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Tender

Contract For Occupational Health Services

City & County of Swansea

F02: Contract notice

Notice identifier: 2023/S 000-003383

Procurement identifier (OCID): ocds-h6vhtk-03a2ac

Published 3 February 2023, 11:25am

Section I: Contracting authority

I.1) Name and addresses

City & County of Swansea

Civic Centre

Swansea

SA1 3SN

Contact

Lisa Evans

Email

procurement@swansea.gov.uk

Telephone

+44 7966230649

Country

United Kingdom

NUTS code

UKL18 - Swansea

Internet address(es)

Main address

<http://www.swansea.gov.uk/dobusiness>

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0254

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

<http://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://etenderwales.bravosolution.co.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

<http://etenderwales.bravosolution.co.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

Contract For Occupational Health Services

Reference number

CCS-22-274

II.1.2) Main CPV code

- 85100000 - Health services

II.1.3) Type of contract

Services

II.1.4) Short description

The Authority wishes to commission the Service Provider to supply Occupational Health Physician, Occupational Health Advisor and Occupational Health Technician Services.

Swansea Council is an organisation of approximately 11,500 employees. The Contract will support the professional service delivery of a full range of Occupational Health Services for the employees of Swansea Council, in order to minimise sickness absence, to reduce work related sickness absence. Provide clinical appointments to members of staff either internal to the organisation or via contractual agreement who have been referred to the Occupational Health & Wellbeing Unit (OHWU). Following at all times the Authority's sickness absence and other relevant policies.

The successful supplier will assist the OHWU with the implementation of new initiatives and keep updated with changes to occupational health guidelines and legislation.

The Authority may provide Occupational Health Services to other local Authorities or private companies or partner agencies in future from their premises in Guildhall or other potential locations as specified at a later date. These additional organisations could include an estimated 2000 additional employees per organisation or more dependent on future contracts, or Local Government re-organisation/collaborative working provisions.

II.1.5) Estimated total value

Value excluding VAT: £0.01

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85100000 - Health services
- 85140000 - Miscellaneous health services
- 85147000 - Company health services

II.2.3) Place of performance

NUTS codes

- UKL18 - Swansea

Main site or place of performance

Swansea

II.2.4) Description of the procurement

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The Authority may provide Occupational Health Services to other local Authorities or private companies or partner agencies in future from their premises in Guildhall or other potential locations as specified at a later date. These additional organisations could include an estimated 2000 additional employees per organisation or more dependent on future contracts, or Local Government re-organisation/collaborative working provisions.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

The contract will be for 3 years in the first instance (with the possibility of extension for up to a further 2 years, either in the whole or in 6 month increments to suit the needs of the Authority as client at that time).

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

It is difficult to concisely specify the exact quantities that will be required for the contract, as this will depend.

Swansea Council's Occupational Health & Wellbeing Unit currently located at Guildhall Swansea. There may be some home visits or need for service provision at alternative locations dependent on future structures.

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 see the Tender Documents, specifically Schedule No. 1 Specification

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

Please see the Tender Documents, specifically Schedule No. 1 Specification

III.2.2) Contract performance conditions

Please see the Tender Documents, specifically Schedule No. 1 Specification

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

8 March 2023

Local time

12:00pm

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

English, Welsh

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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

8 March 2023

Local time

12:00pm

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

Register your company on the eTenderWales portal (this is only required once):

- Navigate to the portal: <http://etenderwales.bravosolution.co.uk>
- Click the “Suppliers register here” link.
- Enter your correct business and user details.
- Note the username you chose and click “Save” when complete.
- You will shortly receive an e-mail with your unique password (please keep this secure).
- Agree to the terms and conditions and click “continue”.

2. Express an interest in the project:

- Login to the portal with your username/password.
- Click the “ITTs Open to All Suppliers” link (these are the ITTs open to any registered supplier).
- Click on the relevant ITT to access the content.
- Click the “Express Interest” button in the “Actions” box on the left-hand side of the page.
- This will move the ITT into your “My ITTs” page (this is a secure area reserved for your projects only).
- Click on the ITT code. You can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box.

3. Responding to the invitation to tender:

- You can now choose to “Reply” or “Reject” (please give a reason if rejecting).
- You can now use the “Messages” function to communicate with the buyer and seek any clarification.
- Note the deadline for completion, then follow the onscreen instructions to complete the ITT.
- There may be a mixture of online and offline actions for you to perform (there is detailed online help available).

If you require any further assistance use the online help. Alternatively, the BravoSolution helpdesk can be contacted (Monday to Friday, 8:00 to 18:00) on:

— E-mail: help@bravosolution.co.uk

— Phone: +44 8003684850

Thanks

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=128223

(WA Ref:128223)

The buyer considers that this contract is suitable for consortia.

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Legal, Democratic and Business Intelligence, Swansea Council,

Civic Centre, Oystermouth Road, Maritime Quarter,

Swansea,

SA1 3SN

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

Procurement Department,

Civic Centre, Oystermouth Road, Maritime Quarter,

Swansea,

SA1 3SN

Email

procurement@swansea.gov.uk

Telephone

+44 7966230649

Country

United Kingdom

Internet address

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

