

Invitation to Tender: Feasibility Study for Third Sector Hub in Aberdeen

Issuing Organisation:

Aberdeen Council of Voluntary Organisations Limited (ACVO)

Project Title:

Feasibility Study for the Establishment of a Third Sector Hub in Aberdeen

Submission Deadline:

Friday 24 May 2024, 1200hrs.

Contact Person:

Maggie Hepburn, ACVO Chief Executive, E: maggie.hepburn@acvo.org.uk, T: 01224 686058

1. Introduction

ACVO invites qualified and experienced individuals and firms to submit tenders for the Feasibility Study for the Establishment of a Third Sector Hub in Aberdeen. This study aims to assess the viability and practicality of creating a centralised space for voluntary organisations to work together, share services and enhance their collective impact on the community. Collaborative bids are welcomed.

2. Scope of Work

The successful bidder will be responsible for:

- Providing a detailed work plan, timeline, and budget for the feasibility study.
- Engaging with key stakeholders.
- Conducting a thorough analysis of the technical, economic, legal, and operational feasibility.
- Presenting clear recommendations based on the findings.

Further detail of the scope of work is provided in Annex 1.

3. Eligibility Criteria

To be eligible for consideration, bidders must demonstrate:

- experience in conducting feasibility studies or similar projects.
- expertise in the areas of stakeholder engagement, technical assessment, economic analysis and legal/regulatory compliance.
- in-depth knowledge and understanding of how the Third Sector operates in Aberdeen.

4. Project payment schedule

Payments to the successful bidder will be made in 4 stages in accordance with the project funder's requirements: initial payment, two interim updates, final payment.

5. Submission Requirements

Interested parties must submit the following information:

- Cover letter:
 - Clearly expressing the intent to submit a tender.
 - Providing contact details for the primary point of contact.
- Profile:
 - Including information on your firm's history, mission, and relevant experience.
 - Details of key personnel proposed for the project.
- Tender proposal:
 - Presenting a detailed methodology, work plan and budget.
 - Addressing each element outlined in the Scope of Work (Annex 1).
- References:
 - Provide 3 references from previous clients or project partners.

6. Completion date

The completed feasibility study should be supplied to ACVO no later than Friday 29 November 2024.

7. Evaluation Criteria

Tenders will be evaluated on:

- Demonstrated understanding of the project's objectives and scope. (20%)
- Demonstrated understanding of the Third Sector in Aberdeen. (10%)
- Qualifications and experience of the bidding organisation and key personnel. (20%)
- Clarity and feasibility of the proposed methodology, work plan and budget. (30%)
- Overall cost (20%)

8. Confidentiality

All information provided in the tender proposal will be treated as confidential by ACVO and used solely for the purpose of evaluating the bid.

9. Pricing

Tenderers are requested to submit a firm price for the work required. Tenderers registered for VAT should indicate this in their proposal.

10. Outcome of tender process

The outcome of the process is expected to be communicated on 31 May 2024.

11. Enquiries

Questions about this tender process should be directed to Maggie Hepburn, Chief Executive of ACVO at enquiries@acvo.org.uk or telephone 01224 686058.

12. Submission Instructions

All tenders must be submitted electronically in PDF format to enquiries@acvo.org.uk with the subject line "Feasibility Study Tender - [Your Organisation Name]" The deadline for submissions is Friday 24 May 2024 at 12 noon (1200hrs).

ACVO is not bound to accept any Tender offer received.