standing.

4B.5 -

Professional Risk Indemnity Insurance - 2,000,000 GBP (A sum not less than)

Public Liability Insurance - 5,000,000 GBP (A sum not less than)

Employees Liability Insurance - 5,000,000 GBP (A sum not less than)

III.1.3) Technical and professional ability

List and brief description of selection criteria:

4C.7 - Provide details of the environmental management measures which the bidder will be able to use when performing the contract.

4C.10 - Provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract: Bidders will be required to confirm

whether they intend to subcontract and, if so, for what proportion of the contract.

Minimum level(s) of standards required:

4C.7 -

Production and submission of evidence of steps taken to build awareness of the climate emergency and consideration of how the

organisation plans to respond to it. This should include details of planned projects and actions to reduce the bidder's carbon emissions.

4C.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

III.1.3) Technical and professional ability

List and brief description of selection criteria

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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

6 January 2026

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

6 January 2026

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 30752.
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>

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:

The tenderer must provide a Community Benefits proposal that is relevant to the subject matter of this contract and supports the Scottish

Ministers' commitment to contributing to the social, economic & environmental well-being of the people of Scotland.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 30752.
For more information see:

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(SC Ref:816806)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

Edinburgh

EH11LB

Country

United Kingdom