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Tender

Outdoor & Practical Residential & Musical Study Weekends

East Renfrewshire Council

F02: Contract notice

Notice identifier: 2022/S 000-002513

Procurement identifier (OCID): ocds-h6vhtk-03106a

Published 28 January 2022, 10:25am

Section I: Contracting authority

I.1) Name and addresses

East Renfrewshire Council

Eastwood HQ, Eastwood Park,

Giffnock

G46 6UG

Email

sandra.bisset@eastrenfrewshire.gov.uk

Telephone

+44 1415778590

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00183

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>

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/web/login.html>

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

Outdoor & Practical Residential & Musical Study Weekends

Reference number

ERC000012

II.1.2) Main CPV code

- 80000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

Lot 1 - Outdoor residential education visits

Lot 2 - Duke of Edinburgh Award

Top 3 suppliers after evaluation will be awarded onto each lot

II.1.5) Estimated total value

Value excluding VAT: £2,103,200

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

Provision of Duke of Edinburgh Scheme (DofE)

Lot No

2

II.2.2) Additional CPV code(s)

- 80000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

II.2.4) Description of the procurement

Throughout the academic year, East Renfrewshire Council secondary schools including pupils with additional support needs will support pupils who wish to participate in achieving their Duke of Edinburgh Award.

II.2.5) Award criteria

Quality criterion - Name: Organisation Overview / Weighting: 20

Quality criterion - Name: Health & Safety / Weighting: 20

Quality criterion - Name: Policy & Procedures / Weighting: 15

Quality criterion - Name: Staffing / Weighting: 15

Quality criterion - Name: Learning Outside the Classroom Badge (LOtC) / Weighting: 10

Quality criterion - Name: Community Benefits / Weighting: 10

Quality criterion - Name: Fair Working Practices & Living Wage / Weighting: 5

Quality criterion - Name: Sustainability / Weighting: 5

Price - Weighting: 60

II.2.6) Estimated value

Value excluding VAT: £620,000

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

The contract is for a period of 24 months with a further option to extend for a further 2 periods of up to 12 months at the sole discretion of the council.

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.2.14) Additional information

Quality Weighting above are sub weights. Total Quality weighting is 40%

The top 3 suppliers after evaluation will be awarded onto this lot.

As per the procurement regulations from 1 January 2022 there is a need to include VAT where applicable when calculating the estimated value of contracts please refer to tender information pack on PCS-T for all values including and excluding VAT.

II.2) Description

II.2.1) Title

Outdoor Residential Education Visits

Lot No

1

II.2.2) Additional CPV code(s)

- 80000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

II.2.4) Description of the procurement

Outdoor Residential Education and Residential visits for Primary and Secondary schools and children with additional support needs.

II.2.5) Award criteria

Quality criterion - Name: Learning Outside the Classroom Badge (LOtC) / Weighting: 5

Quality criterion - Name: Organisation Overview / Weighting: 8

Quality criterion - Name: Methodology / Weighting: 8

Quality criterion - Name: Facilities / Weighting: 15

Quality criterion - Name: Suggested Timetable / Weighting: 10

Quality criterion - Name: Policy & Procedures / Weighting: 10

Quality criterion - Name: Health & Safety / Weighting: 10

Quality criterion - Name: Site Visits - Accommodation / Weighting: 15

Quality criterion - Name: Community Benefits / Weighting: 10

Quality criterion - Name: Fair Working Practices & Living Wage / Weighting: 5

Quality criterion - Name: Sustainability / Weighting: 4

Price - Weighting: 60

II.2.6) Estimated value

Value excluding VAT: £1,483,200

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

The contract is for a period of 24 months with a further option to extend for a further 2 periods of up to 12 months at the sole discretion of the council.

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Variants will be accepted: No

II.2.11) Information about options

Options: 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

Adventure Activities Licensing Authority (AALA)

Expedition Approved Activity Provider (APP)

All Bidders must complete the Master ITT first before they can move on to complete the Technical & Commercial Envelopes of individual lots they wish to participate in. Bidders can submit a bid for either one or all Lots.

Failure to complete the Master ITT or the Technical Envelope and Commercial Envelope within each lot you are bidding for will result in the rejection of your submission.

III.1.2) Economic and financial standing

List and brief description of selection criteria

To establish the financial standing of a bidder, the Council will:

Take into account a risk report provided independently by Creditsafe. Within such reports, the risk of business failure is expressed as a

score ranging from 1 -100. In the event that a company is determined to have a risk failure rating of below 30 i.e. that the company is

considered to have a high risk of business failure, the submission will not be considered further. Where the score is 30+ the Council will

consider all information available from the report.

Where you are not registered on credit safe e.g. charitable organisations, new start companies and Sole Traders you are to submit 2 years

financial accounts, including Profit & Loss Statement and Balance Sheet for consideration.

It should be noted that in addition to the above checks the Council reserves the right at its own discretion to seek such other information

from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to

determine the Applicant's economic and financial standing. The final decision on bidder inclusion rests with the Council.

The successful tender will be expected to maintain a Creditsafe level of 30+ throughout the contract period. The offer of any extension to the contract will be dependent on an acceptable crediting rating of 30+. The council reserve the right to terminate the contract should the financial standing decline to an unacceptable level.

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.

The Council also may use the SPD (Scotland) questions under Part IV. Section B to assess bidders' financial standing. If used, further

information can be found in the Contract Notice.

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.

The Council also may use the SPD (Scotland) questions under Part IV. Section B to assess bidders' financial standing. If used, further

information can be found in the Contract Notice.

It should be noted that the maximum business that can be passed to a sub-contractor or members of a consortia under this contract cannot

be more than 50% of their annual turnover. The council reserves the right to request evidence of the other SPD areas in relation to the

selection criteria of suitability, economic and financial standing and quality assurance schemes and environmental management standards.

For the avoidance of doubt where a subcontractor or participants of a group who meet the compulsory exclusions grounds shall be replaced

at the request of the Council and the Council may request the replacement where the discretionary exclusion grounds are met.

East Renfrewshire Council require the following insurance levels to be held;

Employers Liability Insurance held. Minimum level of cover GBP5m

Public Liability Insurance held. Minimum level of cover GBP5m.

Motor Vehicle Insurance

III.1.3) Technical and professional ability

List and brief description of selection criteria

Adventure Activities Licensing Authority (AALA)

Expedition Approved Activity Provider (APP)

As detailed within the Tender Information Pack within the Technical Envelope in each of the 2 Lots

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

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 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: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

28 February 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: January 2026

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

Bidders should note that all questions relevant to this exercise should be posted using the Message Board facility for this project.

Please ensure that all documentation is read thoroughly.

Please note that the dates on this notice are indicative and subject to change.

All values indicated are indicative figure only and no guarantee is given with regard to the Council's overall uptake of any resulting

contract.

Bidders are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing

time and date to avoid any last minute problems.

East Renfrewshire Council reserves the right inline with Regulation 72 of the Public Contracts (Scotland) Regulations 2015, to modified

any awarded contract without a new procurement procedure.

This is a framework and a maximum of 3 contractors will be appointed to each Lots.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19862 .

For more information see:

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

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:

Community Benefits will apply where bidders have been received over the year a total value of work exceeding 50,000 GBP. At the end of

each financial year a review of the level of work commissioned will be conducted to determine number of community benefits points that

will apply. The supplier will be contacted to agree the community benefit outcomes and delivery method

At this point tenderers are to confirm that they agree to the delivery of community benefit outcomes and provide the contact details of the

individual who will be responsible for the delivery of any agreed outcomes. Bidders should be aware that failure to agree outcomes and

delivery method may impact on the work commissioned through the framework for the following years

More information can be found in attached supplier guidance document.. Please complete Community Benefits Method Statement attached

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Community Benefits Wish List

The community benefits wish list has been developed to allow communities to make requests directly to companies working in East

Renfrewshire. Local communities or organisations can submit a request for specific help via our online Community Benefits wish list form.

Suppliers are actively encouraged to review the Community Benefits wish list and note within their ITT response if they are able to meet

any of the requests noted by our community groups.

A link to the community benefits wish list can be located via the following website page:

<https://www.eastrenfrewshire.gov.uk/procurement>

(SC Ref:680324)

VI.4) Procedures for review

VI.4.1) Review body

Paisley Sheriff Court and Justice of the Peace Court

St James Street

Paisley

PA3 2HW

Email

paisley@scotcourts.gov.uk

Telephone

+44 1418875291

Country

United Kingdom

Internet address

www.scotcourts.gov.uk/the-courts/court-locations/paisley-sheriff-court-and-justice-of-the-peace-court