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Tender

## **Courier Services**

The Common Services Agency (more commonly known as NHS National Services Scotland) ("NSS")

NHS 24

NHS Golden Jubilee

NHS Education for Scotland

Scottish Ambulance Service

The State Hospitals Board for Scotland

Healthcare Improvement Scotland

Public Health Scotland

F02: Contract notice

Notice identifier: 2022/S 000-003764

Procurement identifier (OCID): ocds-h6vhtk-03154f

Published 9 February 2022, 4:14pm

## **Section I: Contracting authority**

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

The Common Services Agency (more commonly known as NHS National Services Scotland) ("NSS")

Gyle Square (NSS Head Office), 1 South Gyle Crescent

Edinburgh

EH12 9EB

### **Contact**

Douglas Thomson

**Email**

[douglas.thomson@nhs.scot](mailto:douglas.thomson@nhs.scot)

**Telephone**

+44 1698794527

**Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.nss.nhs.scot/browse/procurement-and-logistics>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11883](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11883)

**I.1) Name and addresses**

NHS 24

Golden Jubilee National Hosp, Agamenmon Street

Glasgow

G81 4DY

**Email**

[danielle.welsh@nhs.scot](mailto:danielle.welsh@nhs.scot)

**Telephone**

+44 1419515000

**Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.nhs24.com>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00230](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00230)

**I.1) Name and addresses**

NHS Golden Jubilee

Golden Jubilee National Hospital Beardmore Street, Agamemnon Street

Clydebank

G81 4DY

**Email**

[angela.smith@gjnh.scot.nhs.uk](mailto:angela.smith@gjnh.scot.nhs.uk)

**Telephone**

+44 1419515000

**Fax**

+44 1419515761

**Country**

United Kingdom

**NUTS code**

UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

**Internet address(es)**

Main address

<http://www.nhsgoldenjubilee.co.uk/home/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00199](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00199)

**I.1) Name and addresses**

NHS Education for Scotland

2nd Floor, Westport, 102 Westport

EDINBURGH

EH3 9DN

**Email**

[tenders@nes.scot.nhs.uk](mailto:tenders@nes.scot.nhs.uk)

**Telephone**

+44 1316563200

**Fax**

+44 1419515761

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.nes.scot.nhs.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA13002](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13002)

**I.1) Name and addresses**

Scottish Ambulance Service

National Headquarters, Gyle Square, South Gyle Crescent

Edinburgh

EH12 9EB

**Email**

[Alex.little1@nhs.scot](mailto:Alex.little1@nhs.scot)

**Telephone**

+44 01313140090

**Fax**

+44 1419515761

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.scottishambulance.com>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00393](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00393)

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

The State Hospitals Board for Scotland

110 Lampits Road, Carstairs

Lanark

ML11 8RP

### **Email**

[charlie.hall2@nhs.scot](mailto:charlie.hall2@nhs.scot)

### **Telephone**

+44 1555840293

### **Fax**

+44 1419515761

### **Country**

United Kingdom

### **NUTS code**

UKM95 - South Lanarkshire

### **Internet address(es)**

Main address

<http://www.tsh.scot.nhs.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00161](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00161)

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

Healthcare Improvement Scotland

National Headquarters Gyle Square, South Gyle Crescent,

Edinburgh

EH12 9EB

#### **Email**

[comments.his@nhs.net](mailto:comments.his@nhs.net)

#### **Telephone**

+44 1313140118

#### **Fax**

+44 1419515761

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

#### **Internet address(es)**

Main address

<http://healthcareimprovementscotland.org>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00363](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00363)

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

Public Health Scotland

Gyle Square, 1 South Gyle Crescent

Edinburgh

EH12 9EB

### **Email**

[kris.lindsay@nhs.net](mailto:kris.lindsay@nhs.net)

### **Telephone**

+44 1312757454

### **Fax**

+44 1419515761

### **Country**

United Kingdom

### **NUTS code**

UKM75 - Edinburgh, City of

### **Internet address(es)**

Main address

<https://www.publichealthscotland.scot/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA30441](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30441)

## **I.2) Information about joint procurement**

The contract involves joint procurement



### **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**

Body governed by public law

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

Health

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## **Section II: Object**

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

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

Courier Services

Reference number

NSS212242

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

- 64120000 - Courier services

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

Services

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

Courier Services

**II.1.5) Estimated total value**

Value excluding VAT: £1,000,000

**II.1.6) Information about lots**

This contract is divided into lots: No

**II.2) Description**

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

- 64120000 - Courier services

**II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

Main site or place of performance

Mainly within Scotland

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

Document Courier Services

**II.2.5) Award criteria**

Quality criterion - Name: Technical & Quality / Weighting: 20

Price - Weighting: 80

**II.2.6) Estimated value**

Value excluding VAT: £1,000,000

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

Start date

1 April 2022

End date

31 March 2024

This contract is subject to renewal

Yes

Description of renewals

2 x 12 months at the discretion of NSS

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

2 x 12 months at the discretion of NSS

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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**

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

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

List and brief description of selection criteria

Annual Turnover

Minimum level(s) of standards possibly required

Annual turnover in each of the last 3 years (must be related to the relevant activities) and that this is evidenced by the last 3 years of accounts you supply

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

List and brief description of selection criteria

Experience of Running & Providing Similar Service

Minimum level(s) of standards possibly required

Evidence of your experience in running and delivering a similar Project giving 3 current examples

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

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

Fair Work Practice

How you will commit to fair work practice

Community Benefits

Outline any community benefits you can offer

On line booking , tracking and proof of delivery

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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: Yes

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

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

Date

11 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**

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

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

Date

11 March 2022

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Minimum within 2 years of contract start date with potential 2 x 12 month extension

### **VI.3) Additional information**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 212242. 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

Outline any community benefits you can offer

(SC Ref:681071)

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

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

Sheriff Court House

27 Chambers Street

Edinburgh

EH1 1LB

Email

[edinburgh@scotcourts.gov.uk](mailto:edinburgh@scotcourts.gov.uk)

Telephone

+44 1312252525

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Sheriff Court House

27 Chambers Street

Edinburgh

EH1 1LB

Email

[edinburgh@scotcourts.gov.uk](mailto:edinburgh@scotcourts.gov.uk)

Telephone

+44 1312252525

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Economic operators should approach the contracting authority in the first instance. However, the only formal remedy is to apply to the

courts:

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts

(Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Court or the Court of

Session

VI.5)

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

Sheriff Court House

27 Chambers Street

Edinburgh

EH1 1LB

Email

[edinburgh@scotcourts.gov.uk](mailto:edinburgh@scotcourts.gov.uk)

Telephone

+44 1312252525

Country

United Kingdom