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Tender

## **Passenger Transport Framework Agreement**

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2024/S 000-009857

Procurement identifier (OCID): ocds-h6vhtk-03def2

Published 26 March 2024, 3:32pm

The closing date and time has been changed to:

**2 May 2024, 2:00pm**

See the [change notice](#).

### **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](mailto: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](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://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

<https://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.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**

Passenger Transport Framework Agreement

Reference number

CT1094

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

- 60120000 - Taxi services

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

Services

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

The City of Edinburgh Council intends to establish a Framework Agreement for the purpose of transport by taxi, private hire car or coach for a range of transport services including home to school transport for pupils and transport for a range of vulnerable services users. This Framework Agreement will be divided into Lots to cover unescorted and escorted travel arrangements, mainly within the city of Edinburgh.

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

Value excluding VAT: £60,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Vehicle and Driver - Unescorted

Lot No

1

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

- 60140000 - Non-scheduled passenger transport
- 60170000 - Hire of passenger transport vehicles with driver
- 60120000 - Taxi services
- 60130000 - Special-purpose road passenger-transport services

**II.2.3) Place of performance**

NUTS codes

- UKM75 - Edinburgh, City of

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

Vehicle and Driver – Unescorted. No specialist care, or equipment required including out of authority

**II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

It is the intention of the Council that any Contract resulting from this ITT will commence on July 2024 for a period of two years with the option to extend for up to two periods of up to twelve months each, undertaken at the sole discretion of the Council.

**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

## **II.2) Description**

### **II.2.1) Title**

Vehicle, Driver and Passenger Assistant

Lot No

2

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

- 60140000 - Non-scheduled passenger transport
- 60170000 - Hire of passenger transport vehicles with driver
- 60120000 - Taxi services
- 60130000 - Special-purpose road passenger-transport services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

Vehicle, Driver and Passenger Assistant including out of authority. Specialist vehicle and/or equipment may be required for the transport of vulnerable children and adults.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

It is the intention of the Council that any Contract resulting from this ITT will commence on July 2024 for a period of two years with the option to extend for up to two periods of up to twelve months each, undertaken at the sole discretion of the Council.

### **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

## **II.2) Description**

### **II.2.1) Title**

Unescorted Passenger Transport

Lot No

4

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

- 60170000 - Hire of passenger transport vehicles with driver
- 60120000 - Taxi services

- 60130000 - Special-purpose road passenger-transport services
- 60140000 - Non-scheduled passenger transport

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

NUTS codes

- UKM75 - Edinburgh, City of

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

Requirements for school coach trips and associated services, including but not limited to booking travel (such as ferries) and accommodation, trips and tour guides, and any other related services as determined by the scope of a particular trip. home to school transport fixed routes and ad hoc requirements from time to time on a temporary basis, for example for the purpose of accessing education-related extra-curricular activities (estimated overall requirement is 150 routes).

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

It is the intention of the Council that any Contract resulting from this ITT will commence on July 2024 for a period of two years with the option to extend for up to two periods of up to twelve months each, undertaken at the sole discretion of the Council.

### **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

## **II.2) Description**

### **II.2.1) Title**

Unescorted Passenger Transport

Lot No

3

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

- 60120000 - Taxi services
- 60140000 - Non-scheduled passenger transport
- 60170000 - Hire of passenger transport vehicles with driver

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

NUTS codes

- UKM75 - Edinburgh, City of

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

The Contractor will be required to operate a high quality, reliable, responsive and cost effective pre-booked vehicle hire service for unescorted passenger journeys on behalf of the City of Edinburgh Council (the Council) to meet transport requirements for the following user groups:

Health and Social Care clients, approximately 48% of Framework Agreement usage - e.g. journeys to and from day centres and activities

Children and Families clients, approximately 40% of Framework Agreement usage - e.g. journeys to and from school and activities

Homeless persons accessing Council services, approximately 4% of Framework Agreement usage - e.g. journeys to and from temporary accommodation

Council staff and Councillors, approximately 8% of Framework Agreement usage - e.g. journeys to and from Council Offices

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

It is the intention of the Council that any Contract resulting from this ITT will commence on July 2024 for a period of two years with the option to extend for up to two periods of up to twelve months each, undertaken at the sole discretion of the Council.

#### **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

The following requirements are needed for Lots 1, 2 and 3;

Home to school transport will require contracts to be fulfilled by taxi/PHV/PSV licensed drivers in appropriate vehicles.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Tenderers are required to have a minimum “general” annual turnover of as detailed in the grid below 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.

The turnover sought will be used throughout the lifetime of the framework and the Council may limit the award of contracts from this framework should a Tenderer’s turnover be below the expected level for the maximum value as detailed below.

The formula for calculating a Tenderer’s current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio are detailed below. 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.

The current sought will be used throughout the lifetime of the framework and the Council may limit the award of contracts from this framework should a Tenderer’s current ratio be below the maximum of each stage detailed below.

Minimum level(s) of standards possibly required

Turnover requirements;

Annual Contract value; Over GBP500,000 Turnover required; GBP1,000,000

Annual Contract value; GBP400,000 to GBP500,000 Turnover required; GBP800,000 to

GBP1,000,000

Annual Contract value; GBP300,000 to GBP400,000 Turnover required; GBP600,000 to GBP800,000

Annual Contract value; GBP200,000 to GBP300,000 Turnover required; GBP400,000 to GBP600,000

Annual Contract value; GBP100,000 to GBP200,000 Turnover required; GBP200,000 to GBP400,000

Annual Contract value; GBP50,000 to GBP100,000 Turnover required; GBP100,000 to GBP200,000

Annual Contract value; GBP25,000 to GBP50,000 Turnover required; GBP50,000 to GBP100,000

Annual Contract value; Up to GBP50,000 Turnover required; GBP100,000

Current ratio requirements;

Annual Contract value; Over GBP500,000; Current Ratio Sought 1.20

Annual Contract value; GBP400,000 to GBP500,000; Current Ratio Sought 1.20

Annual Contract value; GBP300,000 to GBP400,000; Current Ratio Sought 1.15

Annual Contract value; GBP200,000 to GBP300,000; Current Ratio Sought 1.15

Annual Contract value; GBP100,000 to GBP200,000; Current Ratio Sought 1.10

Annual Contract value; GBP50,000 to GBP100,000; Current Ratio Sought 1.10

Annual Contract value; GBP25,000 to GBP50,000; Current Ratio Sought 1.10

Annual Contract value; Up to GBP50,000; Current Ratio Sought 1.10

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## **Section IV. Procedure**

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

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

Open procedure

#### **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 several operators

#### **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 000-019110](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

26 April 2024

Local time

2:00pm

Changed to:

Date

2 May 2024

Local time

2:00pm

See the [change notice](#).

#### **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)

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

Date

29 April 2024

Local time

2:00pm

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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 invoicing will be accepted

Electronic payment will be used

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

Part IV: Selection criteria - C: Technical and Professional Ability – Question 4C.4 (A) - 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.4 (B) - 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.7 Lots 3 & 4 Only - 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 (text should be no smaller than Arial or Calibri Font size 10), 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 - Question 4D.1(A) - Health & Safety Policy - Tendering Organisations with more than 5 employees are required to have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly. To demonstrate compliance Tenderers must attach their Health & Safety Policy. 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.

Part IV: Selection criteria - D: Quality Assurance Schemes & Environmental Management – Question 4D.2 – Disclosure - Staff who deliver services to Children must have PVG clearance. Please refer to <https://www.mygov.scot/disclosure-types/> for guidance. Where the Tenderer does not commit to obtaining Disclosure Checks for all relevant staff, the Council will exclude the Tenderer from the competition. Please indicate your organisations' intention to commit to this requirement.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25925. For more information see:

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

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:

Further information can be found in the Specifications and Tenderers' Submissions.

(SC Ref:761558)

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

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

Sherriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom