**Procurement Journey**

**Contract Notice Example – Open Procedure for Service**

**Contract notice**

Directive 2014/24/EU - Public Sector Directive

**Section I: Contracting authority**

**I.1) Name and addresses**

Scottish Government

Victoria Quay, Leith

Edinburgh

EH6 6QQ

UK

Telephone: +44 1312440474

E-mail: scottish.government@gov.scot

NUTS: UKM

Internet address(es)

Main address: http://www.scotland.gov.uk

Address of the buyer profile: <http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482>

**I.2) 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.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be sent electronically to:

<https://www.publictendersscotland.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:

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

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

Body governed by public law

**I.5) Main activity**

Education

**Section II: Object**

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

**II.1.1) Title**

Support Services to the Convener of the Schools Closure Review Panels

Reference number: Case 295375

**II.1.2) Main CPV code**

79500000

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Support Services to the Convener of the School Closure Review Panels for the period 1 October 2016 to 30 September 2019 with the option of 1 annual extensions.

**II.1.5) Estimated total value**

Value excluding VAT: 250 000.00 GBP

**II.1.6) Information about lots**

This contract is divided into lots: No

**II.2) Description**

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

79500000

**II.2.3) Place of performance**

NUTS code:

UKM34

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

Support Services to the Convener of the School Closure Review Panel.

The contract will not be divided into lots as [this would make the execution of the contract excessively technically difficult].

**II.2.5) Award criteria**

Criteria below:

Quality criterion: Quality / Weighting: 60

Price / Weighting: 40%

**II.2.6) Estimated value**

Value excluding VAT: 250 000.00 GBP

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

Start: 01/02/2017

End: 01/06/2017

This contract is subject to renewal: Yes

Description of renewals:

May take up option of 1 x 12 month extension.

**II.2.9) Information about the limits on the number of candidates to be invited**

**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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

**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:**

(4,000 characters)

III.1.1 of the notice is not applicable to this procurement exercise.

III.1.2) Economic and financial standing

List and brief description of selection criteria:

(4,000 characters)

Please refer to these statements when completing section 4B of the ESPD (Scotland).

Statement for 4B.4

Bidders must demonstrate a return on capital employed at a ratio of greater than zero.

Ratio will be calculated as follows: net profit after tax divided by net assets (total assets less current liabilities).

Bidders must demonstrate a Current Ratio of greater than 1.

Current Ratio will be calculated as follows: net current assets divided by net current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

Statement for 4B.5.1-3.

It is a requirement of this contract that bidders hold or can commit to obtain prior to the commencement of any subsequently awarded

contract, the types of insurance indicated below.

Employer's (Compulsory) Liability Insurance = 5 million GBP

Public Liability Insurance = 5 million GBP

Professional Indemnity Insurance = 1 million GBP

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

**List and brief description of selection criteria:**

(4,000 characters)

Minimum level(s) of standards possibly required:

Statement for 4.C.6: Bidders will be required to confirm that they and/or the service provider have the following relevant educational and

professional qualifications:

CIPP membership

Note: Suppliers must be able to evidence service providers hold Chartered Institute of Payroll and Pension (CIPP)

accreditation/membership or equivalent or can evidence being in the process of arranging accreditation/membership at contract

commencement.

And 4C.6.1: Bidders will be required to confirm that their managerial staff have the following relevant educational and professional

qualifications:

CIPP membership

Note: Suppliers must be able to evidence service providers hold Chartered Institute of Payroll and Pension (CIPP)

accreditation/membership or equivalent or can evidence being in the process of arranging accreditation/membership at contract

commencement.

There will be no statements and questions used for Section D of Part IV of the ESPD (Scotland).

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

**III.2.1) Information about a particular profession**

**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.

**Section IV: Procedure**

**IV.1) Description**

**IV.1.1) Type of procedure**

Open procedure

**IV.1.8) Information about 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: 02/01/2017

Local time: 12:00

**IV.2.4) Languages in which tenders or requests to participate may be submitted**

EN

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

Date: 03/01/2017

Local time: 12:00

**Section VI: Complementary information**

**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**

Question scoring methodology for Selection Criteria: pass/fail

Award Criteria questions can be found in the ITT together with the weightings.

Award scoring methodology will be the following:

0 - Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 - Poor. Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains

insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2- Acceptable. Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details

on how the requirement will be fulfilled in certain areas.

3 - Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on

how the requirements will be fulfilled.

4 - Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a

thorough understanding of the requirement and provides details of how the requirement will be met in full.

**The following wording appears under VI.3), but it is pulled together from different parts of the contract notice (or is generated) by the PCS system.**

**The following wording is generated by the PCS system:**

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=472989>.

**The following wording is generated by the PCS system if you plan (or not plan) to use sub-contractors and tick the corresponding box(es) on the ‘Sub-Contract Clause’ page:**

The Contracting Authority does not intend to include a sub-contract clause in this contract.

**The following wording is generated if the community benefits clause applies to your contract and you tick the corresponding box(es) on the ‘Community Benefits Clauses’ page:**

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

**Your brief description of the community benefits clause(s) from the ‘Community Benefits Clauses’ page will be inserted here:**

A summary of the expected community benefits has been provided as follows:

Community benefits are included in this requirement. A summary of the expected community benefits have been provided as follows: (for

example)

The Scottish Government is committed to contributing to the social, economic & environmental well-being of the people of Scotland, in

order to create a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic

growth. Accordingly, while the following community benefit objectives will not be evaluated as part of the tender process, the successful

service provider will be expected to present a community benefit proposal with their tender detailing how, in the event that they should be

successful in winning the contract, they will address the following Community Benefit themes:

o targeted recruitment & and training for “disadvantaged” persons unemployed for over 6 months;

o graduate placements

More information can be found in the ITT.

(SC Ref:452191)

**The following wording and link will be generated by the PCS system when you upload your ESPD (Scotland) on the ‘ESPD Document’ page:**

Download the ESPD document here: <http://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=472989>

**VI.4) Procedures for review**

**VI.4.1) Review body**

Scottish Government

Victoria Quay, Leith

Edinburgh

EH6 6QQ

UK

Telephone: +44 1312440474

Internet address(es)

URL: <http://www.scotland.gov.uk>

**VI.5) Date of dispatch of this notice**

29/11/2016