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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): ocids-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](mailto: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](http://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](http://www.publiccontractsscotland.gov.uk)

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

Body governed by public law

**I.5) Main activity**

Education

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## **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

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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

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

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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

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

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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: 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](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](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](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



