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Tender

School Counselling Service

Scottish Borders Council

F02: Contract notice

Notice identifier: 2025/S 000-009182

Procurement identifier (OCID): ocds-h6vhtk-04eca5

Published 13 March 2025, 12:14pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Borders Council

Council Headquarters

Newtown St Boswells

TD6 0SA

Contact

Procurement

Email

procurement@scotborders.gov.uk

Telephone

+44 1835824000

Country

United Kingdom

NUTS code

UKM91 - Scottish Borders

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00394

I.3) Communication

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

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

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/Default.aspx>

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

School Counselling Service

Reference number

1001384

II.1.2) Main CPV code

- 85312300 - Guidance and counselling services

II.1.3) Type of contract

Services

II.1.4) Short description

Scottish Borders Council (the Council) is seeking Bidder responses to this Invitation to Tender (ITT) to appoint an external Service Provider who is experienced and appropriately qualified to deliver a School Counselling Service for children and young people aged 10 years and over (up to and including young people aged 18 years).

This procurement is being carried out in accordance with the Public Contracts (Scotland) Regulations 2015 under the “Light Touch Regime”.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85312300 - Guidance and counselling services

II.2.3) Place of performance

NUTS codes

- UKM91 - Scottish Borders

II.2.4) Description of the procurement

Scottish Borders Council (the Council) is seeking Bidder responses to this Invitation to Tender (ITT) to appoint an external Service Provider who is experienced and appropriately qualified to deliver a School Counselling Service for children and young people aged 10 years and over (up to and including young people aged 18 years).

This procurement is being carried out in accordance with the Public Contracts (Scotland) Regulations 2015 under the “Light Touch Regime”.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 90

Price - Weighting: 10

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

Start date

1 August 2025

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is the option to review and extend on a 3-x rolling 12-month contract basis until 31st March 2031. Extension of the contract beyond the initial contract term will be dependent on achieving satisfactory performance against the KPIs, subject to continued funding being available and positive evaluation.

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

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

Please refer to SPD and tender documents.

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.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Please refer to SPD and tender documents.

III.2.2) Contract performance conditions

Contract performance will be managed using a Performance Management Plan, further details are included within the tender documents.

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

22 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

Tender must be valid until: 20 June 2025

IV.2.7) Conditions for opening of tenders

Date

22 April 2025

Local time

1:00pm

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 invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

This procurement is being carried out in accordance with the Public Contracts (Scotland) Regulations 2015 under the “Light Touch Regime”.

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=791355.

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.

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>

(SC Ref:791355)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=791355

VI.4) Procedures for review

VI.4.1) Review body

Jedburgh Sheriff Court and Justice of the Peace Court

Castlegate

Jedburgh

TD8 6AR

Email

jedburgh@scotcourts.gov.uk

Telephone

+44 1835863231

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The contracting authorities will incorporate a minimum 10 day standstill period at the point of information on the award of the contract is communicated to tenderers. The Public Contract (Scotland) Regulations 2015 (SSI,2015 No446) provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rule to take action in the Sherriff Court or Court of Session. A claim for an ineffectiveness order must be made within 30 days of the award being published on the Find a Tender service (FTS) or within 30 days of the date to 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 six months from the date on which the contract was entered into.