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Tender

## **Financial Services Brief**

Reidvale Housing Association

F02: Contract notice

Notice identifier: 2022/S 000-002529

Procurement identifier (OCID): ocds-h6vhtk-03107a

Published 28 January 2022, 11:35am

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

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

Reidvale Housing Association

13 Whitevale Street

Glasgow

G31 1QW

#### **Contact**

Interim Director

#### **Email**

[jillcronin@reidvale.org.uk](mailto:jillcronin@reidvale.org.uk)

#### **Telephone**

+44 1415542406

#### **Fax**

+44 1415542406

**Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

[www.reidvale.org.uk](http://www.reidvale.org.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA13042](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13042)

**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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

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

Other type

Housing Association

#### **I.5) Main activity**

Housing and community amenities

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### **Section II: Object**

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

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

Financial Services Brief

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

- 66000000 - Financial and insurance services

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

Services

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

Reidvale Housing Association wish to appoint a sole supplier for the provision of finance manager services. The Supplier will also provide ongoing system support services.

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

Value excluding VAT: £50,000

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

This contract is divided into lots: No

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

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

- 66170000 - Financial consultancy, financial transaction processing and clearing-house services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Reidvale Housing Association 13 Whitevale Street Glasgow G31 1QW

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

Reidvale Housing Association wish to appoint a sole supplier for the provision of finance manager services. The Supplier will also provide ongoing system support services.

This tender is being conducted as a single stage 'Open Procedure' meaning tenderers must submit their completed SPD along with tender returns.

Suppliers interested in working with the public sector can get information on preparing tenders and understanding the process from the Public Contracts Scotland website [www.supplierjourney.scot](http://www.supplierjourney.scot). In addition, general support, advice and guidance on completing public sector tenders specifically for Scottish SMEs is available from the Supplier Development Programme [www.sdpScotland.co.uk](http://www.sdpScotland.co.uk).

The Contract is anticipated to run for an initial period of one year, commencing 31 January 2022 with provision for two further possible extension each for a further 12 months if mutually agreed and depending on performance. A formal review of the service will be carried out 3-6 months after the contract commences. Following this review, the Association will confirm whether it intends for the contract to be extended beyond the 1-year initial contract.

As a guide to potential Tenderers, the annual expenditure on services covered by this tender over the next year is anticipated to be circa 50,000 GBP (exclusive of vat). These figures are intended as a guide only and Reidvale Housing Association does not guarantee any level of work to be instructed or the resulting contract values.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

Contract is anticipated to run for an initial period of one year with the possibility of 2 further extensions each for a further year following a formal reviews

#### **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

Selection criteria as stated in the procurement documents

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

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

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

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

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

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

As stated in the procurement documents

#### **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

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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: No

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

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

Date

14 March 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**

Tender must be valid until: 14 April 2022

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

Date

14 March 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**

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=681240](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=681240).

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:

We are committed to community empowerment and regeneration and work with existing contractors to provide Community Benefits to our residents. Please confirm any Community Benefits you would offer if awarded the contract in your Quality Management Questionnaire response.

(SC Ref:681240)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=681240](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=681240)



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

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

Glasgow Sherriff Court

PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom