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Tender

Domestic and International Relocation Services

Scottish Government

F02: Contract notice

Notice identifier: 2025/S 000-004493

Procurement identifier (OCID): ocds-h6vhtk-04dd8d

Published 11 February 2025, 10:29am

Section I: Contracting authority

I.1) Name and addresses

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Contact

Gary Crombie

Email

Gary.Crombie@gov.scot

Telephone

+44 7392287522

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts->

host/public/pts/web/login.html

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Domestic and International Relocation Services

Reference number

720068

II.1.2) Main CPV code

- 98392000 - Relocation services

II.1.3) Type of contract

Services

II.1.4) Short description

The Scottish Government has a requirement to place a contract with an external service provider for the provision of Domestic and International Relocation Services. Excluding Office or Corporate relocation

II.1.5) Estimated total value

Value excluding VAT: £920,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79111000 - Legal advisory services
- 79613000 - Employee relocation services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

The Scottish Government has a requirement to place a contract with an external service provider for the provision of Domestic and International Relocation Services.

The Contract will cover permanent transfer locations within the Scottish mainland and the Scottish Islands. The Contract will cover permanent transfers to or from Scotland (and Scottish Islands) and the rest of the United Kingdom. The Contract will cover the temporary transfers of employees to international destinations outwith the United Kingdom. The Contract will cover the repatriation of employee from the temporary international destinations. Repatriation is expected to be a return to Scotland (including Scottish Islands), or a return to a destination in the rest of the United Kingdom, but repatriation may also be to an international destination.

II.2.5) Award criteria

Quality criterion - Name: Understanding the Requirement / Weighting: 30

Quality criterion - Name: Staff Knowledge and Skills / Weighting: 30

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Climate Emergency / Weighting: 5

Quality criterion - Name: Community Benefits / Weighting: 5

Quality criterion - Name: Fairwork / Weighting: 5

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £920,000

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

Contract may be extended by 12 months at Scottish Ministers discretion

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

EuRA is the professional industry body for relocation providers and affiliated services. As a non-profit organisation EuRA promotes professional relocation services.

Bidders must be a member of EuRA further information can be found on their website

<https://www.eura-relocation.com> (copy the hyperlink into your web browser for access)

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

SPD 4B.4

Bidders must demonstrate a Current Ratio of no less than 1.0. Current Ratio will be calculated as follows:

net current assets divided by net current liabilities.

There must be no qualification or contra-indication from any evidence provided in support of the bidders economic and financial standing.

SPD Statement for 4B.5

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

contract, the insurances indicated below:

Employer's (Compulsory) Liability Insurance = 5 million GBP Public Liability Insurance = 5 million GBP

Professional Indemnity Insurance = 1 million GBP

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

It shall be a condition of the Contract that, if required by the Scottish Government, the appointed Service Provider shall deliver a validly

executed Parent Company Guarantee in the form set out in the tender 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

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

7 April 2025

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

8 April 2025

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

SPD will be scored on a pass/fail basis.

The contract award criteria will be Price 40%/Quality 60 %.

Question Scoring Methodology for Award Criteria outlined in invitation to tender:

0 — Unacceptable. Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 — Poor. Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 — Acceptable. Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 — Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 — Excellent. Response is completely relevant and excellent overall.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement.

Bidders must confirm that they will include the standard clause in all contracts used in the delivery of the requirements, ensuring payment of subcontractors at all stages of the supply chain within 30 days and include a point of contact for subcontractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance and provision of evidence and reporting to the Scottish Government on a regular basis.

Bidders who fail to answer “Yes” to this question will not have their tender considered further.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28489. 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:

Community Benefits will be a scored question with a weighting of 5 percent. The winning Bidders responses to this section will become a contract condition.

(SC Ref:789224)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court House

27 Chamber Street

Edinburgh

Country

United Kingdom