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Tender

University of Edinburgh - Coach Hire Services

University Of Edinburgh

F02: Contract notice

Notice identifier: 2023/S 000-012636

Procurement identifier (OCID): ocds-h6vhtk-03c5f0

Published 3 May 2023, 12:12pm

Section I: Contracting authority

I.1) Name and addresses

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

Email

Louise.Connolly@ed.ac.uk

Telephone

+44 1316502508

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<https://www.ed.ac.uk/procurement/informationforsuppliers>

Buyer's address

<https://www.ed.ac.uk/procurement/informationforsuppliers>

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

University of Edinburgh - Coach Hire Services

Reference number

EC0989

II.1.2) Main CPV code

- 60172000 - Hire of buses and coaches with driver

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Edinburgh is going out to tender for Coach Hire Services. While the University of Edinburgh will lead this tender process Participating Institutions include the Scotland's Rural College (SRUC), Edinburgh College, Queen Margaret University, Edinburgh Napier University, and Heriot Watt University. The purpose of this competitive tender is to engage suitably qualified and experienced Contractor's to provide Coach Hire Services using best practice, overall value for money, and Social Responsibility and Sustainability principles. The successful Contractor's must be willing to play an active and effective role as a partner in understanding the needs and requirements of a large and complex organisation and will be expected to support the University through the delivery of a comprehensive and thorough range of services.

II.1.5) Estimated total value

Value excluding VAT: £1,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 60172000 - Hire of buses and coaches with driver

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

1.2 The University of Edinburgh is going out to tender for Coach Hire Services. While the University of Edinburgh will lead this tender process Participating Institutions include the Scotland's Rural College (SRUC), Edinburgh College, Queen Margaret University, Edinburgh Napier University, and Heriot Watt University. The purpose of this competitive tender is to engage suitably qualified and experienced Contractor's to provide Coach Hire Services using best practice, overall value for money, and Social Responsibility and Sustainability principles. The successful Contractor's must be willing to play an active and effective role as a partner in understanding the needs and requirements of a large and complex organisation and will be expected to support the University through the delivery of a comprehensive and thorough range of services.

The Contractor must provide a prompt and reliable Coach Hire Service that maintains the highest level of quality 52 weeks per year. The service must be responsive to the needs of all University of Edinburgh users and offer flexibility to adapt to emerging needs. The service provision must consistently meet the required collection, departure and arrival at destination times agreed by the customer when placing an order. Sufficient staff capability should be made available to allow a booking to be made at any time during office hours. Any alteration in the agreed booking schedule is to be advised to the University and Participating Institutions immediately it becomes known by the appropriate member of the contractor's staff.

More information can be found in Schedule 3 of the ITT.

II.2.5) Award criteria

Quality criterion - Name: Statement of Understanding / Weighting: 10%

Quality criterion - Name: Service Delivery / Weighting: 20%

Quality criterion - Name: Experience / Weighting: 5%

Quality criterion - Name: Contract Management / Weighting: 5%

Quality criterion - Name: Sustainability / Weighting: 5%

Quality criterion - Name: Fair Work Practices / Weighting: 5%

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £1,000,000

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

Duration in months

48

This contract is subject to renewal

No

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.1.2) Economic and financial standing

List and brief description of selection criteria

4B.3 In case the information concerning turnover (general or specific) is not available for the entire period required, please state the date on which the bidder was set up or started trading: Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading.

Bidders must submit their 2 most recent sets of audited accounts including (i) balance sheets and (ii) profit and loss information - or equivalent according to circumstances.

The University of Edinburgh will use Dun and Bradstreet's DBAi financial reporting system to assess the financial stability of tenderers along with financial accounts. The University will then conduct an analysis of the accounts to ensure that there is no significant financial risk.

Minimum level(s) of standards possibly required

4B.4 Bidders will be required to state the value(s) for the following financial ratio(s): Current Ratio. The acceptable range for each financial ratio is: 1:1 The ratio will be calculated as follows: Current Ratio = Current Assets / Current Liabilities.

4B.5.1a - 4B.5.3 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: Employer's (Compulsory) Liability Insurance = 5m GBP - Public Liability Insurance = 2m GBP. Please attach proof of Insurance such as a 'To whom it may concern' letter.

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

Envisaged maximum number of participants to the framework agreement: 8

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

16 June 2023

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

16 June 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Tendering will take place in 2027.

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

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=730584.

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:730584)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=730584

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom

