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Tender

## **The Provision of CITB Assessment Services for West College Scotland**

West College Scotland

F02: Contract notice

Notice identifier: 2024/S 000-011400

Procurement identifier (OCID): ocids-h6vhtk-045093

Published 9 April 2024, 10:53am

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

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

West College Scotland

Renfrew Road

Teams

PA3 4DR

#### **Email**

[Emma.Carroll@wcs.ac.uk](mailto:Emma.Carroll@wcs.ac.uk)

#### **Telephone**

+44 3006006060

#### **Country**

United Kingdom

#### **NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.westcollegescotland.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00465](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00465)

**I.3) Communication**

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

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

Other type

Education

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

The Provision of CITB Assessment Services for West College Scotland

Reference number

WCS 20/116

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

- 80400000 - Adult and other education services

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

Services

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

West College Scotland is seeking to appoint a single supplier to provide services for on-site assessment as well as managing and assessing the portfolio element of these SVQs.

The College is seeking a Contractor for the Provision of On-Site Assessment Services for construction courses which are provided under the Construction and Building Services Sector.

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

This contract is divided into lots: No

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

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

- 80400000 - Adult and other education services

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

NUTS codes

- UKM82 - Glasgow City

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

West College Scotland is seeking to appoint a single supplier to provide services for on-site assessment as well as managing and assessing the portfolio element of these SVQs.

The College is seeking a Contractor for the Provision of On-Site Assessment Services for construction courses which are provided under the Construction and Building Services Sector.

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

Quality criterion - Name: Quality / Weighting: 65

Price - Weighting: 35

#### **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

2 x 12 month extension periods

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

List and brief description of selection criteria

Minimum level(s) of standards required:

Please refer to question 4B.5 of the SPD and Economic and Financial standing section of the Contract Notice.

Tenderers must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance = 5 000 000 GBP

Professional Indemnity Insurance = 1 000 000 GBP

Public Liability Insurance = 5 000 000 GBP

To demonstrate and evidence suitable economic standing, successful Contractors will be required to provide 2 years audited accounts, or equivalent if awarded the contract.

Minimum level(s) of standards possibly required

Minimum level(s) of standards required:

Please refer to question 4B.5 of the SPD and Economic and Financial standing section of the Contract Notice.

Tenderers must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance = 5 000 000 GBP

Professional Indemnity Insurance = 1 000 000 GBP

Public Liability Insurance = 5 000 000 GBP

To demonstrate and evidence suitable economic standing, successful Contractors will be required to provide 2 years audited accounts, or equivalent if awarded the contract.

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

## 1. Technical or Professional Ability – Prompt Payment in the Supply Chain

Please provide a statement of the relevant supply chain management and/or tracking systems use as requested below:

Tenderers must confirm prior to award that they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have systems in place to pay contractors through the supply chain promptly and effectively and provide evidence when requested of:

a) their standard payment terms

b) > or equal to 95% of all supply chain invoices being paid on time (in accordance with the terms of the contract) in the last financial year.

If the tenderer is unable to confirm (b) they must provide an improvement plan signed by their director which improves payment performance.

Please confirm on PCS-T that you can meet this requirement and this information shall be provided when requested, prior to award.

Pass = Tenderer has confirmed that they have access to the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain and will be in a position to provide evidence when requested of a) their standard payment terms and b) > or equal to 95% of all supply chain invoices being paid on time (in accordance with the terms of the contract) in the last financial year.

If unable to confirm, an improvement plan signed by their director which improves payment performance is provided.

Fail = Tenderer has been unable to confirm a) above and has not provided b) above, when requested.

## 2. Technical or Professional Ability – Educational and Professional Qualifications

The following educational and professional qualifications are held by Its managerial staff: The staff conducting the Agreement must hold or be working towards appropriate Assessor/Verification qualifications as required by the Awarding Body.

Pass: The bidder has confirmed that staff conducting the Agreement must hold or be working towards appropriate Assessor/Verification qualifications as required by the

Awarding Body.

Fail: The bidder has not confirmed that staff conducting the Agreement hold or are working towards appropriate Assessor/Verification qualifications as required by the Awarding Body.

Please note all questions in this section are minimum standards and are mandatory. A fail will result in elimination from the procurement exercise.

Minimum level(s) of standards possibly required

#### 1. Technical or Professional Ability – Prompt Payment in the Supply Chain

Please provide a statement of the relevant supply chain management and/or tracking systems use as requested below:

Tenderers must confirm prior to award that they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have systems in place to pay contractors through the supply chain promptly and effectively and provide evidence when requested of:

a) their standard payment terms

b) > or equal to 95% of all supply chain invoices being paid on time (in accordance with the terms of the contract) in the last financial year.

If the tenderer is unable to confirm (b) they must provide an improvement plan signed by their director which improves payment performance.

Please confirm on PCS-T that you can meet this requirement and this information shall be provided when requested, prior to award.

Pass = Tenderer has confirmed that they have access to the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain and will be in a position to provide evidence when requested of a) their standard payment terms and b) > or equal to 95% of all supply chain invoices being paid on time (in accordance with the terms of the contract) in the last financial year.

If unable to confirm, an improvement plan signed by their director which improves payment performance is provided.

Fail = Tenderer has been unable to confirm a) above and has not provided b) above, when requested.

## 2. Technical or Professional Ability – Educational and Professional Qualifications

The following educational and professional qualifications are held by Its managerial staff:  
The staff conducting the Agreement must hold or be working towards appropriate Assessor/Verification qualifications as required by the Awarding Body.

Pass: The bidder has confirmed that staff conducting the Agreement must hold or be working towards appropriate Assessor/Verification qualifications as required by the Awarding Body.

Fail: The bidder has not confirmed that staff conducting the Agreement hold or are working towards appropriate Assessor/Verification qualifications as required by the Awarding Body.

Please note all questions in this section are minimum standards and are mandatory. A fail will result in elimination from the procurement exercise.



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## **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

17 May 2024

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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

17 May 2024

Local time

12:00pm

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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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Form of Tender

Tenderers must sign the Form of Tender - Appendix A prior to award to confirm that their Tender Response is a complete, true and accurate submission.

Freedom of Information

Please confirm that you will be in a position to complete, prior to award, Appendix C - Freedom of Information (if applicable) in the Technical Questionnaire in PCS-Tender. This information should only be submitted if applicable at point of award. It is for information only and will not be scored.

Sustain Supply Chain Code of Conduct

In partnership with Institutions, the Authority has developed a Sustain Supply Chain Code of Conduct- Appendix D which sets out its expected standards for its supply chain in social, ethical and environmental compliance. Tenderers must complete the Sustain Supply Chain Code of Conduct prior to award to assist in achieving its objectives.

GDPR Contractor Assessment Form

The Tenderer must sign complete and sign Appendix F - GDPR Contractor Assessment Form prior to award.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26485.  
For more information see:

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

(SC Ref:763223)

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

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

Paisley Sheriff Court

3 St James Street

Paisley

PA3 2HL

Country

United Kingdom