

United Kingdom-Edinburgh: Project-management services other than for construction work

OJ S 49/2014 11/03/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Scottish Ministers acting through the Scottish Government

Postal address: 3F North Victoria Quay

Town: Edinburgh

Postal code: EH6 6QQ

Country: United Kingdom

Contact person: Scottish Government Procurement Team

For the attention of: Carrie MacPherson

E-mail: carrie.macpherson@scotland.gsi.gov.uk

Telephone: +44 1312447216

Internet address(es):General address of the contracting authority: <http://www.scotland.gov.uk>Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482Electronic access to information: www.publictendersscotland.publiccontractsscotland.gov.ukElectronic submission of tenders and requests to participate: www.publictendersscotland.publiccontractsscotland.gov.uk**Additional information can be obtained from:**

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address**I.2. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

I.3. Main activity

General public services

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Ceremonial Event Planning and Management.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 11: Management consulting services [6] and related services

Main site or place of performance: Edinburgh.

NUTS code UKM25 Edinburgh

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

The Scottish Government requires the provision of a one-stop professional project management service in respect of the maintenance of an existing set of plans for state and ceremonial matters within Scotland. The successful Contractor will be responsible for the ongoing delivery of an existing programme of works which will include reinstatement works. Services will include continuing with the planning and design process, procurement and management services including financial control, budget responsibilities and the co-ordination of ceremonial participants.

The Services to be provided by the Contractor consist of a combination of the supervision and management of work by other contractors, for example oversight of the erection of barriers, media scaffolding and portable toilet facilities, the co-ordination of work by other public bodies in relation to organising crowd control measures, public information measures, transportation facilities for members of the public and the provision of direct work and services by the Contractor or by their sub-contractors such as maintenance of CAD drawings, maintenance of detailed plans and distribution of such plans to relevant stakeholders where applicable.

Note: The authority is using PCS-Tender to carry out this procurement process. Please note this is a separate website and if you are not already registered, registration will be required.

To access PCS-Tender, record your interest in this notice and access the tender documentation please visit <https://www.publictendersscotland.publiccontractsscotland.gov.uk> and search for project Code Project_1708 within the appropriate area.

If you have already registered on Public Contracts Scotland and PCS-Tender and paired your accounts you can access PCS-Tender through your Public Contracts Scotland Control Panel.

II.1.6. CPV code(s)

79421000 Project-management services other than for construction work, 79420000 Management-related services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

It is intended to award a contract for a period of 5 years with the option, at the sole discretion of the Scottish Ministers, to extend for a further 2 12 month periods.

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Duration in months: 60 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Any Contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract. It will be for members of the consortium to organise between themselves their respective duties and liabilities. For administrative purposes, any associated documentation will be sent to the nominated lead organisation. Note: If a consortium is awarded this contract the members of the consortium will be required to form a single legal entity before entering into, or as a term of the contract.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(6) Any candidate found to be guilty of serious misrepresentation in providing any information

required, may be declared ineligible and not selected to continue with this procurement process.

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

III.2.3. Technical and professional ability

List and brief description of conditions:

Details of the Technical Capacity that applicants will be required to demonstrate, are contained within the Pre-Qualification Questionnaire (PQQ). Details of how to access the PQQ document are contained within this notice.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. 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: yes

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

Envisaged minimum number 5: and Maximum number 5

Objective criteria for choosing the limited number of candidates: Applicants are required to complete the questions within the Pre-qualification Questionnaire; applicants must meet the minimum requirements stated. Overall scores shall be marked out of 100 and ranked accordingly. A maximum of 5 applicants shall proceed to ITT stage.

— Bidders Details - seeks background information about the bidder; this section is not normally evaluated, however the Authority may choose not to take forward bidders that cannot provide basic company information;

— Questions relating to Criminal Convictions and Business Probity (mandatory and discretionary reasons for exclusion);

— Information Regarding the Economic or Financial Standing of the bidding organisation;

- Insurance questions;
- Conflict of Interest questions;
- Technical or Professional Capability – Weighting 60 %;
- Business Continuity and Disaster Recovery – Weighting 10 %;
- Quality Management – Weighting 20 %;
- Equal Opportunities – Pass/ Fail; and
- Health and Safety – Weighting 10 %.

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

CASE/211451

IV.3.2. Previous publication concerning this procedure

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

IV.3.4. Time limit for receipt of tenders or requests to participate

7.4.2014 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

2.5.2014

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: Contract Award; Re-tendering of Services.

VI.2. Information about European Union funds

VI.3. Additional information

Please refer to PQQ for further information.

(SC Ref:291510)

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Scottish Ministers will incorporate a minimum of a 10-calendar-day standstill period at the point that information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be required from the address in point I. 1) of the Contract Notice. If an appeal regarding the award of the Contract has not been successfully resolved, the Public Contracts (Scotland) Regulations 2012 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rule to take action in the Sherriff Court or Court of Session. Any such action must be brought promptly (generally within 3 months). Where a Contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the Contract has been entered into the court may only award damages (the purpose of the standstill period referred to above is to allow parties to apply to the courts to set aside an award decision before the Contract is entered into).

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

5.3.2014