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Tender

## **Supply and Spread of Woodchip**

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2025/S 000-007795

Procurement identifier (OCID): ocds-h6vhtk-04e940

Published 4 March 2025, 11:23am

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Contact**

Hannah Boutiche

#### **Email**

[Hannah.boutiche@edinburgh.gov.uk](mailto:Hannah.boutiche@edinburgh.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.3) Communication**

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

<https://www.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk>

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

Regional or local authority

**I.5) Main activity**

General public services

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

Supply and Spread of Woodchip

Reference number

CT1547

#### II.1.2) Main CPV code

- 03410000 - Wood

#### II.1.3) Type of contract

Supplies

#### II.1.4) Short description

The City of Edinburgh Council requires a contractor to supply and spread wood chip within Council owned play areas. The areas require a safety surface of woodchip to maintain a depth of 300mm, as specified in the Playground Safety Standard EN1176.

#### II.1.5) Estimated total value

Value excluding VAT: £350,000

#### II.1.6) Information about lots

This contract is divided into lots: No

### II.2) Description

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

- 45112723 - Landscaping work for playgrounds
- 45112711 - Landscaping work for parks

#### II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

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

The City of Edinburgh Council requires a contractor to supply and spread wood chip within Council owned play areas. The areas require a safety surface of woodchip to maintain a depth of 300mm, as specified in the Playground Safety Standard EN1176.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

#### **II.2.6) Estimated value**

Value excluding VAT: £350,000

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

Duration in months

48

This contract is subject to renewal

No

#### **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

This section refers to section B of Part IV of the SPD (Scotland)

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.1 - Tenderers are required to have a minimum “general” annual turnover of GBP 175,000 for the last two financial years. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.4 - Tenderers will be required provide the following information in response to 4B.4:

- Current ratio for Current Year: at least 1.10
- Current ratio for Prior Year: at least 1.10

The formula for calculating a Tenderer’s current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.10. Where a Tenderer’s current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.5 - Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- a. Employers (Compulsory) Liability Insurance - GBP 5 million
- b. Public Liability Insurance - GBP 5 million
- c. Motor Insurance on a fully comprehensive basis

Where a Tenderer does not hold or commit to obtaining the types and levels of insurance

indicated, the Council may exclude the Tenderer from the competition.

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

List and brief description of selection criteria

This refers to section C and D of Part IV of the SPD (Scotland).

Minimum level(s) of standards possibly required

Part IV: Selection criteria - C: Technical and Professional Ability – Question 4C.4 - Inclusion of Prompt Payment clause - Tenderers are required to confirm that they will include the standard clause in all contracts used in the delivery of the framework agreement, ensuring payment of sub-contractors at all stages of the supply chain within 30 days and include a point of contact for sub-contractors to refer to in the case of payment difficulties. Where a Tenderer does not commit to the inclusion of a prompt payment clause, the Council may exclude the Tenderer from the competition.

Part IV: Selection criteria - C: Technical and Professional Ability – Question 4C.4 - Payment of the Real Living Wage - Tenderers are required to confirm that they will pay any staff that are directly involved in the delivery of the framework agreement (including any agency or sub-contractor staff), at least the Real Living Wage. Where a Tenderer does not commit to pay any staff that at least the Real Living Wage, the Council may exclude the Tenderer from the competition.

Part IV: Selection Criteria – C: Technical and Professional Ability – Question 4C.7 – Response to climate change emergency - Tenderers are required to provide evidence that their organisation is taking steps to build their awareness of the climate change emergency and provide details of how they have/will respond (to the climate change emergency). Tenderers must complete the Climate Change Plan Template, to supply information about their organisation's carbon emissions sources and the steps that their organisation plans to take to reduce your carbon emissions, including any ongoing or completed plans. Responses do not need to include carbon emissions calculations. Where a Tenderer fails to demonstrate that it is taking steps to build awareness of the climate change emergency and reduce emissions, to the Council's satisfaction, the Council may exclude the Tenderer from the competition.

Part IV: Selection criteria - D: Quality Assurance Schemes & Environmental Management – Question 4D.1 - It is a mandatory requirement that Tendering Organisations with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly. Tenderers should confirm that this condition has been met within the response to this question. Where a Tenderer does not have a Health & Safety Policy and is required to do so, the Council may exclude the Tenderer from the competition.

## **III.2) Conditions related to the contract**

### **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

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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

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

#### **IV.2.7) Conditions for opening of tenders**

Date

3 April 2025

Local time

12:00pm

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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: January 2029

## **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**

### **CONTRACT SPECIFIC MANDATORY CRITERIA**

Part IV: Selection criteria – C: Environmental management measures – Question 4C.7

Compliance with LEZ - Bidders are required to confirm that they (and any sub-contractor) will comply with the minimum emissions standards for Edinburgh's Low Emission Zone (and any other such related scheme, including those in Partner Organisations locations) when delivering the specified services.

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=792187](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=792187).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:

Please see ITT documentation for a description of the Community Benefits which shall apply

(SC Ref:792187)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=792187](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=792187)

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

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

Edinburgh Sheriff Court

Edinburgh

EH1 1LB

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session. The City of Edinburgh Council (the Council) will have a minimum standstill period of 10 days before awarding the contract. The communication of the award decision notice will be sent by fax or e-mail to all tenderers with the standstill period commencing on the next day. If proceedings are started in the Sheriff Court or the Court of Session against the Council in respect of the decision to award the contract within the standstill period then the Council is prevented from awarding the contract. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the FTS or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.