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Tender

Provision of Chauffeur Driven Services

Scottish Courts and Tribunals Service

F02: Contract notice

Notice identifier: 2021/S 000-004172

Procurement identifier (OCID): ocds-h6vhtk-0297b1

Published 2 March 2021, 4:08pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Courts and Tribunals Service

Saughton House, Broomhouse Drive

Edinburgh

EH11 3XD

Contact

Denise Donaldson

Email

ddonaldson@scotcourts.gov.uk

Telephone

+44 1314443461

Country

United Kingdom

NUTS code

UKM - SCOTLAND

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00396

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<http://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

<http://www.publictendersscotland.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Public order and safety

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Chauffeur Driven Services

Reference number

SCTS-2021-003

II.1.2) Main CPV code

- 60000000 - Transport services (excl. Waste transport)

II.1.3) Type of contract

Services

II.1.4) Short description

Chauffeur Driven Services to provide executive cars for transporting judges, attire and papers to and from various court locations throughout Scotland.

II.1.5) Estimated total value

Value excluding VAT: £2,100,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 60000000 - Transport services (excl. Waste transport)
- 60120000 - Taxi services
- 60130000 - Special-purpose road passenger-transport services

II.2.3) Place of performance

NUTS codes

- UKM - SCOTLAND

II.2.4) Description of the procurement

The Authority wishes to appoint a competent, experienced contractor of Chauffeur Driven Services to provide executive cars for transporting judges to and from various court locations throughout Scotland. Collection points will vary, however these generally will be from the judges' homes. Sensitive papers and luggage will also require to be transported to and from various court locations and lodgings. The Services will generally be provided during the core times of 07:00 hours and 19:00 hours – Monday to Friday. However there will be occasions when the Services will need to be provided outwith these hours.

II.2.5) Award criteria

Quality criterion - Name: Organisational Structure and Key Personnel / Weighting: 9

Quality criterion - Name: Proposal / Weighting: 27

Quality criterion - Name: Contract Management and Risk Assessment / Weighting: 12

Quality criterion - Name: Environmental Impact / Weighting: 6

Quality criterion - Name: Added Value and Community Benefits / Weighting: 3

Quality criterion - Name: Fair Work Practices / Weighting: 3

Price - Weighting: 40

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 is expected to run for a period of 3 years commencing on the 11 July 2021 and ending on 10 July 2024. The Authority will have an option to extend for a further 2 one-year periods which will be exercised by the Authority serving notice on the bidder in accordance with the terms and conditions.

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

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

Bidders must confirm which authorisation or membership of the relevant organisation(s) are required to perform this service.

Bidders must confirm if they hold the particular authorisation or memberships.

III.1.2) Economic and financial standing

List and brief description of selection criteria

In order to pass the Financial Check section of the contract, it is mandatory for companies to attain the undernoted:-

If your accounts are audited, please confirm that your auditor has provided an unqualified audit report for accounts over the past 3 years, including the most recent audit completed. If your audited accounts include a qualified audit statement, please explain what the qualification were and how they have/are being addressed. If your accounts are not audited, bidders will be expected to supply SCTS, upon request prior to the award of the contract, a copy of the most recent set of completed accounts.

Minimum level(s) of standards possibly required

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the

commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = TEN MILLION POUNDS GBP in respect of any one event and unlimited in the period.

Public Liability Insurance = FIVE MILLION POUNDS STERLING GBP in respect of any one event and unlimited in the period.

You are required to hold at least statutory Motor insurance cover as per the Road Traffic Act 1988.

Insurance shall be maintained throughout the period of the service.

The above insurance shall be with an insurance company registered with the Financial conducts Authority (FCA) in the UK.

SCTS will use Experian to check the financial stability / risks associated with a Tenderer, and require that they have at least a score of 51 out of 100 'Below Average Risk'. Failing that, the Authority will use reasonable measures to ensure that appointing the Tenderer does not provide an elevated risk in terms of their financial stability and will request such information as may be reasonable necessary to ascertain that.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Please provide 2 relevant examples of services carried out during the last three years as specified in the contract notice: (examples from both public and/or private sector)

For each example the bidder must complete the template provided and provide the following information but not be limited to:

- 1.Full scope of the contract to include what services are being supplied
- 2.customer name
- 3.contract start date and contract end dates
- 4.contract value

The weighting will be 50% for each example with a total of 100% attributed to two examples.

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

6 April 2021

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

IV.2.7) Conditions for opening of tenders

Date

6 April 2021

Local time

12:00pm

Place

Edinburgh, UK

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: This contract is for 36 months with two potential 12 month extensions. Therefore it is estimated that the notice for this re-tender will be issued in 2025/26.

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

SPD Questions 4D.1, 4D.1.1, 4D.1.2 4D2, 4D.2.1 and 4D.2.2; Bidders must hold the certificates for Quality Assurance, Health and Safety, Environmental Management Standards or comply with all the questions noted in SPD Section 4D.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18015. 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:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

The Authority is seeking Community Benefits as part of this contract and further details can be found in the tender documents.

(SC Ref:644279)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom