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Tender

## **Supply and Delivery of Horse Bedding**

Scottish Police Authority

F02: Contract notice

Notice identifier: 2022/S 000-006689

Procurement identifier (OCID): ocds-h6vhtk-0320bb

Published 11 March 2022, 11:59am

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

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

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

#### **Email**

[june.northcote@scotland.police.uk](mailto:june.northcote@scotland.police.uk)

#### **Telephone**

+44 7867153789

#### **Country**

United Kingdom

#### **NUTS code**

UKM93 - East Ayrshire and North Ayrshire mainland

**Internet address(es)**

Main address

<http://www.spa.police.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA19762](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762)

**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

[www.publictendersscotland.publiccontractsscotland.gov.uk](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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

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

Body governed by public law

**I.5) Main activity**

Other activity

Police Authority for the Police Service of Scotland with functions referred to in Section 2 of the Police and Fire Reform(Scotland).

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## **Section II: Object**

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

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

Supply and Delivery of Horse Bedding

Reference number

PROC20-0815

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

- 03140000 - Animal products and related products

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

Supplies

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

The Scottish Police Authority intend to appoint a suitably experienced and competent Contractor to supply Horse Bedding for Police Scotland Mounted Unit.

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

Value excluding VAT: £165,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland

Main site or place of performance

East Ayrshire

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

The Scottish Police Authority intend to appoint a suitably experienced and competent Contractor to supply Horse Bedding for Police Scotland Mounted Unit.

#### **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

two options to extend up to 12 months each

#### **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

It is a requirement of this Contract that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded

Contract, indicated below:

#### SPD Question 4B 5Insurances

Employers (Compulsory) Liability Insurance = 10 million GBP in respect of each claim without limit to the number of claims. Tenderers

may be required to provide their current Employers Liability Insurance certificate which should include name of the insurers, policy

numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

Public Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to

provide a copy of their current Public Liability Insurance certificate.

Product Liability Insurance = 5 million GBP in respect of each claim and in the aggregate. Tenderers may be required to provide a copy of their current Professional Indemnity Insurance certificate.

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one

incident and annual aggregate caps and the excesses under the policies.

#### SPD Question 4B6 Financial Standing:

The Authority will access a Credit safe report for a Tenderers organisation and use the information contained within to assist with the

assessment of the Tenderer's economic and financial standing. Tenders are asked to provide their company number within the SPD to

allow the Authority to access a Credit Safe Report.

Within such reports, the risk of business failure is expressed as a score of 30 or below (high risk of business failure). In the event that a

company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business

failure, the submission will not be considered further.

If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you

from this contract. It is the Contractor's responsibility to ensure that the information held by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to

ensure that the most up to date information is used. Where you are not registered on credit safe e.g. charitable organisations or new start

companies/ Sole Traders with less than 3 years trading history, discretionary powers are available to the Director of Finance to consider

abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe

and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in

rejection of your submission.

**IMPORTANT NOTE:** This requirement is not applicable to Sole Traders/ Charities. Sole Traders/ Charities may be required to provide a

bankers reference if successful.

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

List and brief description of selection criteria

Tenderers are required to provide 2 examples of supplying Horse Bedding to the public or private sectors in the last three years. The

examples provided must be relating to comparable tenders in value and type to the contract being procured.

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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

14 April 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

14 April 2022

Local time

12:30pm

Place

Glasgow

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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: Dec 2026

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public

Contracts (Scotland) Regulations 2015.

Assessment of Employment Status

Tenderers may be asked to declare whether they intend to provide services through a Personal Service Company (PSC). From April 2017,

the responsibility to pay employment taxes shifts from the PSC to public sector bodies and the Authority must be aware of any successful

tenderer's detailed employment status.

For further information on determining employment status the Government has published guidance on this IR35 Legislation

Living Wage

Tenderers will be asked to confirm if they pay all employees as a minimum the Real Living Wage as published by the Living Wage

Foundation for statistical information gathering purposes only.

Equality and Diversity

Tenderers will be required to comply with the statutory obligations under the Equality Act 2010.

Declaration of Non-Involvement in Serious Organised Crime



Tenderers must complete and sign a Declaration of Non-Involvement in Serious Organised Crime form.

#### Subcontractor Detail

Tenderers will be required to provide details of the subcontractors they intend to use in their supply chain. Tenderers are required to

complete this section as part of the SPD.

#### Data Protection

Tenderers must be aware of their obligations under the Data Protection Act 2018 and the GDPR as set out in the Contract.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=683949](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=683949).

(SC Ref:683949)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9DA

Telephone

+44 1414185247

Country

United Kingdom