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Tender

Provision of Occupational Health and Employee Counselling Services for Belfast City Council

Belfast City Council

F01: Prior information notice

Call for competition

Notice identifier: 2022/S 000-004746

Procurement identifier (OCID): ocds-h6vhtk-031926

Published 20 February 2022, 10:44pm

Section I: Contracting authority

I.1) Name and addresses

Belfast City Council

9 - 21 Adelaide Street

Belfast

BT2 8DJ

Email

cps@belfastcity.gov.uk

Country

United Kingdom

NUTS code

UKN06 - Belfast

Internet address(es)

Main address

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

I.3) Communication

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Provision of Occupational Health and Employee Counselling Services for Belfast City Council

Reference number

T2240

II.1.2) Main CPV code

- 85000000 - Health and social work services

II.1.3) Type of contract

Services

II.1.4) Short description

Belfast City Council requires the provision of an Occupational Health Service and an Employee Counselling Service.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

II.2) Description

II.2.1) Title

Lot 1 Occupational Health Service for Belfast City Council

Lot No

1

II.2.2) Additional CPV code(s)

- 85147000 - Company health services

II.2.3) Place of performance

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Belfast, Northern Ireland

II.2.4) Description of the procurement

An independent occupational health service is required for Belfast City Council to support approx. 2500 members of staff across a range of job roles and provide the following services:

- Medical referrals and assessments for advice on matters including absence management, fitness for work, rehabilitation, adjustments, redeployments, ill health recommendations, employee counselling support.
- Health surveillance and screening
- Workplace health assessments
- Driving licence medicals
- Pre-employments medicals
- Immediate telephone referrals to an OH advisor/nurse
- GP and other specialist referrals
- Provision of management information reports

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £562,000

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

Duration in months

36

II.2.11) Information about options

Options: Yes

Description of options

The Contract shall be for the period of two years with the option to renew for a further year (up to 12 months)

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) Description

II.2.1) Title

Lot 2 Employee Counselling Service for Belfast City Council

Lot No

Lot 2

II.2.2) Additional CPV code(s)

- 85312320 - Counselling services

II.2.3) Place of performance

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Belfast, Northern Ireland

II.2.4) Description of the procurement

An independent employee counselling service is required for Belfast City Council to

support approx. 2500 members of staff across a range of job roles and provide the following services:

- EC referrals, including line management, self, sickness, emergency, specialist, stress related referrals for advice on matters including absence management, fitness for work, rehabilitation, adjustments, redeployments, ill health recommendations, Occupational Health support.
- Training of Council staff e.g. stress awareness
- Mediation, mentoring
- Provision of management information reports

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £590,000

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

Duration in months

36

II.2.11) Information about options

Options: Yes

Description of options

The Contract shall be for the period of two years with the option to renew on for a further year (up to 12 months)

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.1.2) 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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Competitive procedure with negotiation

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 expressions of interest

Date

28 March 2022

Local time

3:00pm

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

English

Section VI. Complementary information

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

This procurement is being let under Public Contract Regulations 2015 as amended (PCR2015) and the services in scope are listed under Schedule 3, therefore associated procurement procedures apply as allowed for under these scope of services i.e. Light Touch Regime.

Economic Operators are asked to email their initial Expression of Interest to cps@belfastcity.gov.uk. An EOI Questionnaire will then be sent to Economic Operators which then need to be completed and returned to quotations@belfastcity.gov.uk on or before 3pm on 28th March 2022.

Following the closing date and time it is anticipated that all those who have expressed an interest will take part in supplier engagement, if required, followed by a tender process.

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice

Chichester Street

Belfast

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Royal Courts of Justice

Chichester Street

Belfast

Country

United Kingdom

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

Royal Courts of Justice

Chichester Street

Belfast

Country

United Kingdom