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Tender

## **Ship's Agency Services**

CalMac Ferries Ltd

F02: Contract notice

Notice identifier: 2021/S 000-009036

Procurement identifier (OCID): ocds-h6vhtk-02aabd

Published 27 April 2021, 5:04pm

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

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

CalMac Ferries Ltd

Ferry Terminal

Gourock

PA19 1QP

#### **Contact**

June Cairns

#### **Email**

[june.cairns@calmac.co.uk](mailto:june.cairns@calmac.co.uk)

#### **Telephone**

+44 1475650370

#### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.calmac.co.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10923](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10923)

**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

<https://www.publictendersscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

Other type

Body Governed by Public Law

## **I.5) Main activity**

Other activity

Ferry Operator

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## **Section II: Object**

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

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

Ship's Agency Services

Reference number

AM21-004

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

- 63523000 - Port and forwarding agency services

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

Services

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

CalMac Ferries Ltd (CFL) requires a supplier to provide Ship Agency Services to the current CalMac fleet of vessels and any future vessels for various port calls and dockings across the CFL network.

As subject matter experts and with proven local port knowledge, the supplier will ensure a smooth vessel transition in and out of the port and/or dockyard and have the welfare of the crew as a priority during all activities.

Acting on behalf of CalMac, they will liaise with all relative necessary vendors including port authorities, pilotage, and towage services. They will also be required to coordinate with regards to any crew issues, repatriation, and relevant documentation.

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

Value excluding VAT: £440,000

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

This contract is divided into lots: No

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

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

- 63520000 - Transport agency services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

West Coast of Scotland

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

CalMac Ferries Ltd (CFL) requires a supplier to provide Ship Agency Services to the current CFL fleet of vessels and any future vessels for various port calls and dockings across the CFL network.

As subject matter experts and with proven local port knowledge, the supplier will ensure a smooth vessel transition in and out of the port and/or dockyard and have the welfare of the crew as a priority during all activities.

Acting on behalf of CFL, they will liaise with all relative necessary vendors including port authorities, pilotage and towage services. They will also be required to co-ordinate with regards to any crew issues, repatriation and relevant documentation.

Details of the requirement and services included are as follows;

To provide agency services for the entire CFL fleet, with specific reference to annual dockings.

Booking vessel in and out of the port/yard and arranging all necessary services including;

"Harbour Dues

Pilotage

Tugboat

Linesmen

Customs / Documentation

Crew Change / Transportation

Husbandry"

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Possible of extension periods of a further 2 x 12 month periods

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

Envisaged number of candidates: 3

Objective criteria for choosing the limited number of candidates:

The Procurement will be conducted through the use of the Competitive Procedure with negotiation (CPN)

All queries about this procurement must be made via the PCS-T messaging system

The process we will apply is;

Bidders must pass the minimum standards sections of the SPD (Scotland)

Part III and Section B and D of Part IV will be scored on a pass/fail basis, and section C of part IV of the SPD (Scotland) will be scored in the following way;

Questions 4C 2.1.6, 4C2.1.7 and 4C2.1.8, of the SPD, will be scored using the following methodology;

100- Excellent. The response is completely relevant and excellent overall. The response is comprehensive, unambiguous, and demonstrates thorough experience, knowledge, or skills/capacity/capability relevant to providing similar services to similar clients.

75- Good. The response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge, or skills/capacity/capability relevant to providing similar services to similar clients.

50-Acceptable. The response is relevant and acceptable. The response demonstrates

broad experience, knowledge, or skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge, or skills may not be of a similar nature.

25-Poor. The response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient detail or explanation to demonstrate previous relevant experience/capacity/capability.

0-Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.

The responses to the questions in Section III.1.3 of the Contract Notice will be weighted in the following way. Please see SPD (Scotland) Question 4C 2.1.6 - 25% , 4C 2.1.7 - 15%, 4C 2.1.8- 10%, 4C.2.1.9 - 20% and 4C.2.1.10 30%

We will take the three highest-scoring bidders through and they will be invited to submit a tender for this requirement.

#### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As stated in the Tender Document

#### **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

### **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**

Competitive procedure with negotiation

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

#### **IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be



discussed or tenders to be negotiated

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

#### **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

28 May 2021

Local time

12:00pm

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

8 June 2021

#### **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: 4 (from the date stated for receipt of tender)

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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 ordering will be used

Electronic payment will be used

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

The estimated value of the initial contract term (24 months) is 220,000GBP

Estimated value of the 2 x 12 month optional extensions is 220,000 GBP

Questions in the ITT will be scored using the following methodology;

100 - Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement, and provides details of how the requirement will be met in full.

75 - Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirement will be fulfilled.

50 - Acceptable - Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

25 - Poor - Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

0 - Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

Award Criteria can be found in the Tender Document along with appropriate weightings.

COMPETITIVE PROCEDURE WITH NEGOTIATION EXPLANATION - Competitive Procedure with Negotiation (CPN) this is a two-stage procedure run along the same lines

as a Restricted Procedure. This requires interested parties to complete a pre-qualification stage by submitting a Single Procurement Document (SPD) before being invited to submit a tender. This down selection process allows us to limit the number of parties receiving the full tender and moving forward to the negotiation phase(s) if required.

Under CPN tenders are submitted from down selected suppliers and are then subject to evaluation and negotiation and then re-submitted to finalise positions and allow selection of a preferred bidder.

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 18171. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:646558)

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

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

Greenock Sheriff Court

1 Nelson Street

Greenock

PA15 1TR

Telephone

+44 1475787073

Country

United Kingdom