

PROJECT INFORMATION

Project Code	Project Title	Project Reference
project_16401	Scottish Employer Skills Survey (ESS) 2020	Case/516918

ITT SETTINGS

ITT Code	ITT Title	ITT Description	
itt_35606	Scottish Employer Skills Survey (ESS) 2020		
Type of Supplier Access	Options for Viewing Responses	Ranking Level	Current Awarding Level
ITT Open to All Suppliers	Sealed (parallel opening)	Overall	
Qualification Envelope	Technical Envelope	Commercial Envelope	
Yes	Yes	Yes	
Supplier Response Ranking	Commercial Envelope Strategy	ITT Status	
Most Economically Advantageous Tender	Lower Price Preferred	Qualification Evaluation	
Maximum Technical Score	Maximum Commercial Score		
70.	30.		
Estimated Value of Contract	Currency:		
110,000.	GBP		

ITT ATTRIBUTES

ITT Type

Route 3 - Open

QUALIFICATION RESPONSES AVAILABLE FOR EVALUATION

Supplier	Response Date
BMG Research	13/07/2020 11:22:00 by [REDACTED]
IFF Research	13/07/2020 11:23:05 by [REDACTED]
Perceptive Insight	07/07/2020 17:29:02 by [REDACTED]
Pye Tait Limited (trading as Pye Tait Consulting)	13/07/2020 10:43:19 by [REDACTED]

QUALIFICATION ENVELOPE OPENING

Qualification Envelope Opened

13/07/2020 12:14

Qualification Envelope Opened by

[REDACTED]

Enable Opening Committees

QUALIFICATION ENVELOPE SUMMARY

Accepted Suppliers	Qualification Evaluation Group Members	Number of Questions (Type = Yes/No; Option List; Multiple-Choice Option List; Date; Text; Numeric; Notes)	Number of Attachment Questions	General Attachments
4	0	145	2	Active

QUALIFICATION RESPONSES EVALUATION DETAILS (*)

Number of Responses		1
Number of Questions		167
Supplier		Perceptive Insight
Supplier Evaluation		Accepted
Acceptance or Rejection Notes		
Section Name		1.1 Acceptance of Documentation
Note	Note Details	
1.1.1 Important	The Bidder is required to answer all of the questions contained in the ESPD. The only exception is where a section/question is marked as "where applicable" e.g. Part 2B: Information about representatives of the bidder.	
Response		
Note	Note Details	
1.1.2 BIDDER GUIDANCE	Bidders must navigate to the 'Attachment' area to download and view documents relating to this procurement exercise.	
Response		
Question	Description	
1.1.3 Supplier Response Guides	Please confirm that you have read and understood the supplier response guide	
Response		
Yes		
Question	Description	
1.1.4 Confirmation - Date	Please enter the date in which you have confirmed the above.	
Response		
07/07/2020		
Section Name		1.2 European Single Procurement Document (ESPD)
Note	Note Details	

1.2.1 ESPD	<p>The European Single Procurement Document (ESPD) is a standard qualification questionnaire supplied by the European Commission for all regulated procurements. The ESPD is used to self-certify for the minimum requirements to tender and is tailored to the buyer's specific project.</p> <p>Information on the selection criteria for participation can be found in the Contract Notice on Public Contracts Scotland. If you have previously submitted an ESPD some of your answers will be pre-populated and these can viewed in your Supplier Profile. Be aware that not all questions will apply to you or be valid for every tender.</p>
Response	
Note	Note Details
1.2.2 Important	You are able to update your Supplier Profile at any time. Information contained within your Profile is visible to buyers within contracting authorities using PCS-Tender and administrators of the system. It is not visible to other suppliers registered on the system. Submitted responses to standardised questions are automatically updated in your Profile when the buyer opens your response.
Response	
Section Name	1.3 Part 1: Information about the Procurement Procedure
Note	Note Details
1.3.1 Date:	9 June 2020
Response	
Note	Note Details
1.3.2 File reference number attributed by the public body:	Case/516918
Response	
Section Name	1.4 Part 2A: Information about the bidder
Note	Note Details
1.4.1 BIDDER GUIDANCE	This section seeks background information about the bidder; this section is not normally evaluated, however the public body may choose not to select bidders that cannot provide basic company information.
Response	
Note	Note Details
1.4.2 Data Protection	All personal information supplied will be treated as confidential and will be subject to the EU General Data Protection Regulation and Data Protection Act 2018.
Response	
Question	Description
1.4.3 2A.1	Name:

Response	
Perceptive Insight Market Research	
Question	Description
1.4.4 2A.2	VAT number, if applicable:
Response	
888413678	
Question	Description
1.4.5 2A.3	National identification number, if applicable. (If you are a UK-based company this will be your Companies House number):
Response	
NI060629	
Question	Description
1.4.6 2A.4	D.U.N.S, if applicable:
Response	
Question	Description
1.4.7 2A.5.1	Postal Address Line 1:
Response	
Jacob Peterson House	
Question	Description
1.4.8 2A.5.2	Postal Address Line 2:
Response	
109 Bloomfield Avenue	
Question	Description
1.4.9 2A.5.3	Postal Address Town/City:
Response	
Belfast	
Question	Description
1.4.10 2A.5.4	Postal Address Region:
Response	
Northern Ireland	
Question	Description
1.4.11 2A.5.5	Postal Address Postcode:
Response	
BT5 5AB	
Question	Description
1.4.12 2A.5.6	Postal Address Country:
Response	
Antrim	

Question	Description
1.4.13 2A.6	Contact person or persons:
Response	
[REDACTED]	
Question	Description
1.4.14 2A.7	Telephone (including dialling code):
Response	
[REDACTED]	
Question	Description
1.4.15 2A.8	Mobile (including dialling code):
Response	
[REDACTED]	
Question	Description
1.4.16 2A.9	Email:
Response	
[REDACTED] pimr.com	
Question	Description
1.4.17 2A.10	Internet Address (web address) (if applicable):
Response	
www.perceptiveinsight.co.uk	
Question	Description
1.4.18 2A.11	Name of parent company (if applicable):
Response	
[REDACTED]	
Question	Description
1.4.19 2A.12	Name of ultimate parent company (if applicable):
Response	
[REDACTED]	
Question	Description
1.4.20 2A.13	Bidder legal status:
Response	
Private Limited Company	
Section Name	
1.5 Conditional Section: Other Legal Status	
CONDITIONAL SECTION - This section should only be completed when: 2A.13 = Other	
Section Name	
1.6 Part 2A: General Information	
Note	Note Details

1.6.1 BIDDER GUIDANCE	<p>For question ESPD 2A.14, please refer to the definition of a small or medium enterprise below:</p> <ul style="list-style-type: none"> • Micro enterprises: enterprise which employs fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million. • Small enterprises: an enterprise which employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million; • Medium enterprises: enterprises which are neither micro nor small and which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.
Response	
Small	
Question	Description
1.6.2 2A.14	For Micro/Small/Medium Enterprises only: Please confirm the size of your organisation:
Response	
Small	
Question	Description
1.6.3 2A.15	Is the bidder a supported business or will it provide for the performance of the contract in the context of sheltered employment programmes?
Response	
No	
Section Name	1.7 Part 2A: Form of participation
Note	Note Details
1.7.1 BIDDER GUIDANCE	Notably as part of a group, consortium, joint venture or similar:
Response	
No	
Question	Description
1.7.2 2A.17	Is the bidder participating in the procurement procedure together with others?
Response	
No	
Section Name	1.8 Conditional Section: Form of participation
CONDITIONAL SECTION - This section should only be completed when: 2A.17 = Yes	
Section Name	1.9 Part 2B: Information about representatives of the bidder
Note	Note Details
1.9.1 BIDDER GUIDANCE	Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the bidder for the purposes of this procurement procedure:
Response	
No	

Question	Description
1.9.2 2B.1	Full name:
Response	
Question	Description
1.9.3 2B.2	Date of Birth:
Response	
Question	Description
1.9.4 2B.3	Place of Birth:
Response	
Question	Description
1.9.5 2B.4	Position/Acting in the capacity of:
Response	
Question	Description
1.9.6 2B.5.1	Postal Address Line 1:
Response	
Question	Description
1.9.7 2B.5.2	Postal Address Line 2:
Response	
Question	Description
1.9.8 2B.5.3	Postal Address Town/City:
Response	
Question	Description
1.9.9 2B.5.4	Postal Address Region:
Response	
Question	Description
1.9.10 2B.5.5	Postal Address Postcode:
Response	
Question	Description
1.9.11 2B.5.6	Postal Address Country:
Response	

Question	Description
1.9.12 2B.6	Telephone:
Response	
Question	Description
1.9.13 2B.7	Mobile:
Response	
Question	Description
1.9.14 2B.8	Email:
Response	
Question	Description
1.9.15 2B.9	If needed, please provide detailed information on the representation (its forms, extent, purpose):
Response	
Section Name	1.10 Part 2C: Reliance on the capacities of other entities
Question	Description
1.10.1 2C.1	Does the bidder rely on the capacities of other entities in order to meet the selection criteria set out under Part 4 and the criteria and rules (if any) set out under Part 5 (if included)?
Response	
No	
Section Name	1.11 Conditional Section: Reliance on the capacities of other entities
CONDITIONAL SECTION - This section should only be completed when: 2C.1 = Yes	
Section Name	1.12 Part 2D: Subcontractors on whose capacity the bidder does not rely
Question	Description
1.12.1 2D.1	Does the bidder intend to subcontract any share of the contract to third parties?
Response	
No	
Section Name	1.13 Conditional Section: Subcontractors
CONDITIONAL SECTION - This section should only be completed when: 2D.1 = Yes	
Section Name	1.14 Part 3A: Grounds relating to criminal convictions
Note	Note Details

1.14.1 BIDDER GUIDANCE	<p>Failure to disclose information relevant to this section or misrepresentation in relation to the information disclosed may result in exclusion of the bidder from this procurement process or the termination of any subsequent contract that is be awarded to them.</p> <p>The bidder may be asked to provide the relevant documentation or to state where the extract from the relevant register, for example judicial records, is available electronically to the public body so that it may retrieve this information. By indicating this information, the bidder agrees that the public body may retrieve the documentation subject to the national rules implementing Directive 95/46/EC on the processing of personal data, and in particular of special categories of data such as on offences, criminal convictions or security measure.</p> <p>The bidder uses the ESPD response as a self-declaration that they have not breached any of the mandatory and discretionary exclusion grounds (or, if they have, they can demonstrate to the public bodies satisfaction that they have taken self-cleansing measures) and that they meet the relevant selection criteria.</p>
Response	
Note	Note Details
1.14.2 Exclusion grounds	<p>For procurement exercises above OJEU threshold:</p> <ul style="list-style-type: none"> ● Regulation 58 (1) of The Public Contracts (Scotland) Regulations 2015 sets out the following reasons for exclusion. <p>For procurement exercises below the OJEU threshold:</p> <ul style="list-style-type: none"> ● Regulation 8 of The Procurement (Scotland) Regulations 2016 sets out the following reasons for exclusion. <p>For Part 3A: Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment within the last five years for one of the reasons listed below?</p>
Response	
Section Name	1.15 Part 3A: Conspiracy
Question	Description
1.15.1 3A.1	<p>The common law offence of conspiracy;</p> <p>Where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010;</p>
Response	
No	
Question	Description

1.15.2 3A.1.1	<p>If the relevant documentation is available electronically, please state:</p> <p>The web address The issuing authority or body The precise reference of the documentation</p>
Response	
Section Name	
1.16 Conditional Section: Conspiracy	
CONDITIONAL SECTION - This section should only be completed when: 3A.1 = Yes	
Section Name	
1.17 Part 3A: Corruption	
Question	Description
1.17.1 3A.2	<p>Corruption:</p> <p>Within the meaning of: section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active Corruption as defined in Article 3 of the Council Act of 26th May 1997 and Article 3(1) of Council Joint Action 98/742/JHA;</p> <p>Bribery or corruption within the meaning of sections 68 and 69 of the Criminal Justice (Scotland) Act 2003, where the offence relates to active bribery or corruption;</p> <p>Bribery within the meaning of sections 1 or 6 of the Bribery Act 2010</p>
Response	
No	
Question	Description
1.17.2 3A.2.1	<p>If the relevant documentation is available electronically, please state:</p> <p>The web address The issuing authority or body The precise reference of the documentation</p>
Response	
Section Name	
1.18 Conditional section: Corruption	
CONDITIONAL SECTION - This section should only be completed when: 3A.2 = Yes	
Section Name	
1.19 Part 3A: Fraud	
Question	Description

1.19.1 3A.3	<p style="text-align: center;">Fraud:</p> <p style="text-align: center;">Where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities</p> <p style="text-align: center;">(a) the offence of cheating the Revenue; (b) the common law offence of fraud; (c) the common law offence of theft or fraud; (d) fraudulent trading within the meaning of section 458 of the Companies Act 1985, or section 993 of the Companies Act 2006; (e) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; (f) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; (g) the common law offence of uttering; or (h) the common law offence of attempting to pervert the course of justice;</p>
Response	
No	
Question	Description
1.19.2 3A.3.1	<p style="text-align: center;">If the relevant documentation is available electronically, please state:</p> <p style="text-align: center;">The web address The issuing authority or body The precise reference of the documentation</p>
Response	
No	
Section Name	1.20 Conditional Section: Fraud
CONDITIONAL SECTION - This section should only be completed when: 3A.3 = Yes	
Section Name	1.21 Part 3A: Terrorist offences
Question	Description
1.21.1 3A.4	<p style="text-align: center;">Terrorist offences or offences linked to terrorist activities:</p> <p style="text-align: center;">Any offence listed in section 41 of the Counter-Terrorism Act 2008; or Schedule 2 to that Act where the court has determined that there is a terrorist connection.</p>
Response	
No	
Question	Description
1.21.2 3A.4.1	<p style="text-align: center;">If the relevant documentation is available electronically, please state:</p> <p style="text-align: center;">The web address The issuing authority or body The precise reference of the documentation</p>
Response	
No	
Section Name	1.22 Conditional Section: Terrorist offences
CONDITIONAL SECTION - This section should only be completed when: 3A.4 = Yes	
Section Name	1.23 Part 3A: Money Laundering
Question	Description

1.23.1 3A.5a	Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;
Response	
No	
Question	Description
1.23.2 3A.5a.1	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation
Response	
No	
Section Name	
1.24 Conditional Section: Money Laundering	
CONDITIONAL SECTION - This section should only be completed when: 3A.5a = Yes	
Section Name	
1.25 Part 3A: Terrorist Financing	
Question	Description
1.25.1 3A.5b	Money laundering or Terrorist financing: An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988;
Response	
No	
Question	Description
1.25.2 3A.5b.1	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation
Response	
No	
Section Name	
1.26 Conditional Section: Terrorist Financing	
CONDITIONAL SECTION - This section should only be completed when: 3A.5b = Yes	
Section Name	
1.27 Part 3A: Child Labour or Trafficking in Human Beings	
Question	Description
1.27.1 3A.6	Child labour and other forms of trafficking in human beings: Any offence under Part 1 of the Human Trafficking and Exploitation (Scotland) Act 2015 or under any provision referred to in the Schedule to that Act;
Response	
No	
Question	Description

1.27.2 3A.6.1	<p>If the relevant documentation is available electronically, please state:</p> <p>The web address The issuing authority or body The precise reference of the documentation</p>
Response	
Section Name	1.28 Conditional Section: Child Labour or Trafficking in Human Beings
CONDITIONAL SECTION - This section should only be completed when: 3A.6 = Yes	
Section Name	1.29 Part 3A: Drugs trafficking
Question	Description
1.29.1 3A.7	<p>Drugs trafficking:</p> <p>an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994:</p>
Response	
No	
Question	Description
1.29.2 3A.7.1	<p>If the relevant documentation is available electronically, please state:</p> <p>The web address The issuing authority or body The precise reference of the documentation</p>
Response	
Section Name	1.30 Conditional Section: Drugs trafficking
CONDITIONAL SECTION - This section should only be completed when: 3A.7 = Yes	
Section Name	1.31 Part 3A: Any Other Offence
Question	Description
1.31.1 3A.8	Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any EEA state or any part thereof:
Response	
No	
Question	Description
1.31.2 3A.8.1	<p>If the relevant documentation is available electronically, please state:</p> <p>The web address The issuing authority or body The precise reference of the documentation</p>
Response	
Section Name	1.32 Conditional Section: Any Other Offence
CONDITIONAL SECTION - This section should only be completed when: 3A.8 = Yes	
Section Name	1.33 Part 3B: Payment of taxes

Question	Description
1.33.1 3B.1	Has the bidder met all its obligations relating to the payment of taxes, both in the UK, and in the country in which it is registered, if that is not the UK?
Response	
Yes	
Section Name	1.34 Conditional Section: Payment of taxes
CONDITIONAL SECTION - This section should only be completed when: 3B.1 = No	
Section Name	1.35 Part 3B: Payment of social security contributions
Question	Description
1.35.1 3B.2	Has the bidder met all its obligations relating to the payment of social security contributions, both in the UK, and in the country in which it is registered, if that is not the UK?
Response	
Yes	
Section Name	1.36 Conditional Section: Payment of social security contributions
CONDITIONAL SECTION - This section should only be completed when: 3B.2 = No	
Section Name	1.37 Part 4B: Economic and Financial Standing
Note	Note Details
1.37.1 BIDDER GUIDANCE	<p>The bidder should only provide information where the selection criteria concerned have been specified by the organisation in the relevant Contract Notice.</p> <p>Your financial accounts and supporting information should be in English and in UK Sterling. If the original documents are not in English, please provide copies of the originals and a certified translation into English. If the sums in the accounts are not expressed in UK Sterling then copies of the original accounts, shall be provided together with a UK Sterling rate equivalent copy utilising the pound buys exchange rate applicable on the date of issue of the ESPD.</p>
Response	
Note	Note Details
1.37.2 Requirement - Financial Ratios	<p style="text-align: center;">Start Date: 1 April 2018 End Date: 31 March 2019</p> <p>Type of Ratio: Bidders must demonstrate a Current Ratio of no less than 0.9 Current Ratio will be calculated as follows: Net current assets divided by net current liabilities.</p> <p>There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.</p>
Response	
Question	Description

1.37.3 4B.4	The bidder confirms the name, value and/or range of the financial ratios specified in the relevant Contract Notice are as follows:
Response	
Question	Description
1.37.4 4B.4.1	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation
Response	
Note	Note Details
1.37.5 Requirement - Insurance	The bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Professional Risk Indemnity:£ 1,000,000 Employer's (Compulsory) Liability: £ 5,000,000 in accordance with any legal obligation for the time being in force. Public Liability: £ 1,000,000
Response	
Question	Description
1.37.6 4B.5.1a	Professional Risk Indemnity:
Response	
Yes, I already have this	
Question	Description
1.37.7 4B.5.1b	Employer's (Compulsory) Liability Insurance:
Response	
Yes, I already have this	
Question	Description
1.37.8 4B.5.2	All other types of insurance listed in the Contract Notice
Response	
Yes, I already have this	
Question	Description
1.37.9 4B.5.3	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation
Response	

Note	Note Details
1.37.10 Requirement - Other economic or financial	Description of the economic or financial requirements: [Procurement officer to enter requirement here]
Response	
Question	Description
1.37.11 4B.6	Concerning any other economic or financial requirements, that may have been specified in the relevant Contract Notice, the bidder declares that:
Response	
Question	Description
1.37.12 4B.6.1	<p>If the relevant documentation is available electronically, please state:</p> <p style="text-align: center;">The web address The issuing authority or body The precise reference of the documentation</p>
Response	
Section Name	1.38 Part 6: Concluding statements
Note	Note Details
1.38.1 Declaration	<p>The undersigned formally declare that the information stated above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.</p> <p>The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where the contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge. On condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access.</p> <p>The undersigned formally consent to the above named Public Body, gaining access to documents supporting the information, which has been provided in this European Single Procurement Document response for the purposes of this procurement exercise.</p>
Response	
Question	Description
1.38.2 6.1	Name, Position, Date, Place:
Response	
<div style="display: inline-block; width: 250px; height: 15px; background-color: black; vertical-align: middle;"></div> 07/07/2020, Belfast	

QUALIFICATION EVALUATION GROUP

Not Applicable

QUALIFICATION EVALUATION - ACCESSING OF RESPONSES (*)

Qualification Evaluator	Supplier	First Accessed on Date and Time
██████████	Perceptive Insight	13/07/2020 12:25

(*) Filtered suppliers accepted in this report:

- 1) Perceptive Insight