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Tender

## **Temporary Homeless Accommodation – Accommodation Management Consultant 2021**

Aberdeen City Council

F02: Contract notice

Notice identifier: 2021/S 000-004676

Procurement identifier (OCID): ocids-h6vhtk-0299b5

Published 9 March 2021, 9:56am

### **Section I: Contracting authority**

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

Aberdeen City Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

#### **Email**

[gordon.duncan@highland.gov.uk](mailto:gordon.duncan@highland.gov.uk)

#### **Telephone**

+44 1467530600

#### **Country**

United Kingdom

#### **NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00231](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00231)

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

The contract is awarded by a central purchasing body

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained 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>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

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

Temporary Homeless Accommodation – Accommodation Management Consultant 2021

Reference number

000-FDJE7593

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

- 98341100 - Accommodation management services

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

Services

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

The purpose of this Invitation to Tender is to invite tenders for the provision of an Accommodation Management Consultant who will ensure the provision of Additional Accommodation for Homeless Persons and Households in accordance with the requirements detailed in the Tender documents.

#### **II.1.5) Estimated total value**

Value excluding VAT: £480,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

- 98341100 - Accommodation management services
- 98341000 - Accommodation services
- 55110000 - Hotel accommodation services
- 63500000 - Travel agency, tour operator and tourist assistance services

- 63510000 - Travel agency and similar services
- 63515000 - Travel services
- 63516000 - Travel management services
- 70333000 - Housing services

### **II.2.3) Place of performance**

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

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

In order for the Council to ensure that it fulfil its obligations in regards to providing Temporary Accommodation to all homeless applicants whilst their applications are being assessed, they are seeking to engage with an Accommodation Management Consultant who will:

- Work with Accommodation Providers to provide single and double rooms at an agreed contract price for the duration of the Framework Agreement;
- Recruit Accommodation Providers to ensure that provision of accommodation fulfils the requirements of the council;
- Ensure that Accommodation Providers adhere to the standards for accommodation and service listed in the tender documents.

### **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

There is potential for the Framework Agreement to be extended for a period of up to 12 months

**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

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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

Insurance:

Tenderers must have a minimum:

5,000,000 GBP Public Liability Insurance

5,000,000 GBP Employers Liability Insurance (where applicable),

1,000,000 GBP Professional Liability Insurance.

Minimum level(s) of standards possibly required

5,000,000 GBP Public Liability Insurance

5,000,000 GBP Employers Liability Insurance (where applicable),

1,000,000 GBP Professional Liability Insurance.

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

List and brief description of selection criteria

The Authority will use an independent credit scoring organisation, to conduct appropriate financial probity checks.

Minimum level(s) of standards possibly required

If the Credit Report of any bidder contains a risk rating between Very High Risk – Moderate Risk, bidders will be given an opportunity to provide additional information which will be taken into account during the Council's assessment.

Where it is considered that the additional supporting information does not provide evidence to the satisfaction of the Council that risk is mitigated, the bidder shall be awarded a mark of fail and subsequently disqualified.

Please refer to the documents for more information.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

#### **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 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

8 April 2021

Local time

12:00pm

Place

N/A on-line tendering



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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic payment will be used

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

Aberdeen City Council is committed to developing its approach to working with all suppliers and has introduced a strategic initiative to enhance their supplier relations, which is referred to as the Aberdeen City Council Supplier Incentive Scheme ("ACCSIS").

As a result of implementing ACCSIS the Council may be able to pay invoices earlier than their standard 30 day payment terms. In return for paying participating suppliers ahead of the 30 day standard payment terms, a small rebate is deducted from each invoice that is paid early. If the invoice is not settled early at all then no discount will be applicable.

More details of ACCSIS are available within the tender documents

Please note suppliers opt into this scheme. It is not compulsory.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18140. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:646873)

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

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

Local Sheriff Court

Aberdeen

Country

United Kingdom