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Tender

## Expert Help for Business

Aberdeenshire Council

F02: Contract notice

Notice identifier: 2025/S 000-084046

Procurement identifier (OCID): ocds-h6vhtk-05f853

Published 17 December 2025, 4:40pm

The closing date and time has been changed to:

**2 February 2026, 12:00pm**

See the [change notice](#).

## Section I: Contracting authority

### I.1) Name and addresses

Aberdeenshire Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

### Contact

Jamie Hutcheon

### Email

[bgexpert@aberdeenshire.gov.uk](mailto:bgexpert@aberdeenshire.gov.uk)

**Telephone**

+44 1467535353

**Country**

United Kingdom

**NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

**Internet address(es)**

Main address

<http://www.aberdeenshire.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00232](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00232)

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

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

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Expert Help for Business

Reference number

CRN00041810

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

- 79400000 - Business and management consultancy and related services

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

Services

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

The council is looking to procure consultancy support for a variety of different topics for business support within Aberdeen City & Aberdeenshire.

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

Value excluding VAT: £455,466

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

## **II.2) Description**

### **II.2.1) Title**

Strategy & Business Development

Lot No

2

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

- 79400000 - Business and management consultancy and related services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

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

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

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

Quality criterion - Name: Provision of Services / Weighting: 30

Quality criterion - Name: Contract Resources / Weighting: 35

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Sustainability & Community Benefits / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Environmental Wellbeing (Climate Change Duties) / Weighting: 5

Price - Weighting: 30

### **II.2.6) Estimated value**

Value excluding VAT: £64,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

**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) Description**

**II.2.1) Title**

Human Resources, Leadership and Skills

Lot No

3

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

- 79400000 - Business and management consultancy and related services

**II.2.3) Place of performance**

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

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

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

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

Quality criterion - Name: Provision of Services / Weighting: 30

Quality criterion - Name: Contract Resources / Weighting: 35

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Sustainability & Community Benefits / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Environmental Wellbeing (Climate Change Duties) / Weighting: 5

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £55,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

#### **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) Description**

#### **II.2.1) Title**

Marketing Strategy

Lot No

4

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

- 79400000 - Business and management consultancy and related services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

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

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

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

Quality criterion - Name: Provision of Services / Weighting: 30

Quality criterion - Name: Contract Resources / Weighting: 35

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Sustainability & Community Benefits / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Environmental Wellbeing (Climate Change Duties) / Weighting: 5

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £36,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

#### **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) Description**

#### **II.2.1) Title**

## Digital Marketing Strategy

Lot No

5

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

- 79400000 - Business and management consultancy and related services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

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

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

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

Quality criterion - Name: Provision of Services / Weighting: 30

Quality criterion - Name: Contract Resources / Weighting: 35

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Sustainability & Community Benefits / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Environmental Wellbeing (Climate Change Duties) / Weighting: 5

Price - Weighting: 30

### **II.2.6) Estimated value**

Value excluding VAT: £68,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

#### **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) Description**

#### **II.2.1) Title**

Branding

Lot No

6

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

- 79400000 - Business and management consultancy and related services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

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

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

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

Quality criterion - Name: Provision of Services / Weighting: 30

Quality criterion - Name: Contract Resources / Weighting: 35

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Sustainability & Community Benefits / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Environmental Wellbeing (Climate Change Duties) / Weighting: 5

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £59,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

#### **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) Description**

## **II.2.1) Title**

Information technology, digital technology, websites and online platforms (excluding social media)

Lot No

7

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

- 79400000 - Business and management consultancy and related services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

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

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

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

Quality criterion - Name: Provision of Services / Weighting: 30

Quality criterion - Name: Contract Resources / Weighting: 35

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Sustainability & Community Benefits / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Environmental Wellbeing (Climate Change Duties) / Weighting: 5

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £55,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

#### **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) Description**

#### **II.2.1) Title**

Procurement & Supply Chain

Lot No

8

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

- 79400000 - Business and management consultancy and related services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

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

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

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

Quality criterion - Name: Provision of Services / Weighting: 30

Quality criterion - Name: Contract Resources / Weighting: 35

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Sustainability & Community Benefits / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Environmental Wellbeing (Climate Change Duties) / Weighting: 5

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £46,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

#### **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) Description**

#### **II.2.1) Title**

Legal

Lot No

9

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

- 79400000 - Business and management consultancy and related services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

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

This procurement is to provide the council with expert help and advisory services for

businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

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

Quality criterion - Name: Provision of Services / Weighting: 30

Quality criterion - Name: Contract Resources / Weighting: 35

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Sustainability & Community Benefits / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Environmental Wellbeing (Climate Change Duties) / Weighting: 5

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £27,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

#### **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) Description**

### **II.2.1) Title**

Financial Management

Lot No

1

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

- 79400000 - Business and management consultancy and related services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

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

This procurement is to provide the council with expert help and advisory services for businesses within Aberdeen City and Aberdeenshire, which are assessed through the Business Gateway Service and Economic Development. This expert help support is provided through Business Gateway, which is funded by Aberdeen City and Aberdeenshire Councils.

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

Quality criterion - Name: Provision of Services / Weighting: 30

Quality criterion - Name: Contract Resources / Weighting: 35

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Sustainability & Community Benefits / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Environmental Wellbeing (Climate Change Duties) / Weighting: 5

Price - Weighting: 30

**II.2.6) Estimated value**

Value excluding VAT: £46,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

12 months plus 12 months (total 48 months in total)

**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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

The relevant selection criteria will be included in the SPD Scotland Module and ITT

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland Module and ITT

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

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland Module and ITT

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As detailed within the tender documents

#### **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 several operators

Envisaged maximum number of participants to the framework agreement: 18

#### 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

Originally published as:

Date

26 January 2026

Local time

12:00pm

Changed to:

Date

2 February 2026

Local time

12:00pm

See the [change notice](#).

**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: 4 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

26 January 2026

Local time

12:00pm

Place

Aberdeenshire

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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

[http://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=755902](http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=755902).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[http://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](http://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:755902)

Download the copy of the online SPD document here (to be completed online through postbox submission):

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=755902](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=755902)

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=818907](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=818907).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[http://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](http://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>

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:

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 Council aims to act as a role model within the public sector, by carrying out its activities in a responsible and sustainable manner, considering on a case by case basis how procurement activity can improve the economic, social and environmental wellbeing of the area. Suppliers in the performance of the contract are expected to carry out their activities in a responsible and sustainable manner and commit to the delivery of benefits as set out in Appendix 1 – Award Questionnaire.

(SC Ref:818907)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=818907](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=818907)

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

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

Aberdeen Sheriff Court

Aberdeen

Country

United Kingdom