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Contract

Single Occupancy Discount Review Service

The City of Edinburgh Council

F03: Contract award notice

Notice identifier: 2024/S 000-008968

Procurement identifier (OCID): ocds-h6vhtk-0417c6

Published 20 March 2024, 11:12am

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

4 East Market Street

Edinburgh

EH8 8BG

Contact

Ben Fulton

Email

ben.fulton@edinburgh.gov.uk

Telephone

+44 1315296432

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

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

Single Occupancy Discount Review Service

Reference number

CT2989

II.1.2) Main CPV code

- 75000000 - Administration, defence and social security services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council (the Council) is responsible for the collection of council tax for approximately 262,000 dwellings. Around 90,000 of these are currently in receipt of a single occupancy discount (SOD). The Council is seeking to procure a third party to undertake a fully managed service that will review, validate, and update the Council's SOD accounts.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £240,000

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The City of Edinburgh Council (the Council) is responsible for the collection of council tax for approximately 262,000 dwellings. Around 90,000 of these are currently in receipt of a single occupancy discount (SOD). The Council is seeking to procure a third party to undertake a fully managed service that will review, validate, and update the Council's SOD accounts.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-033455](#)

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

12 March 2024

V.2.2) Information about tenders

Number of tenders received: 2

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 2

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Datatank

Gothic House, Barker Gate

Nottingham

NG1 1JU

Telephone

+44 7852753254

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £240,000

Section VI. Complementary information

VI.3) Additional information

It is a mandatory requirement of this Contract that a prompt payment clause is present in all Contracts used in the delivery of the requirements. This ensures payment of sub-contractors at all stages of the supply chain within 30 days and includes an obligation to provide a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance as well as the provision of evidence and reports to the Council on request or as contractually scheduled.

(SC Ref:761496)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Sheriff Court House, 27 Chambers Street

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. 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.