**Procurement Journey**

**Contract Notice Example – Restricted Procedure for Services**

**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.gov@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:

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

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be sent electronically to:

<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:

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

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

Body governed by public law

**I.5) Main activity**

General public services

**Section II: Object**

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

**II.1.1) Title**

Information and Communication Technology

Reference number: Ref3658

**II.1.2) Main CPV code**

30213000

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

The principle objective of this tender is to appoint a single Contractor to provide the following ICT Services to Scottish Government:

Mobilisation & Service Transition

Network support

Management of Software Licencing

Connectivity Services

Network hardware

**II.1.5) Estimated total value**

Value excluding VAT: 10 000 000.00 GBP

**II.1.6) Information about lots**

This contract is divided into lots: No

**II.2) Description**

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

32412120

32412110

32412000

32410000

30237110

30213100

30213200

30213300

**II.2.3) Place of performance**

NUTS code:

UKM34

Main site or place of performance:

Glasgow

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

The principle objective of this tender is to appoint a single Contractor to provide the following ICT Services to Scottish Government:

Mobilisation & Service Transition;

Network support;

Management of Software Licencing;

Connectivity Services; and

Network hardware.

This 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: 10 000 000.00 GBP

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

Duration in months: 48

This contract is subject to renewal: No

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

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made via the

PCS messaging system.

The process we will apply will be:

- Statements including the specific requirements can be found within Section III.1.1, III.1.2 and III.1.3 of the Contract Notice.

-Bidder's must pass the minimum standards sections of the ESPD (Scotland).

Part III. and Section B of Part IV will be scored on a pass/fail basis, and Section C of Part IV of the ESPD (Scotland) will be scored in the

following way:

0 - Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.

1 - Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains

insufficient/limited detail or explanation to demonstrate previous relevant experience/ capacity/capability.

2 - Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and

skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar

nature.

3 - Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or

skills/capacity/capability relevant to providing similar services to similar clients.

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

thorough experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

- The responses to the questions of Section III.1.3 of the Contract Notice will be weighted the following way: Please see ESPD (Scotland)

Question 4C.1.2: 30%, 4C.2: 20%, 4C.6 and 4C.6.1: 20%, 4C.7: 20%, 4C.10: 10%.

- We will take the five highest scoring bidders through and they will be invited to submit a tender.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

**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)

4C.1.2: Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the

services/supplies as described in part II.2.4 of the OJEU Contract Notice or the relevant section of the Site Notice.

4C.2: Bidders will be required to confirm details of the technicians or technical bodies who they can call upon, especially those responsible

for quality control.

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

qualifications:

e.g. Microsoft Certified

And:

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

qualifications:

e.g. Microsoft Certified

4C.7: Bidders will be required to confirm that they will employ environmental management measures that meet the following

requirements:

Arrangements for Weee arrangements

4C.10: Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

No questions from Section D of Part IV of the ESPD (Scotland) (Quality assurance schemes and environmental management standards)

will be used, so no statements for those questions are listed in this Contract Notice.

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

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

**III.2.2) Contract performance conditions**

Office work

**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**

Restricted 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: 01/02/2017

Local time: 12:00

**IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 01/03/2017

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

EN

**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**

The award criteria questions and weightings will be published in the ITT.

Award criteria scoring 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 and 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=473000>.

**The following wording is generated by the PCS system if you plan to use sub-contractors and tick the corresponding box(es) on the ‘Sub-Contract Clause’ page:**

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

**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:

Under this contract, the supplier will be required to support the awarding authority's economic and social regeneration objectives.

Accordingly contract performance conditions may relate in particular to social considerations, such as employing Modern Apprentices and

interns.

The supplier will be expected to donate the old hardware on an annual basis.

More information can be found in the ITT.

(SC Ref:448198)

(SC Ref:473000)

**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=473000>

**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

30/11/2016