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Tender

## **Occupational Health Services inc EAP/Physiotherapy Services and Substance and Alcohol Testing**

West Lothian Council  
West Lothian College  
Improvement Service  
Convention of Scottish Local Authorities (COSLA)

F02: Contract notice  
Notice identifier: 2025/S 000-012452  
Procurement identifier (OCID): ocds-h6vhtk-04fbcc  
Published 2 April 2025, 11:09am

The closing date and time has been changed to:

**16 May 2025, 12:00pm**

See the [change notice](#).

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

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

West Lothian Council  
  
West Lothian Civic Centre, Howden South Road  
  
Livingston  
  
EH54 6FF

#### **Email**

[hayleigh.valentine@westlothian.gov.uk](mailto:hayleigh.valentine@westlothian.gov.uk)

**Telephone**

+44 1506281814

**Fax**

+44 1506281325

**Country**

United Kingdom

**NUTS code**

UKM78 - West Lothian

**Internet address(es)**

Main address

<https://www.westlothian.gov.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00140](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00140)

**I.1) Name and addresses**

West Lothian College

Almondvale Crescent

Livingston

EH54 7EP

**Email**

[enquiries@west-lothian.ac.uk](mailto:enquiries@west-lothian.ac.uk)

**Telephone**

+44 01506418181

**Country**

United Kingdom

**NUTS code**

UKM78 - West Lothian

**Internet address(es)**

Main address

<http://www.west-lothian.ac.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00472](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00472)

**I.1) Name and addresses**

Improvement Service

WLC Civic Centre, Howden South Road

Livingston

EH54 6FF

**Email**

[info@improvementservice.org.uk](mailto:info@improvementservice.org.uk)

**Telephone**

+44 1506282012

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.improvementservice.org.uk](http://www.improvementservice.org.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10882](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10882)

**I.1) Name and addresses**

Convention of Scottish Local Authorities (COSLA)

Verity House, 19 Haymarket Yards

Edinburgh

EH12 5BH

**Email**

[kieran@cosla.gov.uk](mailto:kieran@cosla.gov.uk)

**Telephone**

+44 1314749323

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.cosla.gov.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA27523](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA27523)

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **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**

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**

Occupational Health Services inc EAP/Physiotherapy Services and Substance and Alcohol Testing

Reference number

CC14042

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

- 85100000 - Health services

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

Services

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

The council in partnership with their partner organisations, West Lothian College and the Improvement Service, requires to secure professional occupational health medical advice to enable it to meet its duties and responsibilities for the health, safety, and welfare of its employees. In order to meet these duties and responsibilities, an Occupational Health Provider is required to deliver a full and comprehensive Occupation Health Service. It is proposed that the contract is split into 4 lots;

- Lot 1 - Occupational Health Services
- Lot 2 - Physiotherapy Services
- Lot 3 - EAP/Counselling Services
- Lot 4 - Alcohol and Substance Screening

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

Value excluding VAT: £2,160,270

### **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**

Substance & Alcohol Screening

Lot No

4

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

- 85100000 - Health services

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

NUTS codes

- UKM78 - West Lothian

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

West Lothian Council requires to secure professional substance and alcohol screening services to enable it to meet its duties and responsibilities for the health, safety and welfare of its employees as part of our policies on substance misuse.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend by up to a further 24 months in total.

### **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**

Physiotherapy Services

Lot No

2

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

- 85142100 - Physiotherapy services

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

NUTS codes

- UKM78 - West Lothian

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

In Partnership with West Lothian College, West Lothian Council require to secure professional physiotherapy advice and treatment to improve the safety, comfort and performance of employees.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend by up to a further 24 months in total.

### **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**

EAP/Counselling Services

Lot No

3

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

- 85100000 - Health services

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

NUTS codes

- UKM78 - West Lothian

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

West Lothian Council, in partnership with their partner organisations requires to secure professional EAP/Counselling as an early support intervention to all their employees and elected members on life-crisis and workplace issues.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend by up to a further 24 month in total.

#### **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**

Occupational Health Services

Lot No

1

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

- 85100000 - Health services
- 85147000 - Company health services

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

NUTS codes

- UKM78 - West Lothian

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

West Lothian Council in partnership with their partner organisations requires to secure professional occupational health medical advice to enable it to meet its duties and responsibilities for the health, safety and welfare of its employees.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend by up to a further 24 months in total.

#### **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

Re SPD question 4B.6 West Lothian Council will use Dun and Bradstreet's DBAi financial reporting system to assess the financial stability of tenderers. Tenderers with a Failure Score of 50 or above on the DBAi system will be deemed to have evidenced satisfactory financial stability. Please note that 49 or less will not be considered as having met this criteria. If a tenderer has a Failure Score of less than 50, the tenderer may be required to submit their last three years accounts.

In the event that the tenderer is not required to publish accounts and therefore does not have a Dun & Bradstreet or equivalent rating, tenderers should be able to provide financial accounts when requested. The council will then conduct an analysis of the accounts to ensure that there is no significant financial risk. Please note that if you intend on attaching 2 years accounts, these must include financial data over a 3-year period.

It is recommended that candidates review their own Dun & Bradstreet Score in advance of submitting their tender. If following this review tenderers consider that the Dun & Bradstreet Score does not reflect their current financial status, details of this should be provided, complete with evidence of a good high street credit rating (the equivalent of Dun & Bradstreet score 50) from a recognised credit referencing agency. The council will review any such information as part of the evaluation of Tenderer's financial status.

In the event that a firm does not meet the financial criteria for consideration but has a parent company that does, the firm may still be eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee.

Should after review of the financial evaluation the tenderer fail, then the tender submission may be rejected.

With reference to ESPD Q4B.5.1a,b&c; It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below.

Minimum level(s) of standards possibly required

Employer's Liability Insurance = 10m GBP

Public/Products Liability Insurance = 10m GBP

Professional Indemnity Insurance = 2m GBP

Medical Malpractice = 10m GBP

Motor Insurance = Copy of Certificate required (if applicable)

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

List and brief description of selection criteria

Bidders will be required to confirm staff hold the following qualifications and certificates (as applicable);

Minimum level(s) of standards possibly required

Staff are required to hold the following qualifications and certificates (as applicable);

#### **Lot 1 Occupational Health Services**

Professional medical practitioners that have training, qualifications appropriate to the provision of an occupational health service, and who can demonstrate ongoing professional development. Such qualifications would include:

- OH Physicians: membership of the Faculty of Occupational Medicine;
- OH Nurse: registration with the Nursing and Midwifery Council as a specialist community public health nurse in occupational health or possession of an occupational health qualification at Certificate, Diploma, or Degree level;
- Occupational Therapists: approved occupational therapy qualification at certificate, Diploma or Degree level and registration with the Health & Care Professions Council

#### **Lot 2 Physiotherapy**

- Professional qualified Chartered Physiotherapists registered with the Chartered Society of Physiotherapy.

#### **Lot 3 EAP/Counselling**

- All counsellors and support staff engaged by the EAP Provider must be suitably qualified, operating to the professional standards of the British Association for Counselling and Psychotherapy (BACP) and/or the UK Employee Assistance Professionals' Association (UK EAPA).

## Lot 4 - Substance and Alcohol Screening

The specialist provider will provide professional practitioners that have training, qualifications appropriate to the provision of specialist collection and analysis service. Such qualifications would include:

- The SCO must be fully trained in the collection of first line screening and second line chain of custody procedures and protocols, as recommended by the UK Laboratory Guidelines for “Legally Defensible Workplace Drug Testing”
- The MRO must be fully trained physician who has completed additional training on substance misuse testing
- Physicians: membership of the Faculty of Occupational Medicine

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Bidders will have a number of pass/fail requirements they must confirm to within the technical envelope on PCS-Tender.

#### **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**

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**

Originally published as:

Date

2 May 2025

Local time

12:00pm

Changed to:

Date

16 May 2025

Local time

12:00pm

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

2 May 2025

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Contract will be awarded for 3 years with the option to extend by upto a further 24 months in total. If extension options are not utilised a further notice will be published in 2028. If extension options are utilised a further notice will be published in 2030.

### **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.

Re: SPD Q3D.1, 3D.2 and 3D.3 Bidders should answer these questions on Environmental, social and labour law in relation to compliance with the regulations covering Scotland and the UK.

TUPE – The incoming Contractor is responsible for obtaining legal and professional advice about relevant TUPE implications.

CONFIDENTIALITY - All information supplied by the Authority must be treated in confidence and not disclosed to third parties except

insofar as this is necessary to obtain sureties or quotations for the purpose of submitting the tender. All information supplied by you to the Authority will similarly be treated in confidence except:

(i) for any information required to be disclosed or otherwise provided by the Authority to any person in order to comply with the Freedom of Information (Scotland) Act 2002 and any codes of practice applicable from time to time relating to access to public authorities' information.



The Tenderer shall co-operate, facilitate, support and assist the Authority in the provision of this information. In the event the Authority is required to provide information to any person as a result of a request made to it under such Act and/or codes, the Authority shall adhere to the requirements of such Act and/or codes in disclosing information relating to this Agreement, the Project documents and the Contractor.

(ii) that references may be sought from banks, existing or past clients, or other referees submitted by the tenderers;

(iii) for the disclosure of such information with regard to the outcome of the procurement process as may be required to be published in the Supplement to the Official Journal of the European Union in accordance with EU directives or elsewhere in accordance with the requirements of UK government policy on the disclosure of information relating to government contracts.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28516. 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:

To maximise the benefit aligned to community need, this approach is supported by the inclusion of a list of example standard Community Benefits; WLC Community Benefits List and a list of relevant local community benefits that Service areas will support via the WLC Community Wish List. Each benefit has an allocated number of points, which would be the points achieved by the supplier if that Community Benefit was delivered.

Please note: Community Benefits proposals will not form part of the award criteria and will not be evaluated but will be contractual obligations. More information can be found on the council's website:

- Community Benefits in Procurement
- Community Benefits Wishlist

Please note, the spend associated with the Community Benefit allocated points is based on WLC only estimated spend and does not include spend from other partner

organisations.

(SC Ref:791024)

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

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

Livingston Sheriff Court

Howden South Road

Livingston

EH54 6FF

Country

United Kingdom