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Tender

Finance Management Services

Easthall Park Housing Co-operative

F02: Contract notice

Notice identifier: 2022/S 000-010718

Procurement identifier (OCID): ocds-h6vhtk-03307c

Published 26 April 2022, 1:53pm

Section I: Contracting authority

I.1) Name and addresses

Easthall Park Housing Co-operative

6 Glenburnie Place

Glasgow

G34 9AN

Contact

Kenny Mollins

Email

kenny@easthallpark.org.uk

Telephone

+44 1417812277

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.easthallpark.org.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA23082

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.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

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

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Other type

Housing Association

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Finance Management Services

II.1.2) Main CPV code

- 66000000 - Financial and insurance services

II.1.3) Type of contract

Services

II.1.4) Short description

Easthall Park Housing Co-operative wish to appoint a company / consultant to provide finance management services.

II.1.5) Estimated total value

Value excluding VAT: £150,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 66170000 - Financial consultancy, financial transaction processing and clearing-house services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Easthall Park Housing Co-operative

6 Glenburnie Place

G34 9AN

II.2.4) Description of the procurement

Easthall Park Housing Co-operative wish to appoint a company / consultant to provide finance management services.

The tender is being conducted as a single stage 'Open Procedure' meaning tenderers must submit their completed SPD along with tender returns.

Suppliers interested in working with the public sector can get information on preparing tenders and understanding the process from the Public Contracts Scotland website www.supplierjourney.scot. In addition, general support, advice and guidance on completing public sector tenders specifically for Scottish SMEs is available from the Supplier Development Programme www.sdpsscotland.co.uk

The contract is anticipated to run for an initial period of one year commencing on 1 September 2022 with provision for two possible extensions each for a further 12 months if mutually agreed and depending on performance and the outcome of the Co-operative period of strategic review. A formal review will be carried out 6-9 months after the contract commences, which will inform the Co-operative's decision on whether the contract will be extended beyond September 2023.

As a guide to potential tenderers, the annual expenditure on services covered by this tender over the next year is circa 40,000 - 50,000 GBP (exclusive of VAT). These figures are intended as a guide only and Easthall Park Housing Co-operative does not guarantee any level of work to be instructed or the resulting contract values.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Quality criterion - Name: Price / Weighting: 30

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £150,000

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

Start date

1 September 2022

End date

29 September 2023

This contract is subject to renewal

Yes

Description of renewals

The initial contract will run to September 2023, thereafter there will be the possibility of 2 further extensions of one year following formal reviews

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

Selection criteria as stated in tender documentation

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

Chartered Accountant

III.2.2) Contract performance conditions

As stated in the tender documentation

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

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: No

IV.2) Administrative information

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

Date

10 June 2022

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: 12 August 2022

IV.2.7) Conditions for opening of tenders

Date

10 June 2022

Local time

12:00pm

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

Community benefits are included in the requirement. For more information see:

<https://www.gov.sct/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

We are committed to community empowerment and regeneration and work with existing contractors and suppliers of services to provide Community Benefits to our residents in partnership with Easthall residents Association. Please details any Community Benefits you would offer if awarded the contract in your Quality Management Questionnaire response

The SPD document can be downloaded from this notice

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=690847.

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.

(SC Ref:690847)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court

PO Box 23, 1 Carlton Place

Glasgw

G5 9DA

Country

United Kingdom