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Tender

## **Supply of Forensic Reference Standards & Quality Control Material**

Scottish Police Authority

F02: Contract notice

Notice identifier: 2023/S 000-001992

Procurement identifier (OCID): ocds-h6vhtk-0399b1

Published 23 January 2023, 12:17pm

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

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

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

#### **Email**

[john.agnew@scotland.police.uk](mailto:john.agnew@scotland.police.uk)

#### **Telephone**

+44 1786895668

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.spa.police.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA19762](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762)

**I.2) Information about 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

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

Tenders or requests to participate must be submitted to the above-mentioned address

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

Body governed by public law

**I.5) Main activity**

Public order and safety

## **Section II: Object**

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

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

Supply of Forensic Reference Standards & Quality Control Material

Reference number

PROC-22-1984

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

- 33600000 - Pharmaceutical products

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

Supplies

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

Supply of Forensic Reference Standards & Quality Control Material

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

Value excluding VAT: £498,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

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

Supply and delivery of Reference Standards & Quality Control Material

**II.2.5) Award criteria**

Quality criterion - Name: Specification Match / Weighting: 25

Quality criterion - Name: Shelf Life / Weighting: 15

Quality criterion - Name: Delivery & Supply / Weighting: 15

Quality criterion - Name: Technical Support / Weighting: 15

Quality criterion - Name: Other added value services / Weighting: 10

Quality criterion - Name: Business Continuity / Weighting: 4

Quality criterion - Name: Sustainability / Weighting: 7

Quality criterion - Name: Fair Work First / Weighting: 7

Quality criterion - Name: Community Benefits / Weighting: 2

Price - Weighting: 40

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Option to extend up to a further 12 months

**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

It is a requirement of this tender that if the Tenderer is UK based they must hold a valid registration with Companies House. Where the Tenderer is UK based but not registered at Companies House they must be able to verify to the SPA's satisfaction that they are trading from the address provided in the tender and under the company name given.

Tenderers within the UK must confirm if they are registered under Companies House within this question.

If the Tenderer is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

Where it is required, within a Tenderer's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service.

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

List and brief description of selection criteria

It is a requirement of this Contract that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded Contract, the items indicated below:

Employers (Compulsory) Liability Insurance = 10 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide their current Employers Liability Insurance certificate which should include name of the insurers, policy numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

Public Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide a copy of their current Public Liability Insurance certificate.

Product Liability Insurance = 5 million GBP in respect of each claim and in the aggregate. Tenderers may be required to provide a copy of their current Professional Indemnity Insurance certificate.

Motor Vehicle Insurance = Minimum Third Party Motor Vehicle Liability in respect of any motor vehicle or plated plant used.

Professional Indemnity Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide a copy of their current Professional Indemnity Insurance certificate.

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one incident and annual aggregate caps and the excesses under the policies.

The Authority will access a Credit safe report for a Tenderers organisation and use the information contained within to assist with the assessment of the Tenderer's economic and financial standing. Tenders are asked to provide their company number within the SPD to allow the Authority to access a Credit Safe Report.

Within such reports, the risk of business failure is expressed as a score of 30 or below (high risk of business failure). In the event that a company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you from this contract. It is the Contractor's responsibility to ensure that the information held by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to ensure that the most up to date information is used. Where you are not registered on credit safe e.g. charitable organisations or new start companies/ Sole Traders with less than 3 years trading history, discretionary powers are available to the Director of Finance to consider abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

**IMPORTANT NOTE:** This requirement is not applicable to Sole Traders/ Charities. Sole Traders/ Charities may be required to provide a bankers reference if successful.

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

List and brief description of selection criteria

With reference to the nature and details of the supplies/services that are the subject matter of this tender, relevant examples are to be provided of the supplies/services undertaken by the Tenderer in the last 3 years.

Tenderers will be required to confirm details of the technicians or technical bodies who they can call upon, especially those responsible for quality control.

Tenderers will be required to demonstrate that they have (or have access to) the appropriate technical facilities, study and research facilities and quality measures to deliver the types of requirements. Tenderers must have All available Reference Material for purchase certificates to show lot number and testing results displaying purity and error in this measurement.

Certified Reference Material (solid, liquid and diluted) must be included in the scope of accreditation of the Manufacturers to the ISO/IEC 17034:2016 standard. (Note: Distributors who do not possess ISO/IEC 17034:2016 must have traceability to the source manufacturer of the drug who must be accredited to ISO/IEC 17034:2016).

The methodology used to test the Certified Reference Material must also be covered in the scope of accreditation of the Manufacturers to the ISO/IEC standard 17025:2017. (Note: Distributors who do not possess ISO/IEC 17025:2017 must have traceability to the source manufacturer of the drug who must be accredited to ISO/IEC 17025:2017).

Minimum level(s) of standards possibly required

Certified Reference Material (solid, liquid and diluted) must be included in the scope of accreditation of the Manufacturers to the ISO/IEC 17034:2016 standard. (Note: Distributors who do not possess ISO/IEC 17034:2016 must have traceability to the source manufacturer of the material who must be accredited to ISO/IEC 17034:2016).

The methodology used to test the Certified Reference Material must also be covered in the scope of accreditation of the Manufacturers to the ISO/IEC standard 17025:2017. (Note: Distributors who do not possess ISO/IEC 17025:2017 must have traceability to the source manufacturer of the material who must be accredited to ISO/IEC 17025:2017).

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

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

During the period of the Contract Agreement, the Contractor shall monitor and measure their performance against the (KPIs) detailed below:

Quality – Category Weight (50%)

Contract Outcome - 70%

Continual Improvement - 30%

Cost – Category Weight (15%)

Invoice Accuracy - 100%

Service – Category Weight (30%)

Communication - 70%

Management Info - 30%

Sustainability – Category Weight (5%)

Sustainable process - 50%

Community benefits - 50%

The KPIs shall make up the Balanced Scorecard and will be used to score performance.

4 - Exceeding Expectations (100)

3 - Meeting Expectations (75)

2 - Minor Concerns (50)

1 - Major Concerns (25)

0 - Not Performing (0)

This shall take place using the Public Contract Scotland Tender Contract and Supplier Management portal yearly, half yearly or monthly depending on the overall risk status of the contract. Risk status shall be confirmed at Contract Award.

### **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**

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

Date

28 February 2023

Local time

12:00pm

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

English

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

Date

6 March 2023

Local time

12:00pm

Place

PCST

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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 buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22026.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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

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

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:

It has become clear that there is scope within the EU legal framework which applies to public contracts, to use contracts to deliver wider social benefits such as:

- Targeted recruitment and training (providing employment and training opportunities/Apprenticeships)
- SME and social enterprise development
- Community engagement

As part of your response to the Quality criteria, Tenderers are requested to provide an outline of all community benefits you can offer for this contract.

(SC Ref:718028)

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

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

Glasgow Sheriff Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom