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Tender

Portable & Fixed Appliance Testing

West Lothian Council

F02: Contract notice

Notice identifier: 2023/S 000-002752

Procurement identifier (OCID): ocds-h6vhtk-039bd4

Published 30 January 2023, 11:30am

Section I: Contracting authority

I.1) Name and addresses

West Lothian Council

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

Contact

Gordon Ferguson

Email

gordon.ferguson@westlothian.gov.uk

Telephone

+44 1506281814

Fax

+44 1506281325

Country

United Kingdom

NUTS code

UKM78 - West Lothian

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00140

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/>

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

Portable & Fixed Appliance Testing

Reference number

CC12495

II.1.2) Main CPV code

- 98390000 - Other services

II.1.3) Type of contract

Services

II.1.4) Short description

Testing of portable & fixed electrical appliances within West Lothian Council Estate

II.1.5) Estimated total value

Value excluding VAT: £925,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 38500000 - Checking and testing apparatus

II.2.3) Place of performance

NUTS codes

- UKM78 - West Lothian

Main site or place of performance

Council owned buildings within West Lothian Council area.

II.2.4) Description of the procurement

Testing of electrical appliances for safety purposes.

II.2.5) Award criteria

Quality criterion - Name: Fair Work First / Weighting: 2

Quality criterion - Name: Community Benefits / Weighting: 3

Quality criterion - Name: Overcoming Difficulties / Weighting: 9

Quality criterion - Name: Risk Assessment / Weighting: 9

Quality criterion - Name: Report Examples / Weighting: 4

Quality criterion - Name: CV's & Training Records / Weighting: 4

Quality criterion - Name: Works Management / Weighting: 14

Price - Weighting: 55

II.2.6) Estimated value

Value excluding VAT: £925,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Initial 3 year contract with potential to extend for up to 24 months. Renewal will occur on completion.

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

SPD Q3D.1, 3D.2 and 3D.3 Bidders should answer these questions on Environmental, social and labour law in relation to compliance with the regulations covering Scotland and the UK.

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

Must have NICEIC or SELECT membership

III.1.2) Economic and financial standing

List and brief description of selection criteria

SPD question 4B.6 West Lothian Council will use Dun and Bradstreet's DBAi financial reporting system to assess the financial stability of tenderers. Tenderers with a Failure Score of 50 or above on the DBAi system will be deemed to have evidenced satisfactory financial stability. Please note that 49 or less will not be considered as having met this criteria. If a tenderer has a Failure Score of less than 50, the tenderer may be required to submit their last three years accounts.

In the event that the tenderer is not required to publish accounts and therefore does not have a Dun & Bradstreet or equivalent rating, tenderers should be able to provide financial accounts when requested. The council will then conduct an analysis of the accounts to ensure that there is no significant financial risk. Please note that if you intend on attaching 2 years accounts, these must include financial data over a 3-year period.

It is recommended that candidates review their own Dun & Bradstreet Score in advance of

submitting their tender. If following this review tenderers consider that the Dun & Bradstreet Score does not reflect their current financial status, details of this should be provided, complete with evidence of a good high street credit rating (the equivalent of Dun & Bradstreet score 50) from a recognised credit referencing agency. The council will review any such information as part of the evaluation of Tenderer's financial status.

In the event that a firm does not meet the financial criteria for consideration but has a parent company that does, the firm may still be eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee.

Should after review of the financial evaluation the tenderer fail, then the tender submission may be rejected.

Minimum level(s) of standards possibly required

Insurance levels:

Employers liability 10,000,000 GBP

Public liability 5,000,000 GBP

Valid motor vehicle insurance

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

NICEIC or SELECT membership required

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

1 March 2023

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

IV.2.7) Conditions for opening of tenders

Date

1 March 2023

Local time

12:00pm

Place

PCS Tender

Information about authorised persons and opening procedure

Corporate Procurement Unit staff on PCS Tender

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: If contract extensions not used, then after 3 years. If extensions used then after 5 years.

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

Police Scotland will be consulted with regards to Serious and Organised Crime checks. Any links to this type of activity may cause your tender to be rejected.

Re: SPD 2B, complete information for all company directors, using home address.

There is a requirement for the winning supplier to sign a data sharing agreement.

CONFIDENTIALITY - All information supplied by the Authority must be treated in confidence and not disclosed to third parties except

insofar as this is necessary to obtain sureties or quotations for the purpose of submitting the tender. All information supplied by you to the

Authority will similarly be treated in confidence except:

(i) for any information required to be disclosed or otherwise provided by the Authority to any person in order to comply with the Freedom of

Information (Scotland) Act 2002 and any codes of practice applicable from time to time relating to access to public authorities' information.

The Tenderer shall co-operate, facilitate, support and assist the Authority in the provision of this information. In the event the Authority is required to provide information to any person as a result of a request made to it under such Act and/or codes, the Authority shall

adhere to the requirements of such Act and/or codes in disclosing information relating to this Agreement, the Project documents and the Contractor.

(ii) that references may be sought from banks, existing or past clients, or other referees submitted by the tenderers;

(iii) for the disclosure of such information with regard to the outcome of the procurement process as may be required to be published in the

Supplement to the Official Journal of the European Union in accordance with EU directives or elsewhere in accordance with the requirements of UK government policy on the disclosure of information relating to government contracts.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23239. 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:

Please note: Community Benefits proposals will form part of the award criteria and will be evaluated and will be contractual obligations. For further procurement information visit the link below. West Lothian Council - Community Benefits in Procurement

(SC Ref:719778)

VI.4) Procedures for review

VI.4.1) Review body

Livingston Sherriff Court

West Lothian Civic Centre, Howden South Road, West Lothian

Livingston

EH54 6FF

Telephone

+44 1506402400

Country

United Kingdom