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Tender

## **Janet Courtney Hostel Refurbishment, Lerwick, Shetland - Architectural Services and Principal Designer**

Shetland Islands Council

F02: Contract notice

Notice identifier: 2025/S 000-008722

Procurement identifier (OCID): ocids-h6vhtk-04eb7f

Published 11 March 2025, 1:14pm

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

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

Shetland Islands Council

8 North Ness Business Park

Lerwick, Shetland

ZE1 0LZ

#### **Contact**

Graeme MacDonald

#### **Email**

[contract.admin@shetland.gov.uk](mailto:contract.admin@shetland.gov.uk)

#### **Telephone**

+44 1595744595

#### **Country**

United Kingdom

**NUTS code**

UKM66 - Shetland Islands

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00402](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00402)

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://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**

Janet Courtney Hostel Refurbishment, Lerwick, Shetland - Architectural Services and Principal Designer

Reference number

H/03/25

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

- 71200000 - Architectural and related services

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

Services

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

Provision of architectural services to form part of design team for the refurbishment of the Janet Courtney Hostel. Works comprise full design and specification of drawings and documents, acquisition of consents, assist in appointment of Contractor and full CA duties to supervise and manage works onsite. The appointment will also include the role of Lead Designer under the Construction Regulations 2015 (CDM).

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

This contract is divided into lots: No

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

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

- 71220000 - Architectural design services

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

NUTS codes

- UKM66 - Shetland Islands

Main site or place of performance

Lerwick, Shetland Islands and as required by the Contracting Authority.

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

The type of contract to be awarded is a Services contract.

The procedure is governed by the Public Contracts (Scotland) Regulations 2015. The procedure being followed is a Restricted Procedure.

#### **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

No

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

#### **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**

Minimum level(s) of standards possibly required

Minimum overall turnover of 54,000 GBP per year for the last 3 financial years available, depending on the date on which the economic operator started trading, as far as the information on this turnover is available;

Evidence of current Employers and Public Liability Insurances to a minimum of 10,000,000 GBP and 5,000,000 GBP respectively;

Financial statements for the last 3 financial years if available, depending on the date on which the economic operator started trading, as far as the information on this turnover is available. Where accounts are not in English, the Tenderer must provide certified extracts in the English language;

A current bank reference to a minimum annual value of 80,000 GBP;

Where the tenderer has not provided a bank reference or the bank has not provided a reference, an independent credit rating check will be sought by the Council. The report provided from this check must provide evidence to the Council that the Tenderer has sufficient financial ability to undertake the estimated contract value;

The procedure undertaken to evaluate the economic and financial standing of the bidder is detailed in Appendix 1. The standard ratios and metrics which will be used as part of the assessment are detailed in Appendix 2.

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

Minimum level(s) of standards possibly required

Refer to the Stage 1 Single Procurement Document (SPD) Briefing Document - 4.2 Table 2 - Questions and Weightings.

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## **Section IV. Procedure**

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

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

Restricted 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

11 April 2025

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

22 April 2025

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

English

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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 invoicing will be accepted

Electronic payment will be used

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

Please note that it is an essential requirement of the procurement process that Tenderers fully complete and submit a satisfactory Single Procurement Document (SPD) (Scotland) and satisfy all requirements specified or referred to in the Contract Notice.

The Council reserves the right to accept any tender in whole or in part and is not bound to accept any tender or the lowest tender submitted.

The Contract shall be subject to Scots Law and the jurisdiction of the Scottish Courts.

GBP means Great British Pounds.

V1.4.1 - Review body. The review body noted is Lerwick Sheriff Court but economic operators should contact the Contracting Authority in the first instance if any issue needs to be addressed. The court may be contacted where legal proceedings are contemplated.

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=792383](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=792383).

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.

(SC Ref:792383)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=792383](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=792383)

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

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

Lerwick Sheriff Court

King Erik Street

Lerwick

ZE1 0HD

Email

[lerwick@scotcourts.gov.uk](mailto:lerwick@scotcourts.gov.uk)

Country

United Kingdom