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Tender

## **CT2852 Supply of Trees and Ancillary Items**

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2022/S 000-001342

Procurement identifier (OCID): ocds-h6vhtk-02f8b5

Published 17 January 2022, 3:04pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Contact**

Laura Schouten

#### **Email**

[laura.schouten@edinburgh.gov.uk](mailto:laura.schouten@edinburgh.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

Regional or local authority

**I.5) Main activity**

General public services

## **Section II: Object**

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

#### **II.1.1) Title**

CT2852 Supply of Trees and Ancillary Items

Reference number

CT2852

#### **II.1.2) Main CPV code**

- 03450000 - Tree-nursery products

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

The City of Edinburgh Council intends to procure Contracts for the following Lots:

Lot 1 - The Supply of Transplants, Whips, & Feathered Trees

Lot 2 - The Supply of Standard Trees & Other Trees

Lot 3 - The Supply of Ancillary Items

#### **II.1.5) Estimated total value**

Value excluding VAT: £800,000

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

#### **II.2.1) Title**

Lot 1 - Supply of Transplants, Whips, & Feathered Trees

Lot No

1

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

- 03452000 - Trees
- 03450000 - Tree-nursery products

**II.2.3) Place of performance**

NUTS codes

- UKM75 - Edinburgh, City of

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

Supply of Transplants, Whips, & Feathered Trees

**II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

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

Duration in months

96

This contract is subject to renewal

No

**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) Description**

### **II.2.1) Title**

Lot 2 - Supply of Standard Trees & Other Trees

Lot No

2

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

- 03452000 - Trees
- 03450000 - Tree-nursery products

### **II.2.3) Place of performance**

NUTS codes

- UKM75 - Edinburgh, City of

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

Supply of Standard Trees & Other Trees

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

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

Duration in months

96

This contract is subject to renewal

No

### **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) Description**

### **II.2.1) Title**

Lot 3 - Supply of Ancillary Items

Lot No

3

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

- 03452000 - Trees
- 03450000 - Tree-nursery products

### **II.2.3) Place of performance**

NUTS codes

- UKM75 - Edinburgh, City of

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

Supply of Ancillary Items

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

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

Duration in months

96

This contract is subject to renewal

No

**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

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## **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

Please refer to the Specification for each Lot.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

This Section refers to Section B of Part IV of the SPD (Scotland).

Minimum level(s) of standards possibly required

Part IV: Selection criteria - B: Economic and financial standing – Question 4B1a - Tenderers are required to have the following minimum “general” annual turnover for the last two financial years:

For Lot 1 (Supply of Transplants, Whips, & Feathered Trees): 42,000 GBP per annum for the last two financial years;

For Lot 2 (Supply of Standard Trees & Other Trees): 126,000 GBP per annum for the last two financial years; and

For Lot 3 (Supply of Ancillary Items): 32,000 GBP per annum for the last two financial years.

Where a Tenderer does not have an annual turnover of the required value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B4 - Tenderers will be required provide the following information in response to 4B.4:

For Lot 1 (Supply of Transplants, Whips, & Feathered Trees):

Current ratio for Current Year: 1.10

Current ratio for Prior Year: 1.10

For Lot 2 (Supply of Standard Trees & Other Trees):

Current ratio for Current Year: 1.10

Current ratio for Prior Year: 1.10

For Lot 3 (Supply of Ancillary Items):

Current ratio for Current Year: 1.10

Current ratio for Prior Year: 1.10

The formula for calculating a Tenderer's current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.10. Where a Tenderer's current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer's suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B5b and 4B5c  
- Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- a. Employers (Compulsory) Liability Insurance - GBP 5m
- b. Public Liability Insurance - GBP 5m
- c. Product Liability - GBP 1m
- d. Motor Insurance adequate to cover the risks and requirements of the Contract

Where a Tenderer does not hold or commit to obtaining the types and levels of insurance indicated, the Council will exclude the Tenderer from the competition.

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

Selection criteria as stated in the procurement documents

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

### **III.2.2) Contract performance conditions**

The Contracts contain Community Benefits clauses.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-028998](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

17 February 2022

Local time

12:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

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

Date

17 February 2022

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **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 Selection Criteria & Exclusion grounds assessment will be based on the answers provided in response to the SPD. The following SPD questions must be answered by tenderers noting the relating Statement of Requirements as per Appendix 2 in the Instructions to Tenderers:

Parts I, II and III: All questions

Part IV B: Questions 4B1a, 4B4, 4B5a, 4B5b and 4B5c

Part IV D: Question 4D1

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=678818](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=678818).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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

The successful Tenderer will be required to deliver Community Benefits in support of the Council's economic, social and environment objectives. Please find further information in the documents attached.

(SC Ref:678818)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=678818](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=678818)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session. The City of Edinburgh Council (the Council) will have a minimum standstill period of 10 days before awarding the contract. The communication of the award decision notice will be sent by fax or e-mail to all tenderers with the standstill period commencing on the next day. If proceedings are started in the Sheriff Court or the Court of Session against the Council in respect of the decision to award the contract within the standstill period then the Council is prevented from awarding the contract. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the FTS or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion

of the contract or in any other case within 6 months from the date on which the contract was entered into.